



AGENDA

Historic District Commission Meeting

7:00 PM - Tuesday, August 8, 2023
Council Chambers

Page

1. CALL TO ORDER
2. ROLL CALL

Alex Pettit, Chair
James Chesnut, Vice Chair
James Ratzlaff
Stefan Szumko
Delrhea Byrge
Hannah McCready
John VanBolt
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 - 30

[121 N Huron agenda item](#)

[309 N Park agenda item](#)

6.3. STUDY ITEMS

6.4. ADMINISTRATIVE APPROVALS

304 Emmet--Black asphalt roof for black asphalt roof

105 W Michigan Ave--rear second-floor French entry doors for same steel doors

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 07/25/23

31 - 59

[Historic District 7-25-2023 Minutes DRAFT](#)

9. ADJOURNMENT



HDC Work Permit Staff Review

Property address: 121 N Huron

Property History: 121 N Huron is an intact historic home that contributes to both the National Register and local historic districts. In the 1980s National Register nomination, the house was described as, "Dr. John A. Watling House—L-shape, two-story, gable-roof brick Italianate with mansard-roof, three-story tower in angle."

This proposal had come before the commission earlier in February 2023 as a study item and commission received it positively. Minutes from February 14, 2023 summarize: "They'd like to change this non-original door out. Spoke with Ypsilanti Restoration and was told that he'd never get bricks to match to infill to return the door to a window. Instead, applicant is considering a long two-over-two casement window there, where they could step out in case of a fire onto the porch roof, since the only other stair is at the front of the house. New casement window would have a limestone sill like the other windows. He also proposed replacing three non-original one-over-one windows with two-over-twos to match the other windows on the house. Commission was receptive to all of these ideas. As long as brick moulds and insets all match existing, commission indicated that they thought the proposed was a good solution for some previous (likely 1950s) work that would not have met the Standards."

Date of Application: July 24, 2023

Date of Review: August 2, 2023

Date of Meeting: August 8, 2023

Proposed work: Replace three nonhistoric windows with three wood and aluminum-clad windows, and replace one nonhistoric door with a window. All windows are proposed to be two over two and in a reddish color. Specs for two different window brands were included in packet—Jeld Wen and Andersen—but both are materially very similar.

Materials: Wood, aluminum-clad two-over-two windows

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

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

3. Do not imitate earlier styles.

4. Preserve significant changes acquired over time.

5. Preserve distinctive features.

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

7. Clean building gently—no sandblasting.

8. Preserve archaeological resources.

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

10. New work shall be removable.

Staff review:

1. Existing subject windows and door are not historic or original to house.
2. Proposed windows are in the two-over-two configuration, similar to the historic windows in this part of the house.
3. Proposed windows are wood with aluminum cladding, which the district's window guidelines consider on a case-by-case basis.
4. Staff finds that either the Jeld Wen or the Andersen included in the packet would meet the Standards for Rehabilitation, specifically Standard 9 because the proposed work would not destroy historic material and would be compatible with historic house's historic materials, features, size, scale, and proportion.
5. Before proceeding with work, applicant must obtain the appropriate building department permits.

Relevant Secretary of the Interior's Standards:
#9

Recommended Motions:

Move to approve Application PHDC 23-0067 and issue a certificate of appropriateness for the proposed work at 121 N Huron to include the replacement of three nonhistoric windows for three two-over-two double-hung wood windows with aluminum cladding and the replacement of a nonhistoric second-floor door with a two-over-two, wood with aluminum cladding casement window. The proposed work meets the Secretary of the Interior's Standard for Rehabilitation 9 in that the work does not destroy historic material and is compatible with the house's historic materials, features, size, scale, and proportion.

Prepared by:
Ellen Thackery, Preservation Planner



121 N Huron, June 2021. Windows being discussed are on rear of house. See attached.



**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

31865
7271

OFFICE USE ONLY

Date Filed:

Meeting Date:

Action Item/Study Item

To complete this application:

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

INCOMPLETE APPLICATIONS WILL NOT BE PLACED ON THE AGENDA

Property

Address

121 N. Huron St.

Applicant

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

Name

Doug & Mary Kisor

Address

121 N. Huron St.

City

Ypsilanti

State

MI

Zip

48197

Phone / Fax

E-Mail

Contractor

Contractor Name & Contact Info

Home owner

Type of work

- ☐ Roofing
☒ Window/Door
Replacement

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

- ☐ Painting
☐ Other
☐ Application Amendment

Complete Description of Proposed Work:

REPLACE THREE

DOUBLE-HUNG WINDOWS AND A FORMER DOOR WITH A WINDOW.

