



# AGENDA

## Historic District Commission Meeting

7:00 PM - Tuesday, April 11, 2023

Council Chambers

Page

1. CALL TO ORDER

2. ROLL CALL

Alex Pettit, Chair

James Chesnut, Vice Chair

James Ratzlaff

Stefan Szumko

Delrhea Byrge

Ellen Thackery, Staff

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT ON AGENDA ITEMS

5. PUBLIC HEARINGS

6. BUSINESS SESSION

6.1. OLD BUSINESS

6.2. NEW BUSINESS

3 - 44

[1 312 314 W Cross agenda item](#)

[2 27 S Huron Agenda Item](#)

[3 221 s washington agenda item](#)

[4 311 E Forest agenda item](#)

6.3. STUDY ITEMS

45 - 46

[5 study item 309 S Washington](#)

6.4. ADMINISTRATIVE APPROVALS

PHDC 23-0022, 411 N Huron, painting

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 3/14/2023

47 - 75

[Historic District 3-14-23 DRAFT](#)

9. ADJOURNMENT





## HDC Work Permit Staff Review

*Property address:* 312-314 W Cross

*Property History:* This is a contributing property to the local historic district. The National Register nomination describes it as a "2-story, hip- and gable-roof Queen Anne."

*Date of Application:* March 29, 2023

*Date of Review:* April 4, 2023

*Date of Meeting:* April 11, 2023

*Proposed work:* Remove deteriorating back porch/ deck flooring planks (pressure-treated planks), assess base of porch's condition, and repair or rebuild as necessary. Would be rebuilt to match existing in pressure-treated wood and painted to match existing house trim.

*Materials:* 2x4 and 2x6 pressure-treated lumber, exterior deck paint, deck screws

*Staff review:*

1. This is a nonhistoric feature at the rear of the house.
2. Existing porch/deck is currently pressure-treated lumber.
3. Staff believes there are two possible approaches to this application's review.
  - a. The first approach would be that since the existing feature is pressure-treated wood and the proposed is painted pressure-treated wood, this work could be considered a like-for-like replacement and staff could technically approve.
  - b. Another approach is to follow the City's *Historic District Fact Sheet: Porches*. This fact sheet is part of the district's design guidelines, and the fact sheet states: "The following Historic District Commission (HDC) requirements apply to all porch projects, new or replacement." The fact sheet also states, "Treated lumber should be used only for the substructure of the porch. All parts of the porch that are above ground shall

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.

be painted or stained an opaque stain." The sheet continues: "the deck (floor) of the porch shall consist of 1 x 4 tongue and groove vertical grain fir porch flooring; a smooth side tongue and groove composite material, in matching thickness and width may be considered on a case-by-case basis."

4. Because this porch/deck is at the rear of the building and is not a historic or character-defining feature, staff would be inclined to apply the first approach and approve the work as proposed, including the painting of the finished deck once it is thoroughly dry.
5. Before proceeding with work, applicant must obtain the appropriate building department permits.

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

*Potential Motions:*

Move to approve application PHDC 23-0022 and issue a certificate of appropriateness for the proposed work at 312-314 W Cross Street for the repair and/or replacement of the existing back porch using pressure-treated lumber, painted to match the house's trim when dry, because the existing back porch is built of pressure-treated lumber and because it is a rear-facing, nonhistoric porch. The proposed work does not negatively impact the house's historic materials and can be removed without damaging historic materials or character, meeting the Secretary of the Interior's Standards for Rehabilitation 9 and 10.

\*\*\*

*Or:*

Move to approve application PHDC 23-0022 and issue a certificate of appropriateness for the proposed work at 312-314 W Cross Street for the repair and/or replacement of the existing back porch using pressure-treated lumber for the substructure only, and the deck (floor) of the porch shall consist of 1 x 4" tongue-and-groove vertical grain fir porch flooring painted to match the house's trim. The work is appropriate because it does not negatively impact the house's historic materials and can be removed without damaging historic materials or character, meeting the Secretary of the Interior's Standards for Rehabilitation 9 and 10. The work with these conditions also meets the historic district fact sheet about porches.

*Prepared by:*  
Ellen Thackery, Preservation Planner



Staff photo, April 2023. This is the front of the house; the deck/porch is on the rear.



**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- 23-0022

**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

312+314 W. Cross St

**Applicant**

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

Name

Lillianna Blair

Address

314 W. Cross St

City

Ypsilanti

State

MI

Zip

48197

Phone / Fax

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

**Contractor**

Contractor Name & Contact Info

Mark Gessner (734)945-3579

**Type of work**

☐ Roofing

☐ Window/Door  
Replacement

☒ Porches

☐ Sign

☐ Fence (or other sitework)

☒ Painting

☐ Application Amendment

☐ Other

**Complete Description of Proposed Work:**

- Remove current deteriorating back porch/deck planks
- See what condition the base is in, either repair or tear it down entirely
- Rebuild with same dimensions using pressure treated wood
- Paint green/grey to match the current house trim (see photo)

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

2x4 & 2x6 pressure treated lumber, exterior deck paint, deck screws

**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:

**\$1,000**

Permit fee:

 $\$45 + 0 = \$45.00$ **Signature**

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

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

Signature:

**Lillianna Blair**

Date:

**03/27/2023**

Print Name:

**Lillianna Blair**

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](mailto:ethackery@cityofypsilanti.com), or view our factsheets at [cityofypsilanti.com/hd](http://cityofypsilanti.com/hd).

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

Lillianna Blair  
312 W. Cross St.

PHDC. 23.0002

paint  
sample

paint color



deck to  
fix/rebuild



## HDC Work Permit Staff Review

*Property address:* 27 S Huron Street

*Property History:* This is a modern, one-story office building between two older buildings, and it is not considered contributing to the district. This building has a modern decorative mansard roof around the top of the building. (See picture below.)

*Date of Application:* March 28, 2023

*Date of Review:* April 4, 2023

*Date of Meeting:* April 11, 2023

*Proposed work:*

Replace roof with like rubber roofing membrane, install flashing properly over edge of building and under shingles/tiles on the decorative mansard roof, and replace cedar shakes on decorative mansard roof with slate roofing shingles/tiles.

*Materials:* EPDM rubber roofing membrane, flashing, slate roofing tiles, and metal cap.

*Staff review:*

1. The proposed EPDM roof is a like-for-like replacement.
2. Because this building is noncontributing to the district, the relevant Standards for this review are the Secretary of the Interior's Standards for Rehabilitation 9 and 10.
3. The existing decorative mansard roof has cedar shingles; proposed is replacing these with slate roofing tiles/shingles.
4. Staff believes that this proposed work will not negatively impact the historic district or any historic materials, meeting Standard 9.
5. Staff believes that if this proposed work were removed in the future, the surrounding area and historic properties would be unaffected, meeting Standard 10.

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.

6. Before proceeding with work, applicant must seek the appropriate building department permits.

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

*Recommended Motion:*

Move to approve application PHDC 23-0023 and issue a certificate of appropriateness for the proposed work at 27 S Huron Street for the replacement of the existing EPDM rubber roofing membrane with a like roof, proper flashing under the decorative mansard roof, installation of metal cap in dark bronze, and the replacement of the existing cedar shakes with slate roofing tiles.

*Prepared by:*  
Ellen Thackery, Preservation Planner



Google image capture from June 2021, staff verified April 2023.



**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

|                         |                 |
|-------------------------|-----------------|
| <b>Office Use Only:</b> |                 |
| Receipt:                | <u>31250</u>    |
| Method:                 | <u>2324</u>     |
| Action/Study Item       |                 |
| PHDC-                   | <u>23-10023</u> |

**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

**27 SOUTH HURON STREET**

**Applicant**

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

Name

**CRAIG T ANNAS**

Address

**27 SOUTH HURON STREET**

City

**YPSILANTI**

State

**MI**

Zip

**48197**

Phone / Fax

[REDACTED]

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

[REDACTED]

**Contractor**

Contractor Name & Contact Info

**LEE METAL AND CONSTRUCTION COMPNAY**

**Type of work**

- ☒ Roofing  
☐ Window/Door Replacement

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

- ☐ Painting  
☐ Application Amendment  
☒ Other

**Complete Description of Proposed Work:**

REMOVE AND REPLACE CURRENT ROTTED CEDAR SHAKE MANSARD

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

REPLACE WITH MULTI COLORED SLATE TILE

**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:

4,130.00

Permit fee:

\$45 + 5.00 = \$ 50.00

**Signature**

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

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

Signature:

Date:

03.28.2023

Print Name:

CRAIG T ANNAS

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](mailto:ethackery@cityofypsilanti.com), or view our factsheets at [cityofypsilanti.com/hd](http://cityofypsilanti.com/hd).

