



MINUTES

City of Ypsilanti HISTORIC DISTRICT COMMISSION In-person Meeting

Tuesday, March 14, 2023 (approved 4/11/23)
7:00 P.M.

CALL TO ORDER AND ROLL CALL

Chairperson Pettit Welcomed and thanked everyone for attending.
Meeting called to order at 7:05pm

Commissioners Present: Alex Pettit – Washtenaw County, City of Ypsilanti
James Chesnut - Washtenaw County, City of Ypsilanti
Delrhea Byrge - Washtenaw County, City of Ypsilanti
Stefan Szumko – Washtenaw County, City of Ypsilanti

Commissioners Absent: James Ratzlaff – Washtenaw County, City of Ypsilanti

Staff Present: Ellen Thackery, Preservation Planner

APPROVAL OF AGENDA

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

Voice Vote - Ayes: Four
Nays: None
Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS—none

PUBLIC HEARING—none

OLD BUSINESS—none

NEW BUSINESS

306 S Washington

**Porch post repair and reinstallation, porch guardrail, porch decking, repair, repaint, and leave existing wood handrails and steps*

Applicant: Guy Huddleston, contractor - present

Discussion: Staff Report: *Applicant seeks to repair to make structurally sound the historic wood porch posts and reinstall them, but because porch guardrail was removed, new guardrail needs to meet current building code. The steps and handrail are proposed to remain and that is okay with the building inspector but if they are beyond repair and need to be replaced, they too will need to meet code. New porch decking will be wood. All wood components will be painted to match the house.*

Pettit: Invited applicant to discuss the application. Had nothing to add.

[Discussed that the Standards call for original materials to be saved, and that our design guidelines call for a lower rail and a booster rail above it as a way to reference the original guardrail height but also keep porch safe and to code. Here the application asks us to depart from that recommendation and also depart from our design guidelines which call for the step handrails and porch guardrails to match.

Staff clarified that the guardrail that had been removed and the handrails still in place for that matter are not historic—the historic materials were removed long ago, likely before the 1980s.

Commissioner noted that we will now lose the intentional line that went from the handrails and turned onto the porchrail hitting at the windowsill height. This house is important.

Commissioner suggests looking at other aspects of the application. Porch posts being reused follows the Standards, commissioners expressed no concerns about the wood for the porch—one commissioner noted that all 6 sides of each porch decking board should be primed with oil-based primer.

[Discussed guardrail construction. The guardrail was proposed to have a vertical member and a blocking/spacer piece. Commissioner suggested that the railing could go straight into the historic post instead and that added vertical member would not be needed. Applicant agreed that could be done.]

[Discussion about pros and cons of a lower porch rail with a booster rail when the original, historic railing is not present.]

Motion: Chesnut (second: Szumko) moved to approve application PHDC 22-0105 for the work proposed at 306 S Washington and issue a certificate of appropriateness for the reinstallation of the historic wood porch posts, the installation of the proposed wood 36" tall porch guardrail not per the installation method proposed in the application but instead to include a clean connection from the top and bottom rails to each post with a good reference being Figure 7 in this agenda item's staff report, and the installation of the wood tongue-and-groove decking, with the following conditions: the historic porch posts will be properly repaired and made structurally sound or replaced with wood replicas approved by staff, skirting that is approved by staff will be installed, if the handrails or steps must be extensively repaired or replaced, staff will review and approve the proposed work through an amended application, and all wood components of the porch will be painted to match the house. The work is approved because it meets the Secretary of the Interior's Standards 2, 6, and 9.

Secretary of the Interior's Standards:

#2- Do not destroy original character.

#6- Repair before replacing. If replacement is necessary, replacement should match original.

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

Voice Vote - Ayes: Three

Nays: One

Motion carried.

509 N River

**Remove all asphalt siding, repair all sashes of wood windows, patch and paint sashes, replace overhead garage doors. Garage entry door is mentioned in this application, but no door was proposed and applicant requested to remove that door from this application.*

Applicant: Stewart Beal, owner – not present, but Beal employee Roman Williams attended instead

Discussion: *[Staff Review: House contributes to the district. Proposal has a couple parts. Applicant proposes to remove the nonhistoric asphalt siding, repair all window sashes, and replace the overhead garage door. Staff mentioned that this application includes the mention of an entry door into the garage but applicant wants to remove that item from the application, so commission's motion will need to specifically clear the garage entry door from this application. Staff clarified whether applications (this one and the administrative review application) refer to both the house and the garage or just the house. Just the house, applicant clarified. He did clarify, however, that the wood window sashes on the garage where glass is missing will be repaired.]*

[Discussed that a garage entry door will come back before the commission in the future and so will the siding that will be installed on the rear of the house over the exposed sheathing. In this application and the application that was administratively approved, the asphalt siding on the house is to be removed and the wood underneath will be repaired or replaced in kind if necessary and painted. The replacement siding on the house's rear will be part of a future application.]

Motion: Szumko moved (Byrge seconded) to approve Application PHDC-22-0106 and issue a certificate of appropriateness for the removal of nonhistoric asphalt siding, repair of all wood window sashes and repair and replacement of necessary window glass, and replacement of the wood overhead garage door with replacement as proposed for 509 N River, as well as removing the human-entry garage door from this application. The replacement of that door can be applied for at a later date. The proposed work meets the Secretary of the Interior's Standards for Rehabilitation 2, 6, and 9.

Secretary of the Interior's Standards:

#2- Do not destroy original character.

#6- Repair before replacing. If replacement is necessary, replacement should match original.

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

Voice Vote - Ayes: Four

Nays: None

Motion carried.

316 N Grove

**New shed*

Applicant: Hugh Kennedy, one of the owners - present

Discussion: *[Staff Review: Wood shed with asphalt shingles to match house and carriage house, will be positioned so that if you're looking at the house, the new shed will be to the left of the house toward the rear in the backyard. Only question staff had was about the shed's proposed foundation.]*

Applicant: Brought photos of the wood door and wood window that is planned—the wood window was an old basement storm window that has been stored for many years. The intention is that the new shed will look like a mini carriage house. It is proposed to be built on concrete blocks.

Motion: Byrge moved (Second: Chesnut) to approve application PHDC 23-0012 and issue a certificate of appropriateness for the proposed construction of a shed at 316 N Grove, just northeast of the house, with wood siding and asphalt shingles to match the carriage house, wood windows and a wood rolling door, and with all wood materials painted to match the house and carriage house. The proposed work meets the Secretary of the Interior's Standards for Rehabilitation, specifically Standard 9. All necessary building permits and zoning approval must be obtained.

Secretary of the Interior's Standards:

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

Voice Vote - Ayes: Four

Nays: None

Motion carried.

31 N Washington

**Many items, several were settled in court.*

All Déjà Vu-branded signage moving from Washington to Pearl. Directional sign 3' high will be on Washington to right of storefront entrance, non-lit in this application. Channel-lit letters will be on Pearl Street—illumination is for commission approval.

Awnings will be on Pearl Street—fabric is for commission approval.

Second-floor window replacements are for commission approval.

Applicant: Joel Stoin from Moltus, applicant - present

Discussion: *[Staff Review: Contributing building. Many items on this application; several were settled in court. All Déjà Vu-branded **signage** moving from Washington to Pearl. Directional sign 3' high will be on Washington to right of storefront entrance, non-lit in this application, but if marquee is not restored that sign will need illumination, likely from overhead, like a gooseneck and that will*

need to be on a future application if it turns out to be necessary. Channel-lit letters will be on Pearl Street—illumination is for commission approval.