The home was built in 1871 by Dr. Watling. All original windows are in good working order. The three windows in question and the door were part of a modification to the original structure. I would estimate the change happened in the 1950s when the single residence became four apartments. Currently, the building is a single-family residence.

The three windows in question are two over two with zinc glides. The windows are placed inside a brick opening with a brick-molding surround and a wood sill horn. The sill horn rest on a 4.5" limestone sill. The brick molding inset is 3" in from the face brick.

The window RO is 31 1/4" x 50"

Each of the three windows is consistent in size, opening, inset, and sill, allowing for slight variances in the original brick construction.

DOOR REPLACE WITH WINDOW.

The door was added to accommodate access to what was an apartment. The exterior access stairs were removed decades ago. Our goal is to have an opening allowing access to the porch roof in case of a fire.

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

Permit Application Fee (action items only)

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

Construction Cost:

\$6,500.00 est.

Permit fee:

\$45 + _____ =

Signature

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

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

Signature:

[Redacted Signature]

Date:

July 20, 2023

Print Name:

Doug Kisor

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

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

I.

REPLACE THREE DOUBLE-HUNG WINDOWS AND A FORMER DOOR WITH A WINDOW.

The home was built in 1871 by Dr. Watling. All original windows are in good working order.

The three windows in question and the door were part of a modification to the original structure. I would estimate the change happened in the 1950s when the single residence became four apartments. Currently, the building is a single-family residence.

The three windows in question are single pane double hung windows with zinc glides. The windows were placed in a brick opening with a brick-molding surround and a wood sill horn. The sill horn rests on a 4.5" limestone sill. The brick molding inset is 3" from the face brick.

The window RO is 31 1/4" x 50"

Each of the three windows is consistent in size, opening, inset, and sill, allowing for slight variances in the original brick construction.

The original windows in the front two-thirds of the house are single pane over single pane double-hung windows. The original windows in the rear third of the house are two over two double-hung windows. (see images)



SOUTH ELEVATION

Window 1.

Door to replace with a window?

New sill to match sill to the right of the door opening.

Note: windows in the rear third of the house are two over two double-hung.



NORTH ELEVATION

Window 2.

Window 3.

Note: Original windows in the rear third of the house are two over two double-hung.

2.

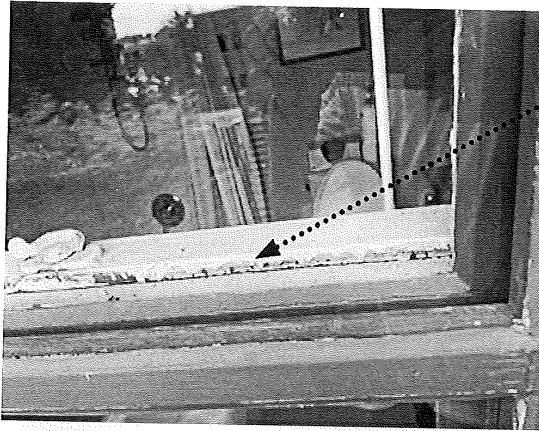
WINDOW DETAILS.

The three windows have broken glass, and the rails separate from the stiles in two cases. (see images)

We want to replace the three windows with two over two double-hung windows. While not matching the proportions of the original fenestration, the two over-two windows match the spirit of the windows in the back third of the home. (See attachment page 5)

The windows will be placed one inch in from the frame molding matching the setback and shadow of the existing windows.

The exterior finish color would be red to match the existing window paint color or black. (see swatch)



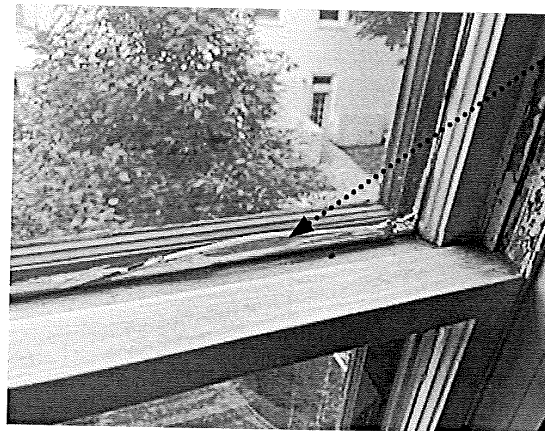
South Window

Window 1. The meeting rails are a mess, the sash does not move in the jam.



North Windows

Window 2. The side and bottom rail are disconnected. There is some rot in the rails. Glass is separated from the rails.



Window 3. Broken glass from rail separation. Sash is stuck in the jam.

3.

DOOR REPLACE WITH WINDOW.

The door was added to accommodate access to what was an apartment. The exterior access stairs were removed decades ago. Our goal is to have an opening allowing access to the porch roof in case of a fire.