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

## Ellen Thackery

---

**From:** [REDACTED]  
**Sent:** Tuesday, April 4, 2023 3:26 PM  
**To:** Ellen Thackery  
**Subject:** Re: amended application

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

Good Afternoon, Ellen

Yes, the proposed slate does look like the suggestions you provided below - either one is very close. I will send a picture of the sample the contractor supplied to me .

Again, Yes - you have the "like/like information correct.

Contractor will be applying for permit this week and I will provide a courtesy copy to you as soon as he sends it to me.

Picture to follow in seperate email

Craig T Annas  
[REDACTED]

---

**From:** Ellen Thackery <ETHackery@cityofypsilanti.com>  
**Sent:** Tuesday, April 4, 2023 3:07 PM  
**To:** [REDACTED]  
**Subject:** amended application

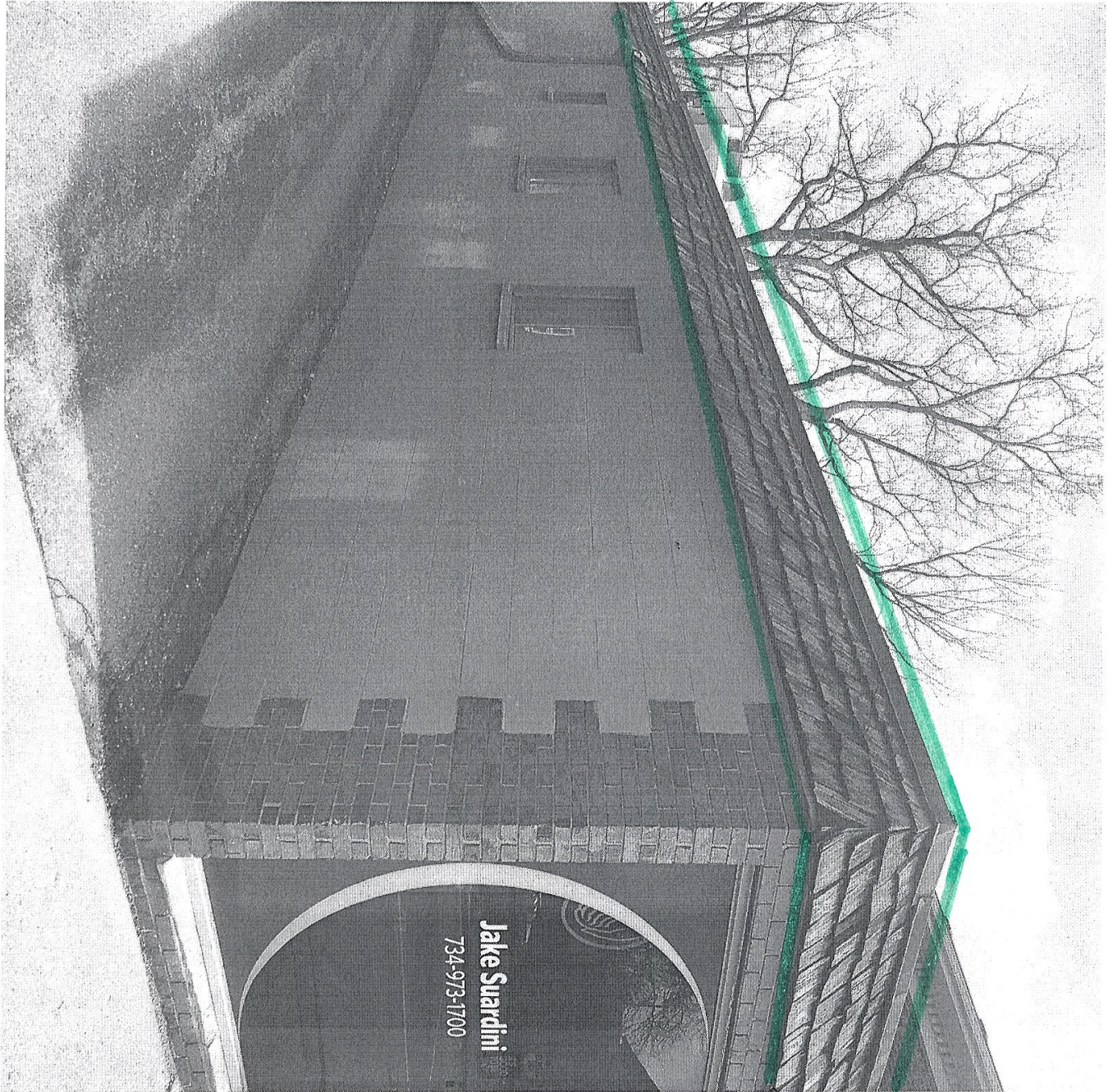
Hello. Thanks for talking with me today. We have received application PHDC 23-0023 to replace the cedar shake shingles on the mansard roof portion of your building with slate shingles. Regarding those slate shingles or tiles, could you tell me if your proposed slate looks anything like any of these: <https://americanslate.com/natural-slate-roofing/> ? Perhaps it looks more like these: <https://vermontslateco.com/roofing-slates/> ? I'd like to give the commissioners a little more information about how your slate will appear if possible.

When we spoke, we discussed that this application should be amended to include a like-for-like replacement of the rubber membrane roof, like-for-like replacement of flashing under the mansard, and replacement of the metal cap above the mansard with a like-for-like metal cap in dark bronze. Do I have that information correct? If not, please correct it, and if so, please confirm. I can put your email response with this application to make it complete. Thank you.

Ellen

PHDC-23-0023





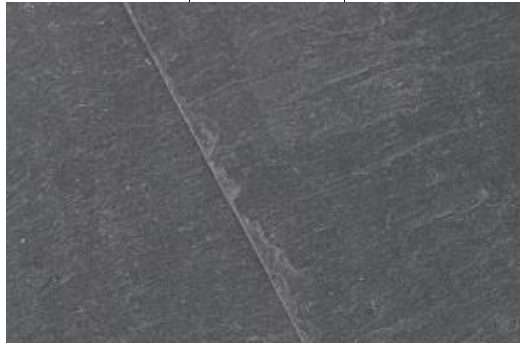
MANUSALD

Applicant-supplied sample slate roofing tile and color sample for the metal cap above the mansard roof:



Some examples of slate roofing tiles from American Slate ( <https://americanslate.com/natural-slate-roofing/> ) to see a visual representation

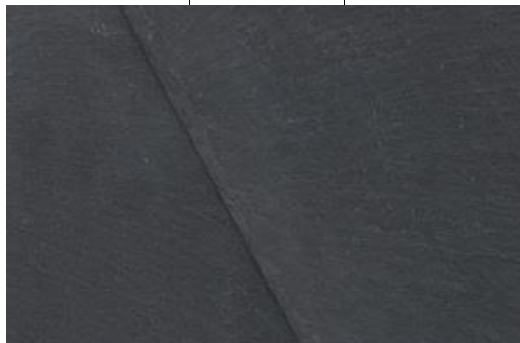
See more



CUPA 12

A non-carbonated slate formed by tectonic compression. Dark grey slate with thin laminations and a smooth surface

See more

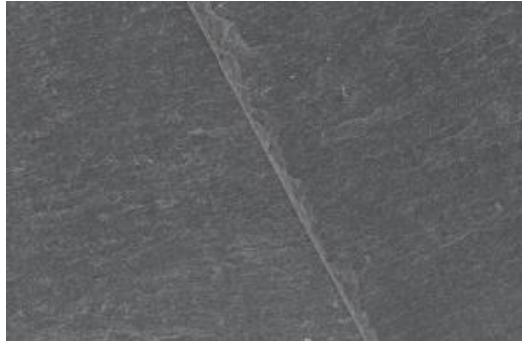


CUPA 7

Previously Olympus Peaks

A non-carbonated natural slate formed by tectonic compression. Black slate with thin laminations and a smooth surface.tiles.

See more



### CUPA 50

CUPA 50 is a non-carbonated slate formed by tectonic compression. Deep gray slate with thin laminations and very uniform smooth surface.