***Awnings** will be on Pearl Street—fabric is for commission approval.*

*Second-floor **window** replacements are for commission approval. A lot of detailed drawings and information has been provided, but commissioners will see that most of the window components are close to the historic measurements, but the upper double-hung will gain a couple of inches of visible glass and the transom will lose about an inch, so the proportions will change slightly. New photos provided at the meeting show the new proposed profile details.]*

Pettit: Asked applicant to discuss the application submission. Applicant added that the proposed windows are wood with fiberglass cladding and he brought a sample window.

Pettit: Stated that this is a very unusual application because some of the items were decided in court, but the commission doesn't have a mechanism to rubber stamp someone else's approvals. He is considering whether the proposed work meets the Standards just as he would with any other application. The commission normally has discussions about these types of proposals, and he still sees that discussion as valuable.

Chesnut: Had researched alternative materials for windows a few years ago and reviewed his finding about fiberglass windows. Because they're extruded through a profile and because of their components in the material, they tend not to have thick components like vinyl would. A lot of concerns that the commission usually has with replacement windows losing visible glass are fairly resolved with this material, like fiberglass, fibrex, other resin/wood composites. Found this window acceptable.

[Discussion: staff was hoping to see a rendering with the proposed storefront and the windows shown in black to make sure that the proposed color and the eventual proposed storefront will be harmonious together.]

[Discussion regarding signage. Seems confusing to some commissioners that the signs are not cohesive—one is flat and shape cut and one kind of branding and the other is illuminated channel letters. District design guidelines prefer lower profile/flat signs that get externally lit, like with a gooseneck light above. Internally lit signs are discouraged. Clarified that the Washington Street entrance will no longer be used by Déjà Vu and that Washington Street side will be leased to a tenant; all of Déjà Vu's branding will be on Pearl, other than the one directional sign. One commissioner stated that the channel letters with internal illumination are bright, large, and prominent, and the commission would likely not approve this design in the historic district if the settlement were not imposed. Commission has an ordinance and one commissioner asked what would happen if they did not approve of the channel letter sign because they believe it does not meet their ordinance or guidelines. Staff and applicant surmised that the matter would end up back in court.]

[Discussion about awning. Applicant stated that no additional lighting under awnings is being applied for. Commissioner stated that the existing lighting under the awning would likely not meet the district's design guidelines. Commissioner clarified that the awning itself should not appear light at night—the awning itself should not be at all transparent and should appear dark at night. The lighting under the awning should point downward and be directional for people

under the awning, and not light the awning itself. Commissioners can see light through the non-Sunbrella fabric. Applicant will go with the Sunbrella acrylic canvas material.]

[Commissioner seeks understanding of the proposed façade work on the Pearl Street side. On the Pearl Street side, current steel doors will become storefront doors, glass storefront doors will become steel exit-only doors, a door that's welded shut may need to be replaced with a door, and the last door on the end closest to the alley is an emergency exit.]

- Motion: Szumko moved (second: Byrge) to approve application PHDC 23-0013 received February 14, 2023 and issue a certificate of appropriateness for the proposed work at 31 N Washington with conditions. The proposed work meets the Secretary of the Interior's Standards for Rehabilitation and the work includes:
- the removal of 20 historic, wood, second-floor windows (15 on the Washington Street side, 4 on the Pearl Street side, and one on the rear of the building) and their replacement with Marvin wood windows clad with fiberglass, custom made to the specifications in this meeting packet. This proposed work meets Secretary of the Interior's Standard 6 in that the new windows match the old in design and texture. The condition regarding the proposed windows is that staff shall have final approval of window color upon receiving façade renderings.
 - the removal of any Washington Street signage for Déjà Vu (leaving the marquee intact) and the installation of a non-illuminated aluminum shape-cut directional sign as specified in this meeting packet and located where shown today [on the photo attached], with the condition that the installation will follow all installation guidelines specified in Ypsilanti's Historic District Fact Sheet: Signs and Awnings, available online [at <https://cityofypsilanti.com/DocumentCenter/View/2007/Signs-and-Awnings>] . This proposed work meets Secretary of the Interior's Standard 10.
 - the replacement of Pearl Street awnings as specified in this meeting packet, with the condition that the awning material be resistant to light shining through it as specified with the Sunbrella material but not limited strictly to that. This proposed work meets Secretary of the Interior's Standard 10.
 - the installation of the illuminated channel letter sign on the Pearl Street façade as specified in this meeting packet, with the condition that the installation will follow all installation guidelines specified in Ypsilanti's Historic District Fact Sheet: Signs and Awnings, available at the city of Ypsilanti website [<https://cityofypsilanti.com/DocumentCenter/View/2007/Signs-and-Awnings>] . This proposed work meets Secretary of the Interior's Standard 10.

Secretary of the Interior's Standards:

#6- Repair before replace. If replacement is necessary, replacement will match original.

#10- New work will be removable and will not damage historic property.

Voice Vote - Ayes: Four
Nays: None
Motion carried.

115 Maple

**Front porch guardrail.*

Applicant: Michael Leininger, owner - present

Discussion: *[Staff Review: This modest house contributes to the district and has been in front of the commission before because of its foundation/basement issues. This application is for a new porch guardrail. The house has side porch guardrails, but not across the front, and the homeowner's insurer required the front guardrail. Applicant is proposing a simple, wood, painted guardrail the same height as the existing siderails. Since those two heights match, the building inspector was okay with that plan.]*

Applicant summarized the project as, "based on neighbor's design, white pine 2x4" on top with 1x1" balusters with a 2x4" on the bottom with 90-degree strong ties into my posts." Shouldn't need underblocking. Will be slightly sanded and beveled.

Motion: Chesnut moved (second: Szumko) to approve Application PHDC 23-0015 and issue a certificate of appropriateness for the work at 115 Maple for the installation of guardrails along the front of the front porch as specified because the proposed work meets Secretary of the Interior's Standard 9 and local and federal design guidelines.

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

Voice Vote - Ayes: Four
Nays: None
Motion carried.

302 W Cross

**Line set for a mini split*

Applicant: Patrick J. Walters, not present

Discussion: *[Staff Review: House contributes to the district, line set for a mini split is proposed. Will use PVC conduit similar to the more modern house shown in the packet, the historic house with the proposed location for the line set is shown in the packet as well. Will be in the side yard between the historic house and the small commercial building next door, behind a white fence portion used as a screen.]*

[Clarified location, looked at photos in packet and at historic photos.]

Motion: Szumko moved (second: Byrge) to approve Application PHDC-23-0016 and issue a certificate of appropriateness for the installation of an outdoor air conditioning unit and a line set on the west wall of 302 W Cross, with the condition that any screws or fasteners be installed into mortar joints and not bricks. The proposed work meets the Secretary of the Interior's Standards for Rehabilitation, Standard 9.

Secretary of the Interior's Standards:

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

Voice Vote - Ayes: Four

Nays: None

Motion carried.