The RO is 76 1/2" x 35 3/8"

The existing door and jam would be removed to the RO.

A limestone sill would be added to match the existing sills on the main body of the house. The sill would match the height of the sill to its right. A 5" limestone sill would be placed in the opening with a 2 1/2" inset into the brick left and right. The sill will extend 1" from the wall face. The face width of the window surround will be 1 3/4". These dimensions match the dimensions of the home's original window openings.

The window replacement would be a two-over-two casement window opening to the right. The window will be placed one inch in from the frame molding matching the setback and shadow of the existing windows.

(See attachment, quote sheets.)



SOUTH DOOR

The door's panels are in very poor condition and the aluminum storm door is just wrong. The Threshold is questionable and overall the mix is energy inefficient.

4.

Initial Replacement supplier considerations



Paul Ward
47255 Michigan Ave.

QUOTE BY : Paul Ward
SOLD TO : Doug Kisor
PO# :
Ship Via : Ground

QUOTE # : JW201000YTH - Version 0
SHIP TO :
PROJECT NAME :
REFERENCE :

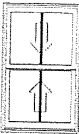
U-Factor Weighted Average: 0.29

SHGC Weighted Average: 0.17

LINE	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
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Line 1

Rough Opening : 31 3/4 X 50 3/4



Viewed from Exterior. Standard

Frame Size : 31 X 50
(Outside Casing Size: 34 X 51 13/16),
Siteline Clad Double Hung, Auralast Pine,
Mesa Red Exterior,
Natural Interior,
Aluminum Brickmould, Standard Sill Nosing, Color Match Metal DripCap,
Mesa Red Trim,
4 9/16 Jamb,
Standard Double Hung, Tan Jambliner, Concealed Jambliner
Chestnut Bronze Hardware,
US National-WDMA/ASTM, PG 35,
Insulated Low-E 366 Annealed Glass, Protective Film, Black Spacer, Argon
Filled, Traditional Glz Bd,
Mesa Red SDL, 7/8" Bead SDL w/Perm Wood Trad'l. Bead Int BAR, Light
Bronze Shadow Bar, Colonial All Lite(s) 2 Wide 2 High Top, 2 Wide 2 High
Btm,
BetterVue Mesh Mesa Red Screen,
Product Does Not Qualify for Accidental Glass Breakage Warranty Coverage.
Custom-Width, *Custom-Height*, GlassThick=0.698, Clear
Opening: 27.2w, 21.4h, 4 sf
U-Factor: 0.30, SHGC: 0.18, VLT: 0.42, Energy Rating: 12.00, CR: 60.00,
CPD: JEL-N-880-03888-00001
PEV 2020.3.2.3117/PDV 6.289 (09/17/20)NW
\$822.68 3 \$2,468.04

LINE	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
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Line 2

Rough Opening : 31 3/4 X 60 3/4



Viewed from Exterior. Standard

Frame Size : 31 X 60
(Outside Casing Size: 34 X 61 13/16),
Siteline Standard, Push Out Clad Casement, Auralast Pine,
Mesa Red Exterior,
Natural Interior,
Aluminum Brickmould, Standard Sill Nosing, Color Match Metal DripCap,
Mesa Red Trim,
4 9/16 Jamb, 4/4 Thick,
Hinge Left,
Classic Push Out Handle, Chestnut Bronze Hardware, W/Staybar
Stainless Steel Operator/Hinge,
US National-WDMA/ASTM, PG 35,
Insulated Low-E 366 Annealed Glass, Protective Film, Black Spacer, Argon
Filled, Traditional Glz Bd,
Mesa Red SDL, 7/8" Bead SDL w/Perm Wood Trad'l. Bead Int BAR, Light
Bronze Shadow Bar, Colonial 2 Wide 2 High
No Screen,
Product Does Not Qualify for Accidental Glass Breakage Warranty Coverage.
Custom-Width, GlassThick=0.698, Clear Opening: 21.1w, 56.8h, 8.3 sf
U-Factor: 0.28, SHGC: 0.17, VLT: 0.40, CR: 63.00, CPD: JEL-N-891-01619-
00001
PEV 2020.3.2.3117/PDV 6.289 (09/17/20)NW
\$858.73 1 \$858.73

Total: \$3,326.77
sales tax (6.00%): \$199.61
Net Total: \$3,526.38
Total Units: 4

Protect yourself when you choose JELD-WEN Auralast pine products backed by a limited lifetime warranty against wood rot and termite damage.

For CA Title 24 applications, refer to weighted average U-Factor and SHGC, and discuss with California energy consultant to ensure compliance with code.