[See more](#)



### HEAVY 3

HEAVY 3 is a blue black slate with a slightly gritty texture, and in some samples well defined parallel lines are clearly visible on the cleavage surfaces.

[See more](#)



### Andes Cliff

Shades of grey, from pale to powerful, with a generally smooth surface. Available in 16" x 10" and 16" x 8" lightweight or standard roofing tiles.



[See more](#)



### Appalachian Ascent

Grey, black and blacker than black tones with a lightly textured surface. Available in 16" x 10" and 16" x 8" lightweight or standard natural roofing tiles.

[See more](#)



### Riverstone

Medium grey colour with the slightest hint of green.  
Riven surface and coarse grain.



[See more](#)



## Fairweather Way

A dark grey at its base, with subtle blue, green and golden highlights and a randomly rough surface.  
Available in 16" x 10" and 16" x 8" standard weight roofing tiles.

[See more](#)



## Majestic Matterhorn

Rich grey, with an exciting mélange of orange, yellow and green tones and a roughly textured surface.

Available in 16" x 10" and 16" x 8" standard weight roofing tiles.

[See more](#)



## Vermont Purple

Subtle shades of plum and burgundy and a randomly textured surface.  
Available in 16" x 10" and 16" x 8" lightweight or standard roofing tiles.

[See more](#)



### McKinley Heights

Medium grey with very subtle accents of light and dark green, with a lightly textured surface.  
Available in 16" x 10" and 16" x 8" lightweight or standard roofing tiles.

[See more](#)



### Pike's Point

Deep gray with a stunning array of tan, brown, rust and yellow accents and a roughly textured surface.

Available in 16" x 10" and 16" x 8" standard roofing tiles.

[See more](#)





## HDC Work Permit Staff Review

*Property address:* 221 S Washington

*Property History:* This house was built about 1860 and is a cubical Italianate on the corner of S Washington and Catherine in the local historic district. It retains its historic features and clearly contributes to the local historic district, but for some reason is not mentioned in the National Register nomination.

*Date of Application:* March 31, 2023

*Date of Review:* April 5, 2023

*Date of Meeting:* April 11, 2023

*Proposed work:* Demolish and remove nonhistoric cast concrete steps and uncovered porch/stoop. Replace with porch with salvaged brick sidewalls and limestone porch cap and limestone stair treads.

Remove nonhistoric handrails and do not replace unless required by building code.

*Materials:* Reclaimed brick, limestone, concrete footings

*Staff review:*

1. The existing porch/stoop is not historic, so there is no historic material on the porch to preserve, and repair is not required. As a result, the relevant Secretary of the Interior's Standards for Rehabilitation to consider are Standards 9 and 10.
2. Because the reclaimed brick will be dependent on current supply at the vendor, it is unknown at this time exactly what the brick color and texture will be. Applicant will try to get as close to the historic brick as possible but it is clear that the reclaimed porch brick will not *match* the existing brick on the house.
3. Staff believes that the proposed porch/stoop meets Standard 9 because the related new construction will not destroy historic materials or features on the house and it will not impact any spatial relationships on the

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.

property. The new work will be differentiated by the expected slight difference in bricks from the historic to the reclaimed, and it will be compatible with the historic materials, features, size, scale and proportion, and massing. It will be the same size as the existing and will complement the brick and limestone of the historic house.

4. Staff believes that the proposed work meets Standard 10 in that the new porch/stoop could be carefully demolished in the future and removed and the historic house would be unimpaired.
5. Before proceeding with work, applicant must obtain the appropriate building department permits.

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

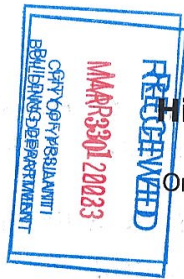
*Recommended Motions:*

Move to approve Application PHDC 23-0024 and issue a certificate of appropriateness for the work at 221 S Washington for the removal of the damaged, nonhistoric cast concrete steps and porch and the building of new steps and front porch with brick sidewalls and limestone treads and porch cap. *[Option could be that the commission could give staff administrative approval of handrails if they are required by the building department.]*

*Prepared by:*  
Ellen Thackery, Preservation Planner



Staff photo, April 2023.



**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: 31260

Method: 1486

Action/Study Item

PHDC-23-0024

**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 221 S. WASHINGTON

**Applicant**

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

Name JOSH & LAUREN BUDD

Address  
221 S. WASHINGTON

City  
YPSILANTI

State  
MI

Zip  
48197

Phone / Fax

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

**Contractor**

Contractor Name & Contact Info

BRICK BUZZ, LLC. 4860 WASHTEAW ANN ARBOR 48108 / 888-427-4252

**Type of work**

- ☐ Roofing  
☐ Window/Door  
Replacement

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

- ☐ Painting  
☐ Application Amendment  
☐ Other

**Complete Description of Proposed Work:**

THE BOTTOM STEP OF OUR FRONT PORCH, WHICH IS MADE OF PRE-CAST CONCRETE, HAS DETERIORATED AND DEVELOPED A LARGE HOLE. IT IS UNSAFE. WE WILL REPLACE IT WITH A CUSTOM BUILT PORCH ON 42 INCH FOOTING WITH RECLAIMED BRICK WALLS AND A 4 FOOT LIMESTONE CAP.

SEE ATTACHED DRAWING.

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

RECLAIMED BRICK, LIMESTONE  
CONCRETE

**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:

\$ 20,000

Permit fee:

\$45 + 30 = \$75

**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:

3-31-23

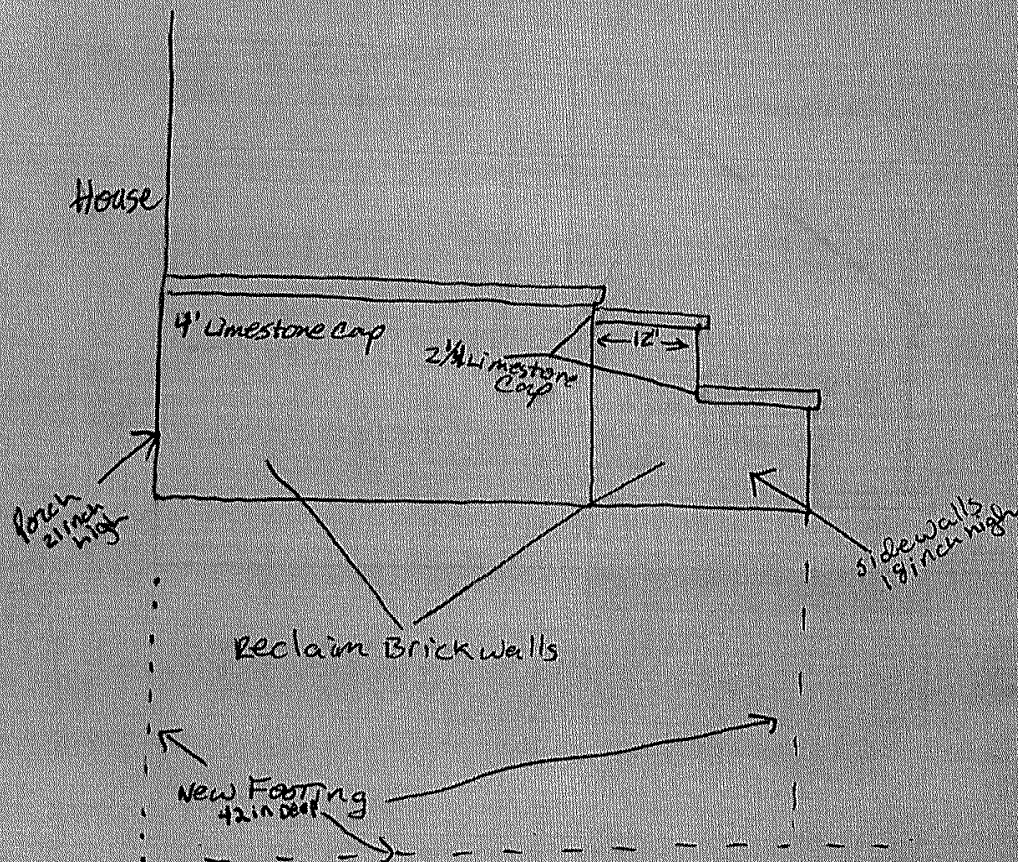
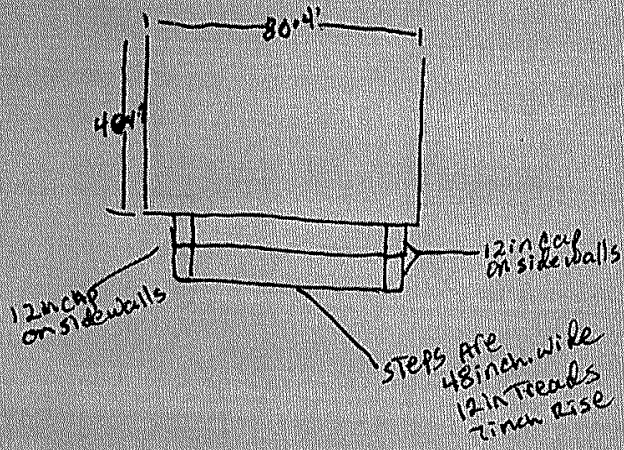
Print Name:

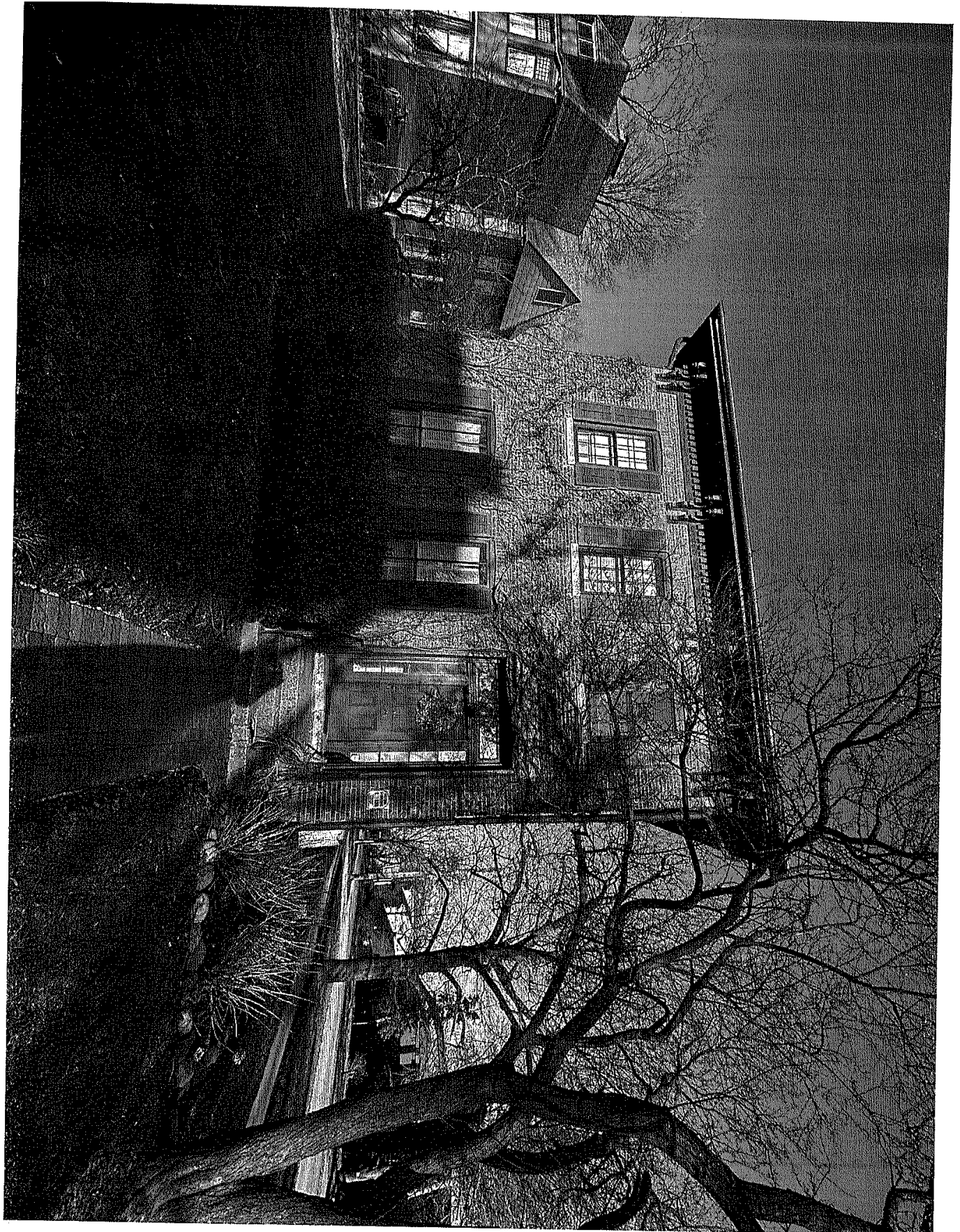
Josh Budder

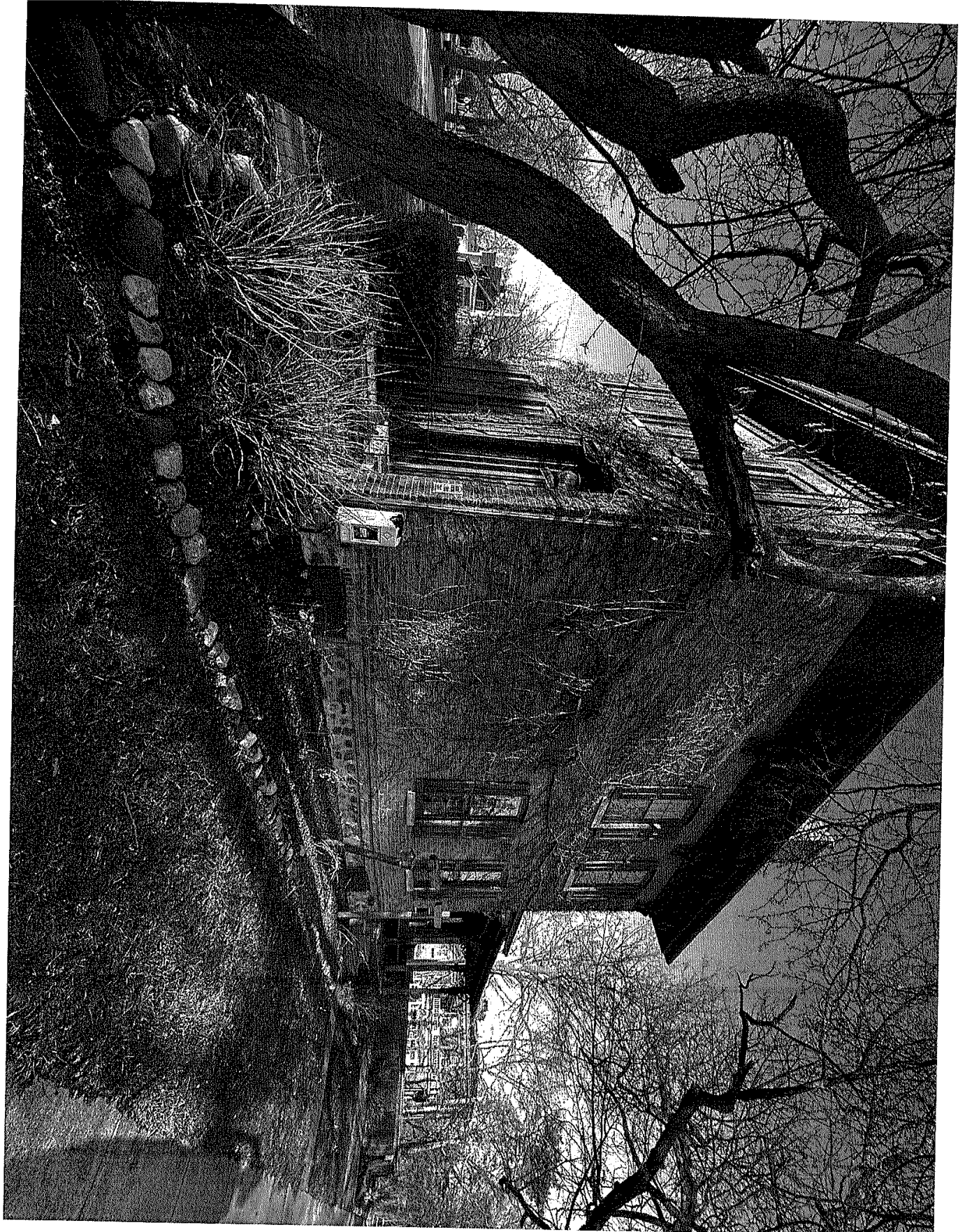
If you have questions about what the HDC generally permits or does not permit, or what they need to see in an application to render a decision, please call the office at 734-483-9646, email us at [ethackery@cityofypsilanti.com](mailto:ethackery@cityofypsilanti.com), or view our factsheets at [cityofypsilanti.com/hd](http://cityofypsilanti.com/hd).