411 N Huron

**Excavation, installation of drainage system, installation of block driveway, installation of new retaining wall*

Applicants: Joshua McCready, Hannah McCready, owners - present

Discussion: *[Staff Review: Contributing resource, proposed is a paver driveway, staff notes that the commission has approved pavers in the past, and that these pavers are salvaged bricks. The use of salvaged materials can be found to not comply with the Standards but staff's opinion is that this application complies with the Standards because the proposed application is not likely (in staff's opinion) to confuse the historic record.]*

Pettit: Asked applicants to discuss the application.

J. McCready: Explained that, in addition to the brick driveway, French drains will be added, along with an interruptor drain, and some drain pipe near alley.

[Clarified that the surfaces have gotten high along the house's foundation. Gravel driveway, mulch refills over time; in this portion of the house, about 4 inches of skirting board is visible, whereas the rest of the house has 18" visible. A coal door has been half covered. Area under this bay window has challenges.]

[Confirmed the area that will receive the pavers. See photo 7 of 7 of applicants' supplemental materials. Herringbone pattern with edging. Existing sidewalk will stay. Some confusion as to what extent of work requires a building permit—applicant understands that the area between the house and the road needs a building permit but is unsure if the area behind that, along the alley needs a building permit. Staff will investigate and follow up.]

[Applicant mentioned that because the grade that will be altered so much, they'd like to preserve the grade where the trees are and build a retaining wall, so trees will be in a tree well.]

Commissioner stated that it was good to see the reuse of this salvaged material that was going to be paved over, and noted that he agreed with staff's assessment that this reuse will not confuse the historic record.

Motion: Byrge moved (second: Szumko) to approve Application PHDC 23-0017 and issue a certificate of appropriateness for the proposed work at 411 N Huron Street, including excavation, regrading, new drainage system, and installation of brick paver driveway because the proposed work meets the Secretary of the Interior's Standards for Rehabilitation, most specifically Standards 2 and 9.

Secretary of the Interior's Standards:

#2- Do not destroy original character.

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

Voice Vote - Ayes: Four

Nays: None

Motion carried.

10 N Washington, Suite 102

**Awning and replacement window on alley side of building*

Applicants: Bill Gleespen, Jessica Gleespen, bakery owners - present

Discussion: *[Staff Review: This application is for work on the alley side of the building and the work proposed is a replacement window for use as a carryout window and an awning above. The neighboring windows on the building are newer 9-over-9s. This uncovered historic window is actually a 4-over-4. Staff suggests that a closer following of the Standards would be a 4-over-4 window, as opposed to the 9-over-9s that have been installed elsewhere on the building. Staff added the sunbrella fabric sample to the packet at page 162. Page 163 of packet shows the window under review.]*

[Applicant confirmed that the other 9-over-9 windows were installed in 2016 and that the owner would be fine with installing a 4-over-4 if the commission determines that that would better meet the Standards. Applicant clarified that on this end of the building, there are two windows on the alley. Both are boarded. The elevation drawing on page 178 of the packet shows two uncovered windows, both looking like 9-over-9 replacement windows, but this application specifically is requesting to replace one of those two windows and leave the other one boarded as is.]

[Commission discussed window configuration and which (9-over-9 vs 4-over-4) makes sense with the Standards. Noted that these are actually two separate buildings—the building where this carryout window is and the building where Go! Ice Cream is are two different buildings.]

[Commission and applicant discussed charcoal awning, unlit, words on the valance only. Menu board will be removable board, on display during business hours only, hanging from a bar installed in the mortar joint.]

Motion: Chesnut moved (second: Szumko) to approve Application PHDC-23-0018 and issue a certificate of appropriateness for the proposed work at 10 N Washington Suite 102 to include an awning in charcoal tweed Sunbrella fabric with writing only on the valance or skirt, a metal bar in a mortar joint for a removable menu, and a wood, aluminum-clad window under the awning but with a four-over-four configuration instead of the proposed nine-over-nine. This described work meets the Secretary of the Interior's Standards for Rehabilitation 6, 9, and 10 as well as local guidelines. Appropriate building department permits and zoning approvals are still needed.

Secretary of the Interior Standards:

- #6- Repair before replacing. If replacement is necessary, replacement should match original.
- #9- Contemporary designs shall be compatible and not destroy significant original material.
- #10- New work will be removable and will not damage historic property.

Voice Vote - Ayes: Four.
Nays: None
Motion carried.

76 N Huron

**Solar array.*

Applicants: Barry Larue, Secretary Riverside Arts Center Foundation - present

Discussion: *[Staff Review: Expansion of an existing solar array, the disconnect and lines will all run away from the primary façade as they do currently. Staff found no negative impact on the historic building's character or material.]*

Pettit: Asked applicant to discuss the application. Confirmed that there will be a parallel conduit next to the conduit location that the commission had approved before. All materials and equipment is the same. Not very visible—from the park, you might see a little, but there are already HVAC units on the roof. Not visible from parking lot or street.

Motion: Chesnut moved (second: Byrge) to approve Application PHDC 23-0019 and issue a certificate of appropriateness for the proposed solar installation at 76 N Huron because it will not negatively impact the building's historic character or materials, meeting the Secretary of the Interior's Standards for Rehabilitation, Standard 9.

Secretary of the Interior Standards:

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

Voice Vote - Ayes: Four
Nays: None
Motion carried.

STUDY ITEMS—none

ADMINISTRATIVE APPROVALS

Application 23-008 approved for painting at 520 N Huron

Application 23-009 approved for rebuilding nonhistoric porch and ramp at 218 N Washington

Application 23-0014 approved for removing nonhistoric gravel veneer around entrance at 31 N Washington

OTHER BUSINESS

1. Property Monitoring

2. Updates from Staff

Re: Michigan Historic Preservation Network – Upcoming training and conference opportunities, May 11-13 on Mackinac Island at Mission Point. Scholarships are available and volunteers are needed. Applications for these opportunities due 4/9. Please see one-pager distributed at meeting and attached to minutes.

Re: HDC training available virtually, offered 4/13 and 4/20, evening, different content each night, registration information available soon.

Commissioners, please share your resumes with staff on the pdf form staff provided and will redistribute.

3. Commissioner Comments

Clarified the outcome of the appeal 18-20 N Washington decision from last year.
Upcoming Historic District Walk

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS—none

HOUSEKEEPING BUSINESS

Approval of the minutes of February 14, 2023

Motion: Chesnut (second: Pettit) moved to approve the minutes of February 14, 2023, as submitted.

Voice Vote - Ayes: Four
Nays: None
Motion carried.

ADJOURNMENT

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

MEETING ADJOURNED at 9:45 p.m.

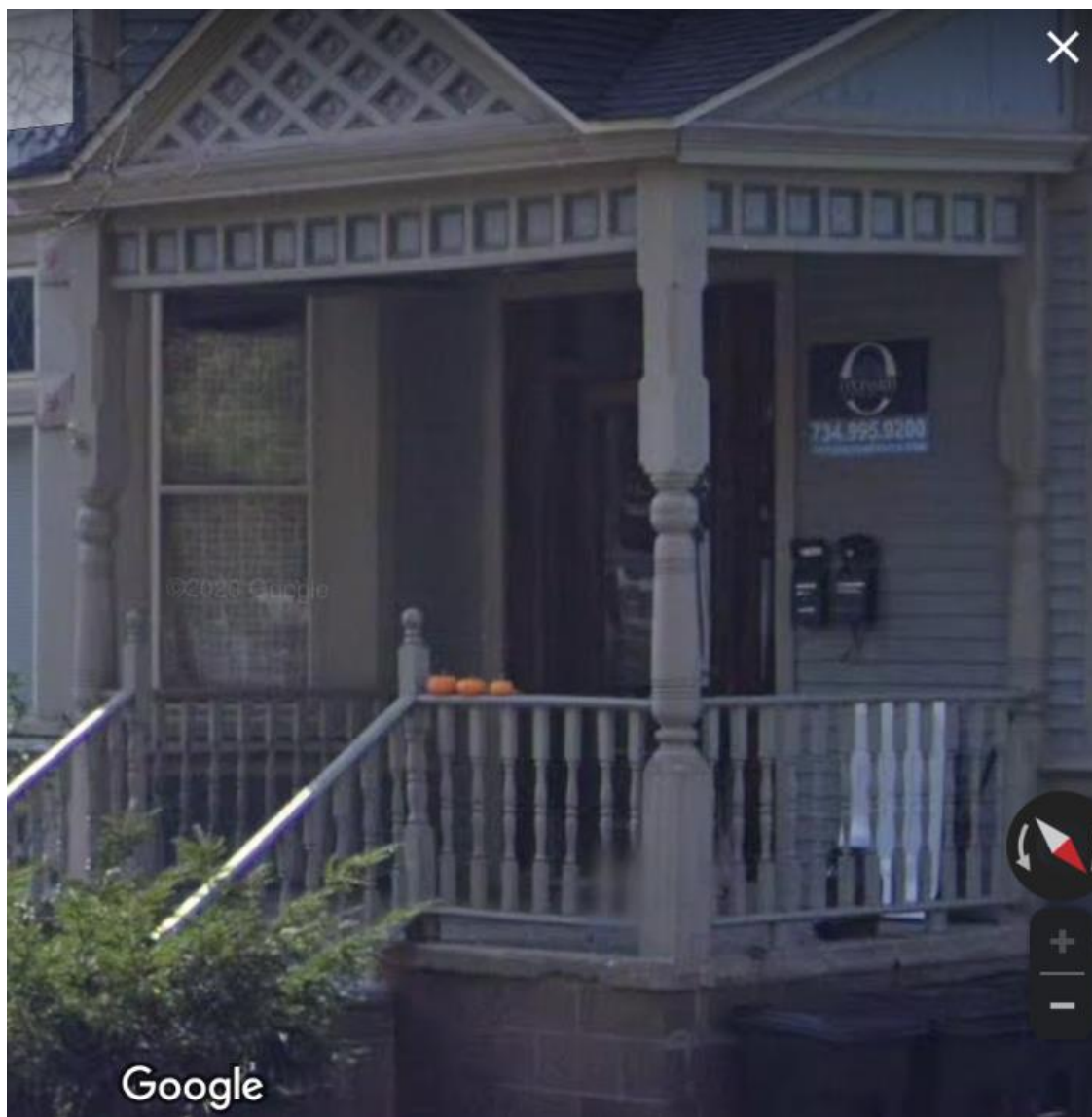


Fig 7. House at the corner of N Washington and Emmet from Google streetview but staff drove by house in March 2023. Does this house offer an alternate way to install the code-compliant railing? Here, the handrail on the steps is also integrated into the design. The top rail is higher than where it should be installed historically, but could it still be found to meet the Standards for Rehabilitation?

7. **Posts.** Staff finds that reusing the historic porch posts, as long as they are properly repaired and/or reinforced as necessary to be structurally sound, meets the *Secretary of the Interior's Standards for Rehabilitation* and the *Guidelines for Rehabilitating Historic Buildings*. If any of the posts is found to be beyond repair, the *Guidelines* state that limited replacement in kind based on the surviving posts (a replica of the historic posts) is appropriate, but an amended application would be necessary.
8. **Porch guardrail.** Since it is not known what the historic guardrail looked like for an accurate restoration, the *Standards and Guidelines for Rehabilitation* call for "a new design that is compatible with the size, scale, material, and color of the historic building." Staff finds that the proposed 36" guardrail is not compatible because it changes and diminishes the overall character of the house. The turned balusters or spindles might be appropriate but the proportions are incompatible because they don't

ATTACHMENT 2: Image showing proposed location and approximate size of directional sign at 31 N Washington

Shape-cut Aluminum Composite Panel, Flush-mount to Building
Overall size = 16.5" w x 36" h = 594sqin





CITY OF

Ypsilanti

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Historic District Fact Sheet

Signs and Awnings

This Fact Sheet is not a substitute for the ordinance, but addresses common questions about City ordinances. For further information, please call the Building Department.

All permit applications are available from the Building Department and at cityofypsilanti.com/permits.

Completed applications may be dropped off at the Building Department.

City Hall

One South Huron
Ypsilanti, MI 48197

Building

3rd Floor, City Hall
Phone: (734) 482-1025
cityofypsilanti.com/157

Planning

3rd Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/planning

Historic District

3rd Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/hd

All permits, fees, and factsheets can be found at cityofypsilanti.com/permits.

SIGNS

In general, signs should not be designed as a permanent feature, as the life of a given building normally exceeds the life of any business located in that building. Animated signs and roof billboards are prohibited by the zoning ordinance and will not be approved.

Back-lit Signs: Back-lit signs are strongly discouraged within the Historic District. When a back-lit sign is approved, only the letters may emit light, the background shall be opaque.

Wall Signs: Signs which are attached to the façade of a building, such as just above storefront windows, are normally constructed of aluminum, wood or MDO (medium density overlay). Signs shall be weatherproof and thus not constructed of any materials which cannot withstand the elements. Signs of this "board" type shall have trim around all edges to protect the sign from water damage.

Neon Signs: Pre-existing neon signs may be restored. The use of new neon signs must be appropriate to the character of the building.

Installation Methods:

- Signs must always be installed without causing undue damage to the fabric of the building.
- All installation devices (screws, nails, bolts, anchors, etc.) shall be corrosion-resistant and of a material that will not react adversely with adjacent materials. In most instances, stainless steel will be the metal of choice.
- Signs may be attached to wood surfaces with nails or screws.
- Signs that must be affixed to a brick or stone wall shall be attached with installation devices located at the mortar joints wherever possible.
- Standoffs shall be used when installing a panel sign to a building in order to provide air circulation between the sign and the surface of the building.
- Holes created to allow the insertion of installation devices shall be caulked with an exterior grade, high performance sealant to prevent water from entering the structure and causing damage to the fabric of the building.

AWNINGS

Varying styles of awnings may be used within the Historic District. The style and type that is acceptable for a particular location depends on the style of the building on which it will be installed. Owners should consider matching the profile of awnings on adjacent structures.

Materials for Awnings:

- Awnings with the Historic District shall NOT be translucent.
- Awnings may be constructed of many different materials. Canvas awnings are preferred but vinyl, acrylic and other materials may be considered.
- Lights under awnings may be approved provided light does not show through the awning.
- Metal, fiberglass and unpainted aluminum awnings are generally not in keeping with the style of buildings within the Historic District and are not likely to be approved but are reviewed on a case-by-case basis.

Lettering for Awnings:

- Awnings should not, in general, serve as the primary sign for a business.
- If an awning is intended to serve as a sign, lettering may be added to the valance only. Any other proposed uses of lettering will be examined on a case-by-case basis.