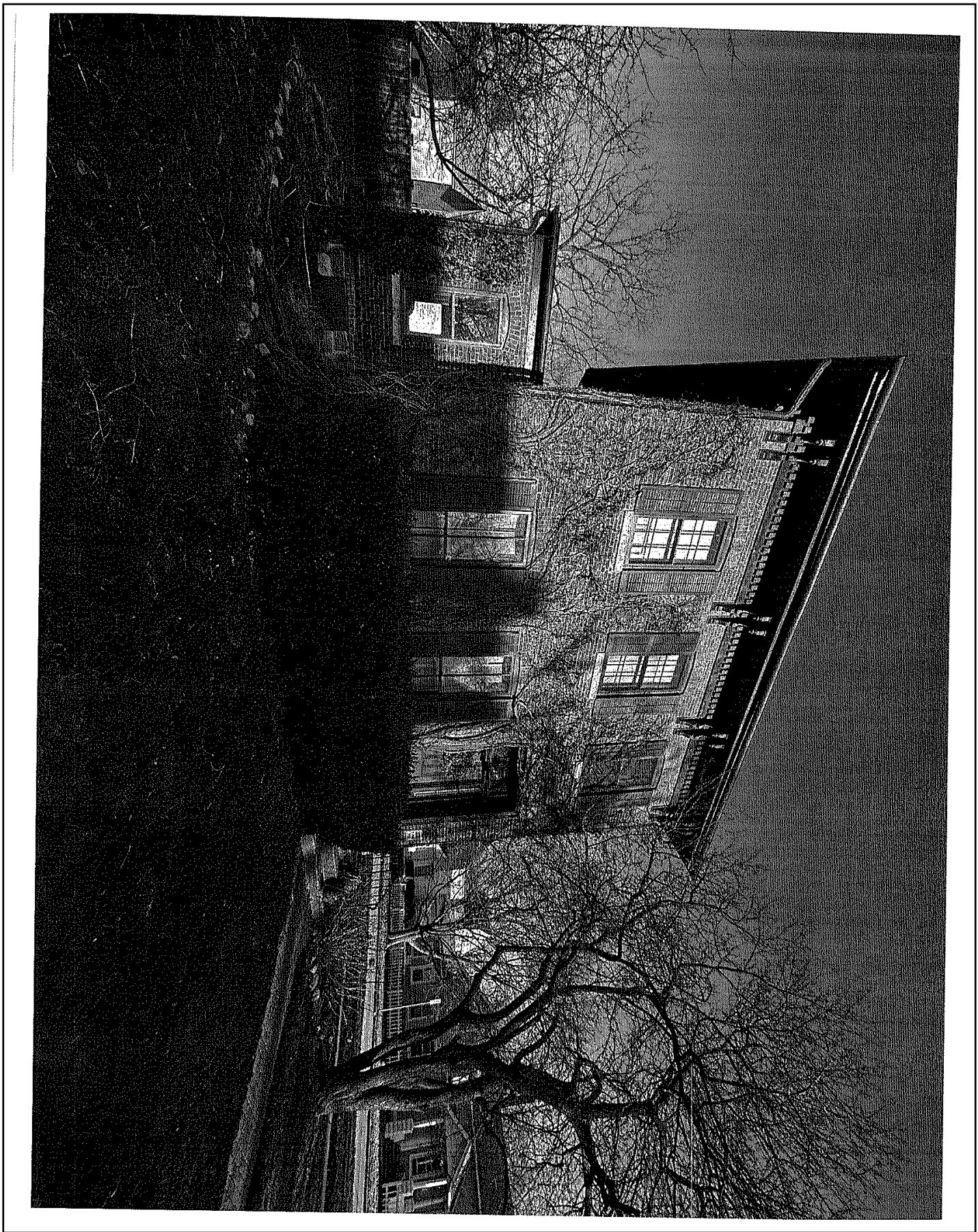
**All other necessary Building Permits must be acquired before beginning work.**