ATTACHMENT 4: PROFILE DETAILS OF WINDOWS PROPOSED AT 31 N WASHINGTON, HANDED OUT AT MEETING

Photos of Windows Similar to Proposed Windows for 31 N Washington, March 2023

Staff had asked Bobby Althouse, the window specialist at Laurence Smith Window and Door who had taken all of the historic window measurements, two questions.

The first was about the slight change in proportion from the historic to the modern window—staff sees that, currently, the transom and the upper double-hung sash look about even in height, but, with the replacements, that upper sash gains almost 3" of visible glass height, while the transom loses almost an inch of visible glass height. Staff wondered why that proportional difference was introduced.

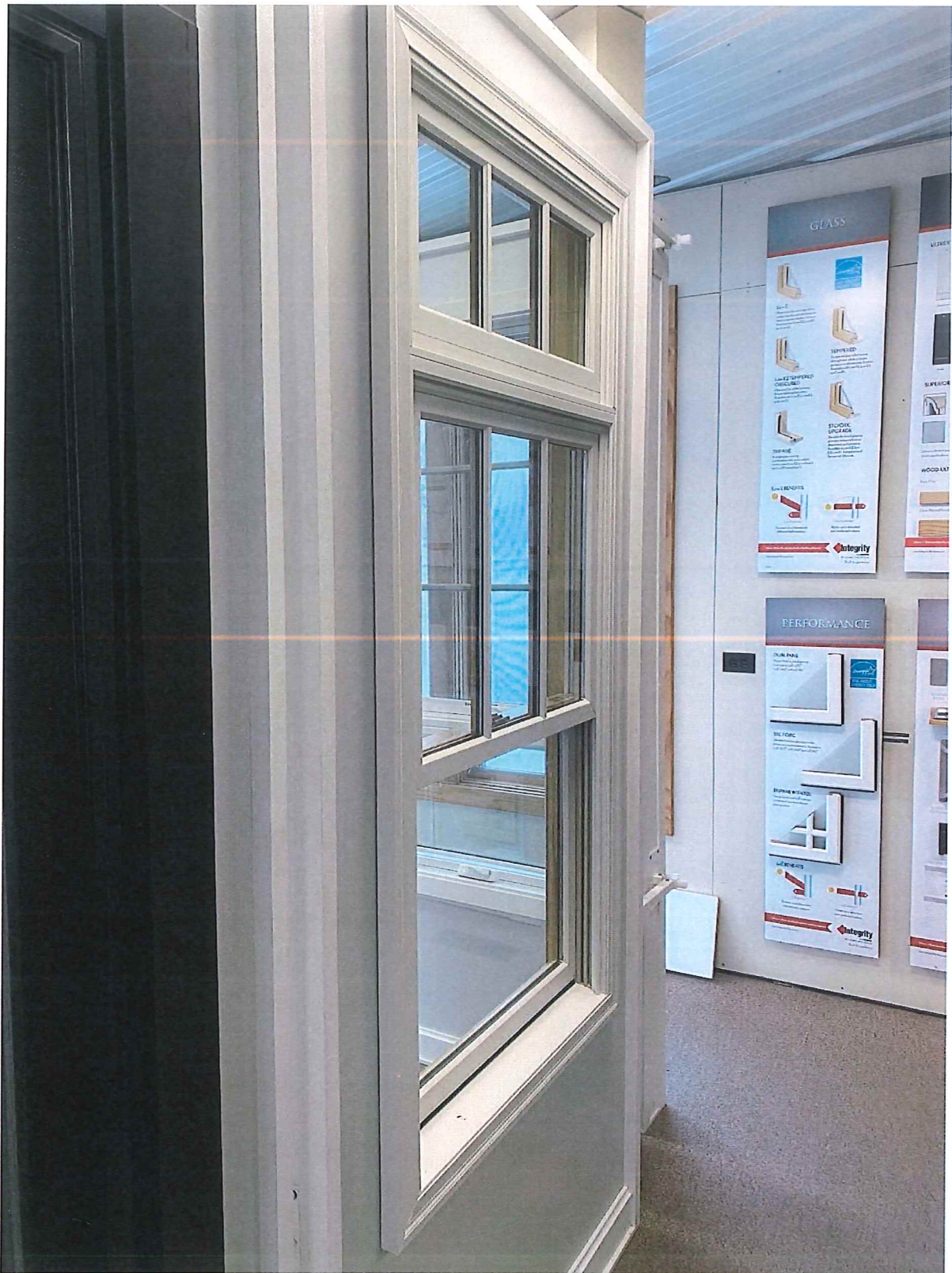
Bobby answered (3/13/23), "The difference with the glass on the uppermost sash of the new double hung having more glass visible is because the existing wood windows aren't proportioned exactly the same as cottage style windows made today. The slight difference in the glass on the transom is due to the profile of the trim around the glass. I think what shows best is the definition and profile are very similar to that of the existing windows."

The second question was about the profiles of the new windows and whether they would have the same depth and interest among the components as the historic windows. Bobby provided the following information and photos 3/13/23:

Hi Ellen,

We have a double hung with transom in our showroom so I was able to attach pictures of exactly what they will look like. I have a couple different angles for you to look at so you can see that they are set in and have the tapered look around both the double hung and the transom while also showing some depth.

The windows that are currently in the building do NOT have screens in them. I have included pictures with screens in the double hung so you know what it would look like so you can make a choice on those as well.



Angle no screen



Angle with screen



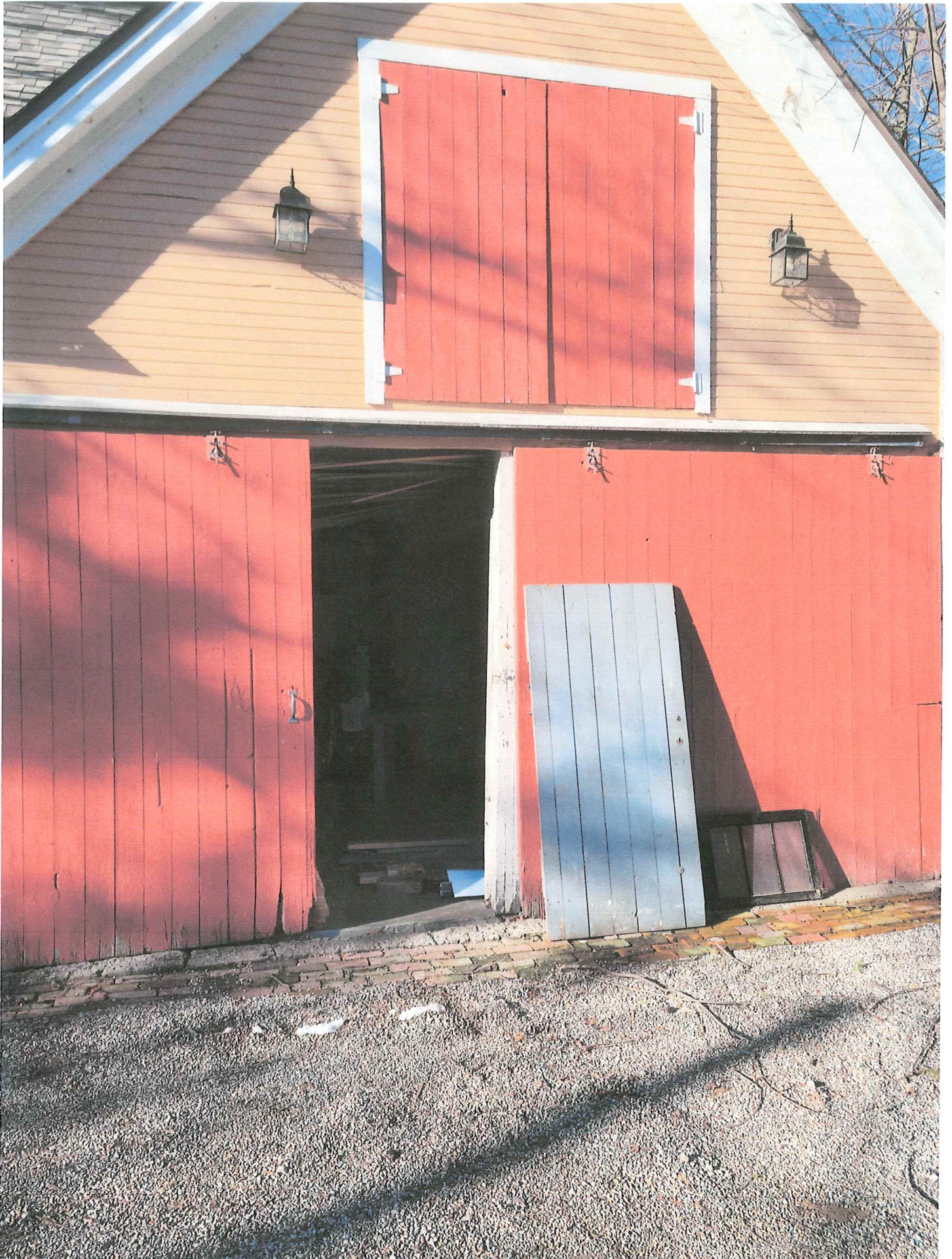
Front no screen



Front with screen



Side no screen

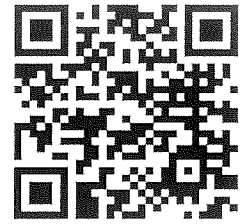




ATTACHMENT 6: STAFF DISTRIBUTED THIS HANDOUT
TO COMMISSIONERS AT MEETING



The Michigan Historic Preservation Network
43rd Annual Statewide Preservation Conference
Mackinac Island, Michigan www.mhpn.org
Headquarters: Mission Point Resort
IN-PERSON!



Thursday, May 11 - Saturday, May 13, 2023

“A Fragile Balance:

How Heritage Tourism Balances Profitability and Authenticity”

Founded in 1981, the Michigan Historic Preservation Network (MHPN) is the state's largest membership organization advocating for historic preservation. The MHPN is pleased to bring its 43rd annual conference to Mackinac Island – a gathering packed with the skills, talents, and passions of the preservation community. We expect up to 400 participants from across the state and Midwest.

YOU can be a part of it...

SCHOLARSHIPS AVAILABLE

Through the generous support of our donors, the MHPN has eight (8) conference scholarships to award to students, teachers, volunteers, elected officials, professionals, or anyone who has shown promising work or interest in historic preservation and would like to learn more. They are intended for individuals who would not otherwise be able to participate without some financial assistance.

Scholarships cover registration, conference meals, special events, tours, and two nights in the conference hotel. We will help recipients carpool and find roommates to extend their hotel stay, if requested. Recipients are responsible for personal incidentals and travel to/from the conference site. Scholars are expected to be at the Conference Welcome on Thursday, May 11, 9:30-10:30 AM to be introduced. A thank you letter written to the scholarship donor is the only required follow-up.

To apply, provide the following:

- A brief letter of interest including name, address, email, and cell number, a description of the applicant's connection to historic preservation, and a brief statement of financial need.
- A recommendation from the applicant's academic advisor, employer, or similar individual.

Email materials to mhpnscholarships@gmail.com, ATTN: Nathan Nietering by **5 PM, Sunday, April 9, 2023**. Previous awardees are ineligible but are encouraged to apply as volunteers. Please do not register until an award notification is received. You will receive a code to register.

VOLUNTEERS NEEDED

Volunteers to this great networking opportunity receive a 100% registration discount on the days they work; the reduced Student Rate is available for any additional days. Volunteers are asked to put in a minimum of 3-4 hours in any day they work. With early applications, volunteers are scheduled to avoid conflicts with their sessions of interest. Areas of greatest need include registration desk, room monitor, and set-up/break-down. Email your Application to VolunteerMHPN@gmail.com, ATTN: Jill Anderson, by **5 PM, Sunday, April 9, 2023**. Please do not register for the conference until assignments are approved. You will receive a code to register.



Michigan State Historic Preservation Office
Certified Local Government Program
CLG 2022 Annual Report

1. CLG BASIC INFORMATION

CERTIFIED LOCAL GOVERNMENT

City of Ypsilanti

CHIEF ELECTED OFFICIAL

Nicole Brown, Mayor

CLG CONTACT PERSON (official person on file with National Park Service)

Ellen Thackery

TITLE

Preservation Planner

MAILING ADDRESS

1 S Huron St, Ypsilanti, MI 48197

EMAIL

ethackery@cityofypsilanti.com

TELEPHONE

734-482-9709

CLG/HISTORIC DISTRICT COMMISSION WEBSITE (if applicable)

<https://cityofypsilanti.com/263/Historic-District> There is also <https://cityofypsilanti.com/254/Historic-District-Commission>

2. HISTORIC DISTRICT ORDINANCE AND PRESERVATION PLANNING

A. DID THE CLG KEEP ITS HISTORIC DISTRICT ORDINANCE IN EFFECT FOR THE ENTIRE YEAR? ☒ YES ☐ NO (if no, briefly explain)

B. DID THE CLG ADOPT OR AMEND/REVISE/MODIFY ANY OF THE FOLLOWING DURING THE YEAR?

(Provide a link or attach any documents for which you select yes)

HISTORIC DISTRICT ORDINANCE

☐ YES ☒ NO

PRESERVATION PLAN (including master plan component)

☐ YES ☒ NO

Still operating under the 2021 Master Plan update that includes the district resurvey as a goal.

HDC BYLAWS OR RULES OF PROCEDURE

☐ YES ☒ NO

A change in the meeting frequency is due to get formalized by City Council soon, so that will officially go into effect in 2023.

DESIGN GUIDELINES (under PA 169, guidelines must be approved by SHPO)

☐ YES ☒ NO

COA APPLICATION/REQUIREMENTS

☐ YES ☒ NO

SURVEY PLAN

☐ YES ☒ NO

OTHER PRESERVATION-RELATED REGULATIONS/PROCEDURES (e.g., blight ordinances, demolition ordinances, downtown design standards, etc.)