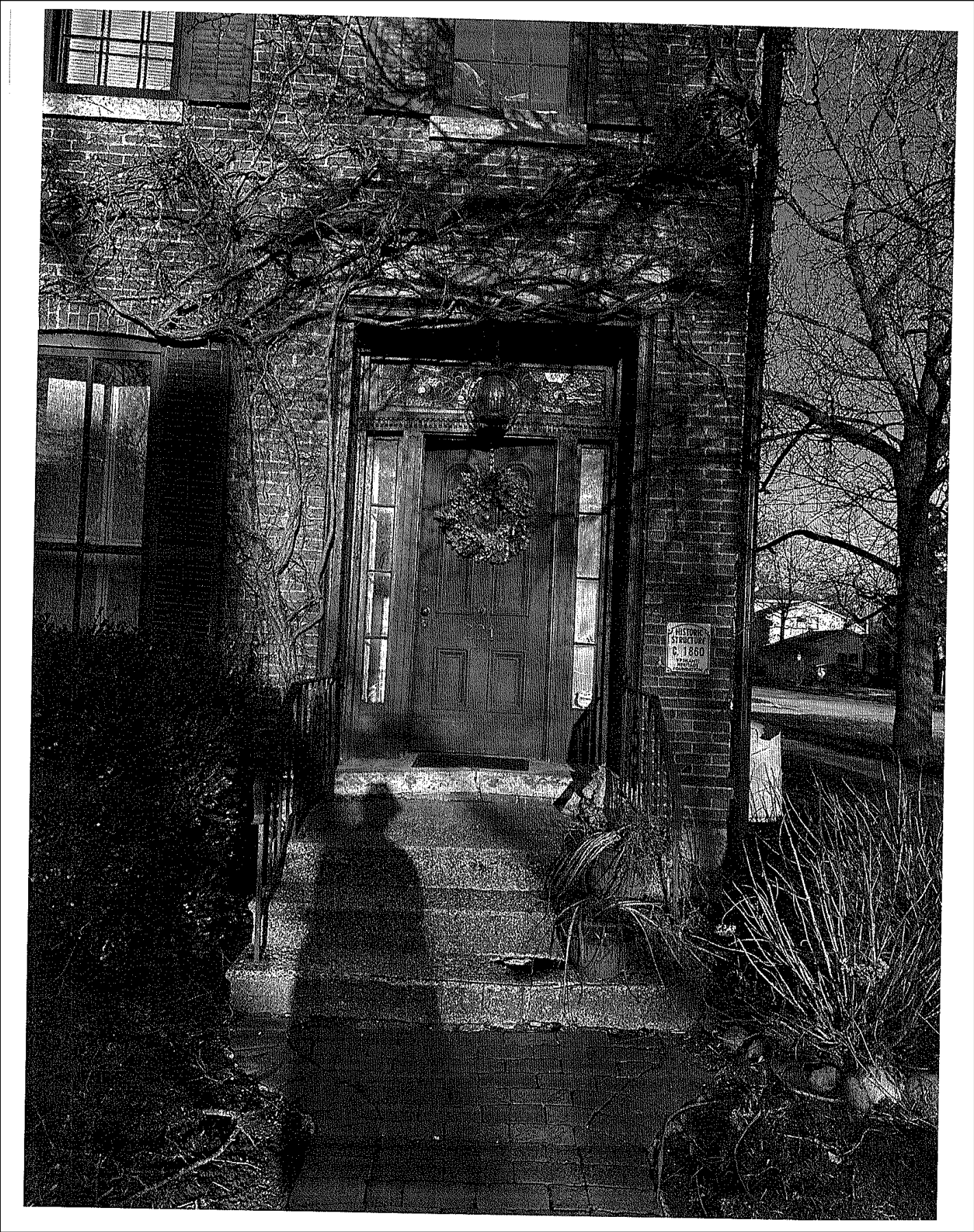
PHDC-23-0024

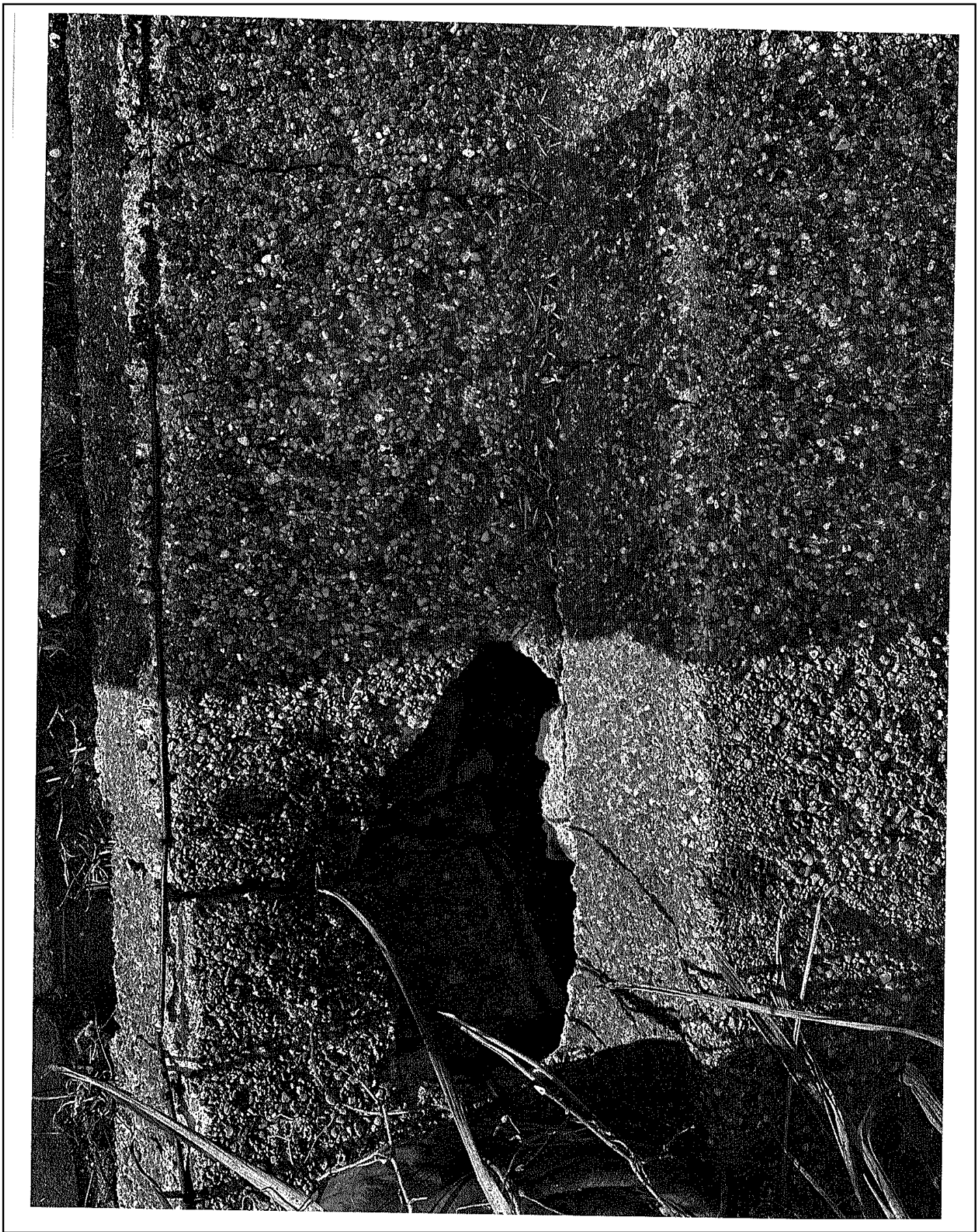














## HDC Work Permit Staff Review

*Property address:* 311 E Forest Ave

*Property History:* This house is in the historic district but is not considered contributing to the district, so the relevant Secretary of the Interior's Standards for Rehabilitation are 9 and possibly 10.

*Date of Application:* March 31, 2023

*Date of Review:* April 6, 2023

*Date of Meeting:* April 11, 2023

*Proposed work:* Replace a rear window with a sliding patio door.

*Materials:* Andersen 200-series sliding patio door

*Staff review:*

1. Applicant has proposed this as a study item at the October 11, 2022 historic district commission meeting and those minutes recorded the following:
2. *Homeowner would eventually like to install a patio, possibly a paver patio, and would like a sliding door and step to access this patio. As she envisions it now, the sliding door would replace a window at the rear of the house. Since the house is noncontributing and there is no historic material to preserve (the siding is aluminum and the windows are vinyl) and since this is the rear of the property, commissioners agreed that they would not be opposed to the idea of changing a window to a sliding door, but they did express that they would be hesitant about a vinyl door and would be interested in the idea of reviewing a fiberglass or aluminum-clad wood door as opposed to a vinyl one. They also suggested that it would be good if the whole project was included in the application (door, step, patio), even if the work will be phased, so that the commission could understand the whole vision and how the parts will work together. (10/11/22 HDC Minutes)*

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

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

3. Do not imitate earlier styles.

4. Preserve significant changes acquired over time.

5. Preserve distinctive features.

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

7. Clean building gently—no sandblasting.

8. Preserve archaeological resources.

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

10. New work shall be removable.

3. Applicant states that she doesn't have the entire plan in hand for the patio, but needs to move forward with the door now as part of her kitchen work. Proposed door is fiberglass.
4. Staff finds that the proposed work meets Standard 9 in that the work will not destroy historic materials, features, or spatial relationships and will not negatively impact the historic district.
5. Before proceeding with work, applicant must obtain the appropriate building department permits.

*Relevant Secretary of the Interior's Standards:*  
#9

*Recommended Motion:*

Move to approve Application PHDC 23-0025 and issue a certificate of appropriateness for the proposed work at 311 E Forest Ave to include the removal of a rear vinyl window and the installation of a white sliding fiberglass patio door in its place. The proposed work meets the Secretary of the Interior's Standard for Rehabilitation #9.

*Prepared by:*  
Ellen Thackery, Preservation Planner



311 E Forest Ave, staff photo, April 2023.



**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: 31259

Method: 104

Action/Study Item

PHDC- 23.0025

**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

311 E Forest Ave

**Applicant**

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

Name

Nikki Nabozny

Address

311 E Forest Ave

City

Ypsilanti

State

MI

Zip

48198

Phone / Fax

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

**Contractor**

Contractor Name & Contact Info

Mans Lumber & Millwork

734-714-5800

**Type of work**

- ☐ Roofing  
☐ Window/Door Replacement

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

- ☐ Painting  
☐ Application Amendment  
☒ Other

**Complete Description of Proposed Work:**

Install Andersen 200 series sliding patio door on back side of home, replacing an existing window

**Materials (for paint include color chips or samples with application):****Permit Application Fee (action items only)**

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

\$ 8500

Permit fee:

\$45 + 10 = \$55

**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:

3-31-2023

Print Name:

Nikki Nabozny

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](mailto:ethackery@cityofypsilanti.com), or view our factsheets at [cityofypsilanti.com/hd](http://cityofypsilanti.com/hd).

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



**SOLD BY:**

Mans Lumber & Millwork Canton  
PO Box 202  
Trenton, MI 48183-0202  
Fax: 734-714-3011

**SOLD TO:**

**CREATED DATE**

2/6/2023

**LATEST UPDATE**

3/13/2023

**OWNER**

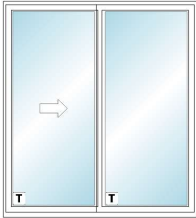
Mike Haft

## Abbreviated Quote Report

| QUOTE NAME            | PROJECT NAME          | QUOTE NUMBER | CUSTOMER PO# | TRADE ID |
|-----------------------|-----------------------|--------------|--------------|----------|
| Nikki Nabozny - AW200 | Nikki Nabozny - AW200 | 3552324      |              | 772094   |

**ORDER NOTES:**

**DELIVERY NOTES:**

| <u>Item</u>                                                                        | <u>Qty</u> | <u>Operation</u> | <u>Location</u> |
|------------------------------------------------------------------------------------|------------|------------------|-----------------|
|  | 100        | 1                | Left-Stationary |
| None Assigned                                                                      |            |                  |                 |

Unit, 200 Series PS Patio Doors 2 Panel, Factory Assembled, White Exterior Frame, White Exterior Sash/Panel, w/White Interior Frame, w/White Interior Sash/Panel, Left-Stationary, Dual Pane Low-E w/Blinds Tempered Air Fill w/Breather Tubes, Stainless Glass / Grille Spacer, Anvers, Satin Nickel, White White, Full Screen, Fiberglass, Gliding

Trim Set 1: PSGPD Left-Stationary Anvers Satin Nickel PN:2565541

Auxiliary Foot Lock 1: PSGPD White PN:1997301

Insect Screen 1: 200 Series PS Patio Doors 2 Panel, 35 7/8" X 80 7/16" Full Screen Fiberglass Gliding White PN:1974130

Threshold: Oak w/Screws PN:1207030

| Unit # | U-Factor | SHGC | ENERGY STAR | Comments: |
|--------|----------|------|-------------|-----------|
| A1     | 0.34     | 0.32 | NO          |           |

Quote #: 3552324

Print Date: 3/15/2023 2:07:09 PM UTC

All Images Viewed from Exterior

Page 1 of 2

CUSTOMER SIGNATURE\_\_\_\_\_DATE\_\_\_\_\_

\* All graphics as viewed from the exterior. \*\* Rough opening dimensions are minimums and may need to be increased to allow for use of building wraps or flashings or sill panning or brackets or fasteners or other items.

Thank you for choosing Andersen Windows & Doors

**Quote #:** 3552324

**Print Date:** 3/15/2023 2:07:09 PM UTC

All Images Viewed from Exterior

**Page 2 of 2**

311 E Forest, study item from October 2022 and now an agenda item, April 2023

I am interested in installing a sliding door on the rear of my home at 311 E Forest Ave, in the place where a window in the dining room now exists. This area is not visible from the street.

Proposal is for an Andersen 200-series sliding patio door.

---



I've attached several photos of the outside of my house, as well as the proposed installation area highlighted by a red square. The long term goal is to add a paver patio or deck to this area, with stairs leading down from the sliding door.

Thank you,

Nikki Nabozny



Front of house



Side of house



Rear of house showing proposed location of new slider



Rear of house



Rear of house



Historic District Commission  
Study Item and Materials  
309 S Washington

### Summary:

Homeowners purchased home in January 2022 and did not realize that it was in the historic district. Spoke with Scott Slagor before his December 2021 departure. House contributes to the National Register and local historic districts. National Register nomination describes the house as a “1 ½ story, side-gable-roof Greek Revival with late 19<sup>th</sup>-century shingled gable across entire front.”



*Google streetview, October 2020.*

The house's gables, siding, trim, and front portico and columns are character-defining features, as are its remaining original windows. Wood siding on the house has suffered from deferred maintenance and is deteriorated and homeowner states that it needs to be replaced. Homeowner would like to replace the siding on one elevation at a time and would like to start with the front (west) elevation.

Homeowner would like to propose replacing wood siding with fiber cement siding, like Hardie board. Staff has explained to homeowner that the Secretary of the Interior's Standards for Rehabilitation guide the work in the historic district and those Standards require that historic material is repaired before being replaced. Quoting Standard 6, if the material is beyond repair, the replacement "will match the old in design, color, texture, and, where possible, materials."

The introduction to the Standards states that the Standards "will be applied taking into consideration the economic and technical feasibility of each project." Because wood siding is still available and used, replacement wood siding is technically feasible. The applicant wishes to make the case that, in this case, replacing wood siding with wood siding is not economically feasible. Homeowner will supply additional materials and information to commission for discussion.

**Whatever replacement material is selected, it must meet the Standards and must match the old material in design, color, and texture.**



## MINUTES

### City of Ypsilanti HISTORIC DISTRICT COMMISSION In-person Meeting

Tuesday, March 14, 2023  
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

Historic District Commission

March 14, 2023

3

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:

Historic District Commission

March 14, 2023

9

- #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**

Historic District Commission

March 14, 2023

10

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. **CLG Annual Report was submitted and will be attached to the Minutes.**

### **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.**

Full Minutes Prepared By: Ellen Thackery

ATTACHMENT 1: Fig 7 from Staff Report for 306 S Washington, illustrating how proposed porch guardrail is to be attached.

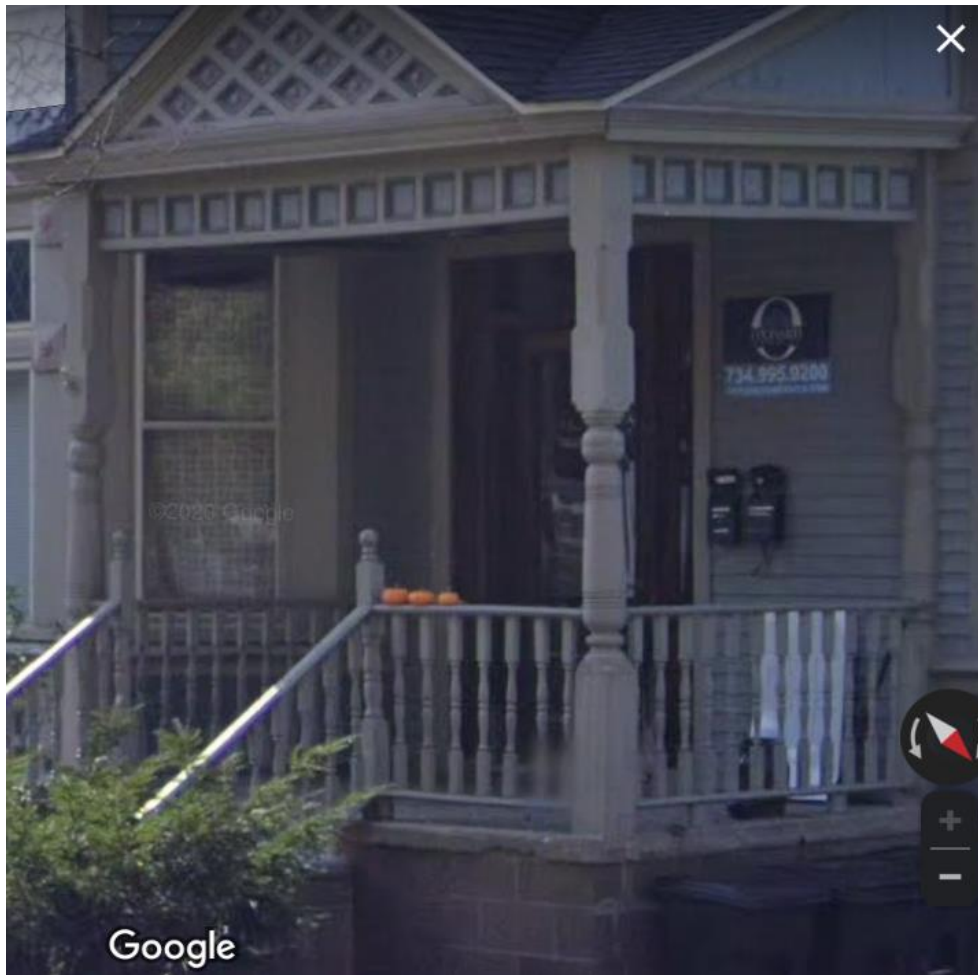
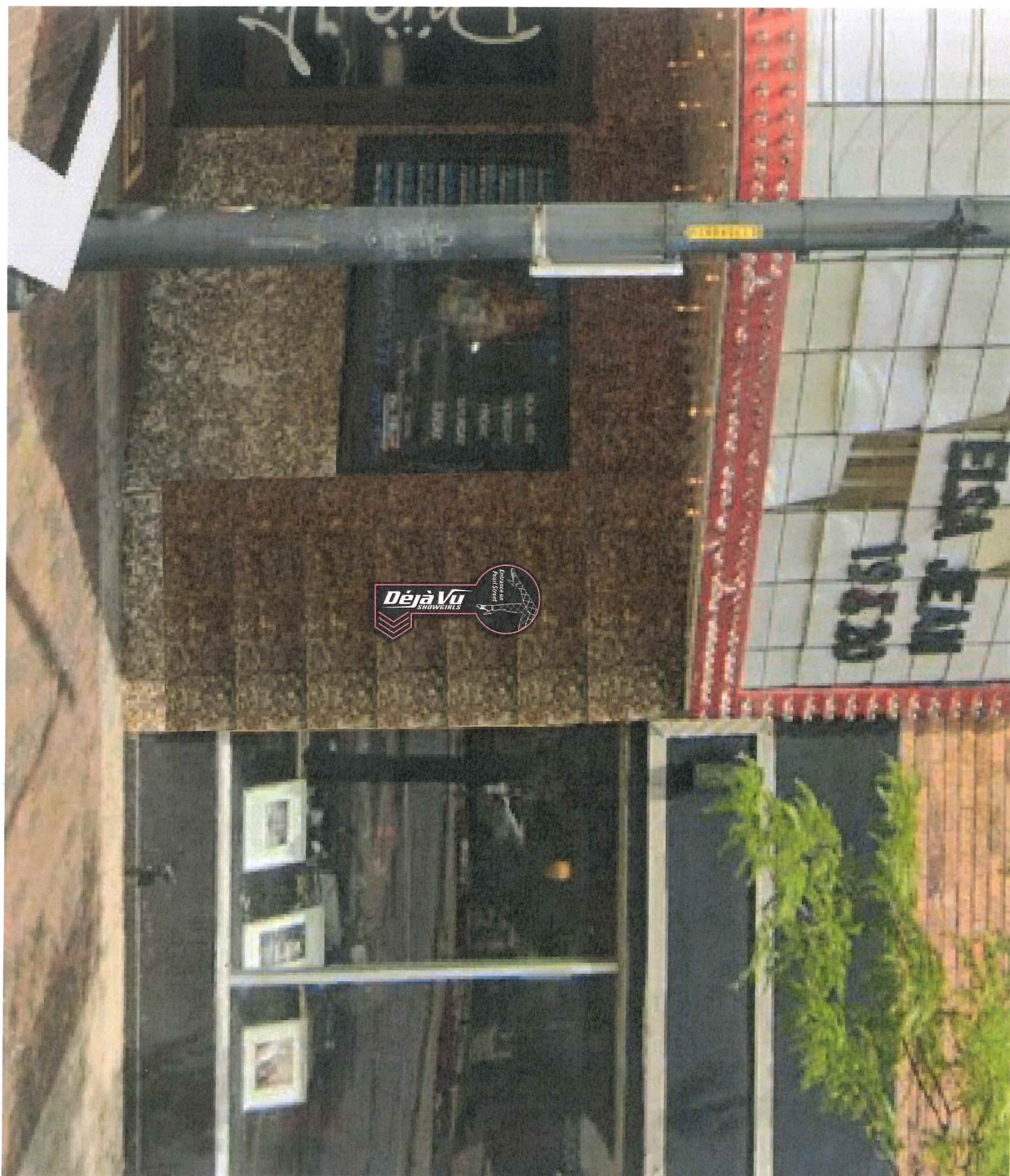