☐ YES ☒ NO

3. HISTORIC DISTRICT COMMISSION

A. PROVIDE THE NAME AND TITLE FOR THE COMMUNITY'S STAFF LIAISON TO THE HDC

Ellen Thackery, Preservation Planner

B. DOES THE HDC USE AN ON-CALL PRESERVATION SPECIALIST (e.g., architect, historian, etc.)? ☐ YES ☒ NO (if yes, provide name/title)

C. IDENTIFY **CURRENT** HISTORIC DISTRICT COMMISSION MEMBERS.

(Submit a resume or Attachment A for each **NEW** commissioner appointed during the year)

NAME	ROLE (e.g., chair, vice-chair, etc.)	TERM STARTED	TERM ENDS
Alex Pettit	Chair	Dec 2022	Dec 2025
James Chesnut	Vice Chair	Dec 2022	Dec 2025
Delrhea Byrge	Commissioner	April 2022	Dec 2025
James Ratzlaff	Commissioner	Dec 2020	Dec 2023
Stefan Szumko	Commissioner	June 2021	Dec 2024

D. DOES THE HDC INCLUDE AT LEAST ONE MEMBER WHO IS A QUALIFIED PRESERVATION PROFESSIONAL? ☒ YES ☐ NO
 If you answer no, briefly identify how the CLG sought to identify qualified professionals (architects, historians, architectural historians, archaeologists, etc.) to fill vacancies AND submit a copy of related announcements, advertisements, or other means used to seek qualified members.

E. ARE THERE CURRENTLY ANY HDC VACANCIES?
☒ YES ☐ NO If yes, how many? 2

F. DID NEW COMMISSIONERS RECEIVE TRAINING MATERIALS AND INFORMATION ON THE LOCAL HISTORIC DISTRICT ORDINANCE?
☒ YES ☐ NO ☐ NOT APPLICABLE

G. DID AT LEAST ONE COMMISSIONER AND/OR STAFF PERSON PARTICIPATE IN TRAINING (e.g., conferences, webinars, and in-person workshops)?
☒ YES ☐ NO If yes, identify the training and participants below. If no, briefly explain why no one participated in training.

NAME OF TRAINING	PROVIDER	ATTENDEES
Reviewing New Construction Projects in the Historic District	Mike Kirk, AIA	All

H. WHEN ARE YOUR HDC'S REGULARLY SCHEDULED MEETINGS? (e.g., first Wednesday of each month)
 2nd Tuesday, November, December, January, February, and March; 2nd and 4th Tuesdays April through October

I. IDENTIFY THE MONTHS IN WHICH YOUR HDC MET AT LEAST ONCE.

MONTH	MEETING HELD?	QUORUM PRESENT?	MINUTES ON WEBSITE?*	MONTH	MEETING HELD?	QUORUM PRESENT?	MINUTES ON WEBSITE?*
January 2022	☐	☐	☐	July 2022	☒	☒	☒
February 2022	☒	☒	☒	August 2022	☒	☒	☒
March 2022	☒	☒	☒	September 2022	☒	☒	☒
April 2022	☒	☒	☒	October 2022	☒	☒	☒
May 2022	☒	☒	☒	November 2022	☒	☒	☒
June 2022	☒	☒	☒	December 2022	☒	☒	☒

*if not available on your website, submit minutes for at least two meetings

J. PROVIDE INFORMATION ON DESIGN REVIEW APPLICATIONS RECEIVED FOR REVIEW DURING THE YEAR.

APPLICATION TOTALS	RESULTS OF REVIEWS
# OF APPLICATIONS RECEIVED: 108	# OF CERTIFICATES OF APPROPRIATENESS ISSUED: 96
# OF APPLICATIONS REVIEWED BY STAFF ONLY: 29	# OF DENIALS ISSUED: 2
# OF APPLICATIONS REVIEWED BY THE HDC: 79	# OF NOTICES TO PROCEED ISSUED: 2
WERE ANY HDC DECISIONS APPEALED? ☒ YES ☐ NO (if yes, complete the information below)	

OF HDC DECISIONS APPEALED: 1

OF DECISIONS OVERTURNED: 0

OF DECISIONS AFFIRMED: 1

4. INVENTORY AND DESIGNATION

A. IDENTIFY NEW SURVEY PLANS, PROGRESS ON EXISTING PLANS, AND/OR CHANGES TO EXISTING SURVEY PLANS, INCLUDING CHANGES IN PRIORITIES OR PROCESSES.

Because the City's study committee report is from 1972 and the most recent survey is from 1982, a resurvey of the historic district was identified as a goal in the 2021 Master Plan Update for the city. Staff submitted a grant application to the Certified Local Government program to achieve this resurvey goal. If that grant is not awarded, working on that resurvey over the next several years as capacity allows will be a priority.

B. DID THE CLG ACTIVELY WORK ON OR COMPLETE HISTORIC RESOURCE SURVEYS? ☐ YES ☒ NO

If yes, identify them below. If the survey was completed but data and reports were not previously provided to SHPO, submit a copy with this report. Use additional sheets if necessary to capture all surveys in progress or completed.

NAME OF SURVEY	HOW MANY RESOURCES?	SURVEY PROVIDED TO SHPO?
		☐ YES ☐ NO
		☐ YES ☐ NO
		☐ YES ☐ NO
		☐ YES ☐ NO
		☐ YES ☐ NO
		☐ YES ☐ NO

C. DOES THE CLG HAVE SURVEYS TENTATIVELY PLANNED FOR NEXT YEAR? ☒ YES ☐ NO

If yes, briefly identify them, including the reason for the survey (e.g., part of work plan, development pressure, considering designation, etc.). If no, identify future survey goals that may be of interest.

Because the City's study committee report is from 1972 and the most recent survey is from 1982, a resurvey of the historic district was identified as a goal in the 2021 Master Plan Update for the city. (The out-of-date nature of both of these governing documents for the district have led to loss of some historic materials and some historic character, mainly because the noncontributing and contributing lists of historic resources are not current.) Staff submitted a grant application to the Certified Local Government program to achieve this resurvey goal. If that grant is not awarded, working on that resurvey over the next several years as capacity allows will be a priority.

D. WAS ANY MUNICIPAL-SPONSORED ARCHAEOLOGICAL SURVEY COMPLETED DURING THE YEAR? ☐ YES ☒ NO

If yes, identify them below.

NAME OF SURVEY	SHPO CONTACTED PRIOR TO WORK?	FOLLOWED STATE STANDARDS?
	☐ YES ☐ NO	☐ YES ☐ NO
	☐ YES ☐ NO	☐ YES ☐ NO
	☐ YES ☐ NO	☐ YES ☐ NO

E. DID THE CLG ENGAGE IN LOCAL HISTORIC DISTRICT DESIGNATION ACTIVITIES DURING THE YEAR? ☐ YES ☒ NO

If yes, identify them below. If associated reports were not previously provided to SHPO, submit a copy with this report. Use additional sheets if necessary.

DISTRICT NAME	STATUS AND ACTION	REPORT PROVIDED TO SHPO?
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO

	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO

F. DO YOU KNOW OF ANY NATIONAL REGISTER OR LOCAL DISTRICT PROPERTIES THAT WERE MOVED OR DEMOLISHED? ☐ YES ☒ NO
 If yes, briefly identify them below.