Fig 7. House at the corner of N Washington and Emmet from Google streetview but staff drove by house in March 2023. Does this house offer an alternate way to install the code-compliant railing? Here, the handrail on the steps is also integrated into the design. The top rail is higher than where it should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

PRIDE | DIVERSITY | HERITAGE

## 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](http://cityofypsilanti.com/permits).

Completed applications may be dropped off at the Building Department.

### City Hall

One South Huron  
Ypsilanti, MI 48197

Building  
3<sup>rd</sup> Floor, City Hall  
Phone: (734) 482-1025  
[cityofypsilanti.com/157](http://cityofypsilanti.com/157)

Planning  
3<sup>rd</sup> Floor, City Hall  
Phone: (734) 483-9646  
[cityofypsilanti.com/planning](http://cityofypsilanti.com/planning)

Historic District  
3<sup>rd</sup> Floor, City Hall  
Phone: (734) 483-9646  
[cityofypsilanti.com/hd](http://cityofypsilanti.com/hd)

All permits, fees, and factsheets can be found at [cityofypsilanti.com/permits](http://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.

*Last updated: January 2019*

## 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



3/14/23, 6:22 PM

20230314\_173539.jpg



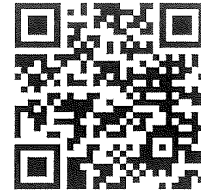
<https://mail.google.com/mail/u/0/#inbox?projector=1>

1/1

ATTACHMENT 6: STAFF DISTRIBUTED THIS HANDOUT  
TO COMMISSIONERS AT MEETING



The Michigan Historic Preservation Network  
43<sup>rd</sup> Annual Statewide Preservation Conference  
Mackinac Island, Michigan [www.mhpn.org](http://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 43<sup>rd</sup> 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 [mhpnships@gmail.com](mailto:mhpnships@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](mailto: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.

ATTACHMENT 7: Final CLG Report that was submitted to State Historic Preservation Office February 2023



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)  
 2<sup>nd</sup> Tuesday, November, December, January, February, and March; 2<sup>nd</sup> and 4<sup>th</sup> 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  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | July 2022      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| February 2022 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | August 2022    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| March 2022    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | September 2022 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| April 2022    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | October 2022   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| May 2022      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | November 2022  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| June 2022     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | December 2022  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

\*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? <input checked="" type="checkbox"/> YES <input type="checkbox"/> 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?                                 |
|----------------|---------------------|----------------------------------------------------------|
|                |                     | <input type="checkbox"/> YES <input type="checkbox"/> NO |
|                |                     | <input type="checkbox"/> YES <input type="checkbox"/> NO |
|                |                     | <input type="checkbox"/> YES <input type="checkbox"/> NO |
|                |                     | <input type="checkbox"/> YES <input type="checkbox"/> NO |
|                |                     | <input type="checkbox"/> YES <input type="checkbox"/> NO |
|                |                     | <input type="checkbox"/> YES <input type="checkbox"/> 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?                                |
|----------------|----------------------------------------------------------|----------------------------------------------------------|
|                | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO |
|                | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO |
|                | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> 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?                                 |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
|               | <input type="checkbox"/> Draft/Underway <input type="checkbox"/> Final/Completed<br><input type="checkbox"/> New District <input type="checkbox"/> Modification <input type="checkbox"/> Elimination | <input type="checkbox"/> YES <input type="checkbox"/> NO |
|               | <input type="checkbox"/> Draft/Underway <input type="checkbox"/> Final/Completed<br><input type="checkbox"/> New District <input type="checkbox"/> Modification <input type="checkbox"/> Elimination | <input type="checkbox"/> YES <input type="checkbox"/> NO |
|               | <input type="checkbox"/> Draft/Underway <input type="checkbox"/> Final/Completed<br><input type="checkbox"/> New District <input type="checkbox"/> Modification <input type="checkbox"/> Elimination | <input type="checkbox"/> YES <input type="checkbox"/> NO |

|  |                                                                                                                                                                                                      |                                                          |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
|  | <input type="checkbox"/> Draft/Underway <input type="checkbox"/> Final/Completed<br><input type="checkbox"/> New District <input type="checkbox"/> Modification <input type="checkbox"/> Elimination | <input type="checkbox"/> YES <input type="checkbox"/> NO |
|  | <input type="checkbox"/> Draft/Underway <input type="checkbox"/> Final/Completed<br><input type="checkbox"/> New District <input type="checkbox"/> Modification <input type="checkbox"/> Elimination | <input type="checkbox"/> YES <input type="checkbox"/> NO |
|  | <input type="checkbox"/> Draft/Underway <input type="checkbox"/> Final/Completed<br><input type="checkbox"/> New District <input type="checkbox"/> Modification <input type="checkbox"/> Elimination | <input type="checkbox"/> YES <input type="checkbox"/> NO |
|  | <input type="checkbox"/> Draft/Underway <input type="checkbox"/> Final/Completed<br><input type="checkbox"/> New District <input type="checkbox"/> Modification <input type="checkbox"/> Elimination | <input type="checkbox"/> YES <input type="checkbox"/> NO |
|  | <input type="checkbox"/> Draft/Underway <input type="checkbox"/> Final/Completed<br><input type="checkbox"/> New District <input type="checkbox"/> Modification <input type="checkbox"/> Elimination | <input type="checkbox"/> YES <input type="checkbox"/> 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. | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | This work will be ongoing.                                                                                                                                                                                                                              |
| Complete Commissioner Training                                               | <input checked="" type="checkbox"/> YES <input type="checkbox"/> 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. | <input checked="" type="checkbox"/> YES <input type="checkbox"/> 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. |
|                                                                    | <input type="checkbox"/> YES <input type="checkbox"/> 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                                               | <input checked="" type="checkbox"/> YES <input type="checkbox"/> 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 | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Conduct an enforcement audit for 2022                                                                                      | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Implement a system for effectively tracking and resolving enforcement issues                                               | <input checked="" type="checkbox"/> YES <input type="checkbox"/> 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?