NAME/ADDRESS OF PROPERTY	NAME OF DISTRICT (IF APPLICABLE)

5. PUBLIC PARTICIPATION		
A. WERE ALL HDC MEETINGS HELD IN ACCORDANCE WITH THE OPEN MEETINGS ACT, P.A. 267 OF 1976? ☒ YES ☐ NO (if no, briefly explain)		
B. WAS INFORMATION ABOUT THE HDC, ITS MEETINGS, AND ITS ACTIVITIES MAINTAINED ON THE LOCAL GOVERNMENT'S WEBSITE? ☒ YES ☐ NO		
C. BEYOND A WEBSITE, HOW DOES THE HDC PROVIDE INFORMATION ABOUT MEETINGS AND ACTIVITIES TO THE PUBLIC? ☒ Mailings ☒ Newspapers ☒ Posting at Municipal Building ☐ On-site Project Signs ☒ Direct Email ☐ Door Fliers ☐ Email List/Listserv ☐ Local Access Channels ☐ Community Events ☒ Other We do mailings and a newspaper posting if there is a public hearing. The Commission also has a facebook account and staff posts to that as well. The city website allows people to sign up to receive specific special alerts, like HDC-related alerts.		
D. DID THE CLG/HDC PROVIDE, SPONSOR, OR PARTICIPATE IN PUBLIC EDUCATIONAL ACTIVITIES (e.g., walking tours, lectures, Preservation Month activities, historical marker programs) OR FORMAL TRAINING ON HISTORIC PRESERVATION? ☐ YES ☐ NO If yes, identify the activities below. SHPO encourages sharing photos so we can highlight your efforts! Use additional sheets if necessary.		
ACTIVITY	SPONSORING ORGANIZATION	DATE
Staff had planned an educational event about the state tax credit in June, but it had to be cancelled due to program timing, so, instead, staff held open office hours in City Council Chambers to help people with their tax credit applications.	City of Ypsilanti	June 2022

6. CLG/HISTORIC PRESERVATION GOALS		
A. BRIEFLY DESCRIBE IF/HOW YOU MET THE GOALS IDENTIFIED IN YOUR LAST ANNUAL REPORT.		
GOAL	DID YOU MEET THIS GOAL?	IF YES, DESCRIBE HOW IT WAS MET. IF NO, DESCRIBE WHY IT WAS NOT MET.
Continue to survey, establish new NRHP/local districts, and update existing.	☐ YES ☒ NO	This work will be ongoing.
Complete Commissioner Training	☒ YES ☐ NO	This goal was listed as having been completed in 2021, but the commission also requested a new construction training and staff was able to organize that for them in June 2022. Commission also would like a training about new materials. Staff is not

		sure the commission as a whole needs a basic training as was suggested in 2021.
Develop a plan to support the state tax credit at the local level.	☒ YES ☐ NO	Staff had planned an educational event about the state tax credit in June, but it had to be cancelled due to program timing, so, instead, staff held open office hours in City Council Chambers to help people with their tax credit applications.
	☐ YES ☐ NO	

B. BRIEFLY DESCRIBE YOUR TOP GOALS FOR NEXT YEAR (2022). EACH CLG MUST IDENTIFY AT LEAST ONE GOAL.

GOAL	IS THIS A MULTI-YEAR GOAL?	DO YOU NEED SHPO ASSISTANCE TO MEET THIS GOAL? IF SO, BRIEFLY DESCRIBE.
Continue to survey, establish new NRHP/ local districts, and update existing	☒ YES ☐ NO	There are many important survey goals in the City. One is getting the existing local historic district resurveyed. One is surveying, nominating, and designating historic places that help to tell stories of underrepresented communities. One is surveying and designating new local historic districts. All of these are important survey needs in the City, and staff, hopefully with help from SHPO and others, needs to figure out how to make all of this survey work happen.
Implement at least one public educational/engagement event--may be related to the state historic tax credit but may not be	☐ YES ☒ NO	
Conduct an enforcement audit for 2022	☐ YES ☒ NO	
Implement a system for effectively tracking and resolving enforcement issues	☒ YES ☐ NO	

7. MISCELLANEOUS INFORMATION

A. WHAT ACCOMPLISHMENT/ACHIEVEMENT/EVENT FROM 2022 IS YOUR CLG/HDC MOST PROUD OF? OR IS THERE A PRESERVATION SUCCESS STORY FROM YOUR COMMUNITY THAT YOU WOULD LIKE TO HIGHLIGHT? SHPO encourages sharing photos!

This isn't a specific achievement from 2022, but as a new staffer in the City, the preservation planner thinks that one huge accomplishment is that the City has such a strong preservation ethic. People care about their old houses and buildings, they invest in them, and they always want to know more about best practices. There are real and true passionate preservationists in Ypsilanti; that ethic has been cultivated and nourished over a long time, and it has been built on a long tradition of community grassroots activism that has made its way to the leadership in the City and into the very way the City operates.

B. DESCRIBE ANY PROBLEMS, ISSUES, OR CHALLENGES (e.g., economic, political, operational) ENCOUNTERED IN THE LOCAL PRESERVATION PROGRAM IN 2022.

Enforcement and violations in general are a big challenge for administering the district. Staff does not have the capacity to get out into the district as often as would be ideal, and so violations are sometimes noticed when code or building enforcement staff are out in the field. Sometimes stop work orders are issued, sometimes the preservation planner writes a letter inviting an application for the work noticed, but staff needs to work on getting enforcement mechanisms systematized and tracked effectively.

C. WHAT ARE THE MOST CRITICAL PRESERVATION ISSUES/NEEDS FACING YOUR COMMUNITY?

A critical preservation issue from staff's perspective is long-time properties that are "projects" for years or that have been in a state of demolition by neglect for years and that need to be helped across the finish line one way or another.

D. SHPO IS HOPING TO HOST A STATEWIDE NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS TRAINING FOR LOCAL HISTORIC DISTRICTS IN 2022. ARE THERE CERTAIN TOPICS THAT YOU WOULD LIKE TO SEE ADDRESSED?

In 2023, a training on new materials that commissioners are faced with now, and some technical information about the materials and how to evaluate them would be helpful.

Another useful training topic could be building code in historic districts and specifically how porches can be accommodated and should be treated and reviewed would also be helpful.

Perhaps a brief refresher on Roberts Rules might be a useful training topic?

E. DID YOUR COMMUNITY RECEIVE ANY PRESERVATION GRANTS (other than CLG grants) IN 2022?

☐ YES ☒ NO (If yes, briefly identify them below.)

F. DID YOUR COMMUNITY HAVE ANY LOCAL INCENTIVE/GRANT/LOAN PROGRAMS (e.g., façade grant programs, DDA programs, low-interest loans, abatements, etc.) AVAILABLE FOR HISTORIC PROPERTIES IN 2022? ☐ YES ☐ NO (If yes, briefly identify them below.)

NAME OF PROGRAM	# OF PROPERTIES BENEFITED
DDA Façade Grant	1
MEDC Match on Main (interior work only in this case)	1
DDA Solar Grant	1
Grace Sweeney Solar Grant	1

G. DO YOU HAVE ANY UPCOMING PROJECTS YOU WOULD LIKE TO DISCUSS FOR A POTENTIAL CLG GRANT APPLICATION? ☐ YES ☒ NO

Not specific projects at this time (especially since a CLG grant application was just submitted February 1), but staff would welcome the opportunity to discuss how communities accomplish survey goals. Staff would like to hear about community models, resources, and best practices.

H. IF REIMBURSED THROUGH A CLG GRANT, WOULD YOUR COMMUNITY POTENTIALLY BE INTERESTED IN PARTNERING WITH SHPO TO HOST A FUTURE NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS TRAINING? ☐ YES ☐ NO

I. IS THERE ANYTHING ELSE YOU WOULD LIKE TO SHARE WITH SHPO?