The Home Depot Special Order Quote

Customer Agreement #: H2721-282087

Printed Date: 5/8/2023

Customer: DOUG KISOR

Address: 121 NORTH HURON ST
YPSILANTI, MI 48197

Phone 1: 734-904-0330

Phone 2:

Phone 3:

Email: MR_KISOR@ICLOUD.COM

Store: 2721

Associate: QUENTIN

Address: 3300 Carpenter Rd
Ypsilanti, MI 48197

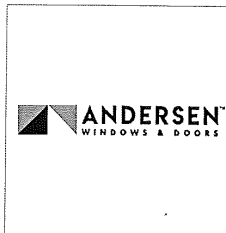
Phone: (734)975-1029

Pre-Savings Total: \$4,885.45

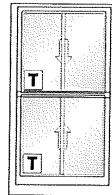
Total Savings: (\$0.00)

Pre-Tax Price: \$4,885.45

All prices are subject to change. Customer is responsible for verifying product selections. The Home Depot will not accept returns for the below products.



Catalog Version 230



RO Size = 26 7/8" x 46 1/8"

Unit Size = 26 3/8" x 46 1/8"

Line Number	Item Summary	Was Price	Now Price	Quantity	Total Savings	Total Price
100-1	400 Series Double-Hung Equal Sash, AA, Rough Opening 26.875 x 46.125, 26.375 x 46.125, Terratone w/Terratone Sash / Frame:Pine Unfinished Panel:Pine Unfinished	\$1,051.89	\$1,051.89	3	\$0.00	\$3,155.67
100-2	Optional Lock Hardware 1: TW Estate Satin Nickel PN:1642924 Version:04/09/2023	\$84.73	\$84.73	3	\$0.00	\$254.19
100-3	Insect Screen 1: 400 Series Double-Hung, TW 26.375 x 46.125 Full Screen Aluminum Black Version:04/09/2023	\$58.23	\$58.23	3	\$0.00	\$174.69
Unit 100 Total:		\$1,194.85	\$1,194.85		\$0.00	\$3,584.55

Begin Line 100 Descriptions

---- Line 100-1 ----

400 Series Double-Hung
Overall Rough Opening = 26 7/8" x 46 1/8"
Overall Unit = 26 3/8" x 46 1/8"
Installation Method = Through the Jamb
Installation Zip Code = 48198
U.S. ENERGY STAR® Climate Zone = Northern
Search by Unit Code = No
Standard Width = Custom
Standard Height = Custom
Frame Width = 26 3/8
Frame Height = 46 1/8
Frame Option = No Flange
Venting / Handing = AA
Exterior Frame Color = Terratone
Exterior Sash / Panel Color = Terratone
Interior Frame Wood Species = Pine
Interior Frame Finish Color = Unfinished
Interior Sash / Panel Wood Species = Pine

High Altitude Breather Tubes = No
Glass Strength = Tempered
Specialty Glass = None
Gas Fill = Argon
Glass / Grille Spacer Color = Black
Full Divided Light (FDL)
Specified Equal Light
Grille Pattern = Specified Equal Light
Simulated Check Rail = No
Grille Bar Width = 3/4"
Exterior Grille Color = Terratone
Interior Grille Species = Pine
Interior Grille Color = Unfinished
2W1H
DP/PG Upgrade = No
Sash Lift Type = None
Lock Hardware Style = Estate
Number of Sash Locks = 1

Insect Screen Material = Aluminum
Insect Screen Color = Black
Exterior Trim Style = None
Extension Jamb Type = None
Stool Option = None
Installation Material Options = No
Re-Order Item = No
Room Location = Double Hungs
Unit U-Factor = 0.31
Unit Solar Heat Gain Coefficient (SHGC) = 0.28
Unit CPD Number = AND-N-24-05088-00001
U.S. ENERGY STAR Certified = No
Clear Opening Width = 22.671
Clear Opening Height = 18.019
Clear Opening Area = 2.8369
Optional Lock Hardware 1 Part Number = 1642924
SKU = 407679

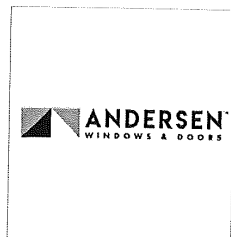
Interior Sash / Panel Finish Color = Unfinished
Jamb Liner Color = Gray
Glass Construction Type = Dual Pane
Glass Option = Low-E4

Lock Hardware Color/Finish = Satin Nickel
Window Opening Control Device = No
Insect Screen Type = Full Screen

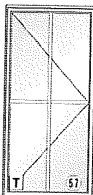
Vendor Name = S/O ANDERSEN LOGISTICS
Vendor Number = 60509030
Customer Service = (888) 888-7020
Catalog Version Date = 04/09/2023

---- Lines 100-2 to 100-3 have the same description as line 100-1 ----

End Line 100 Descriptions



Catalog Version 230



RO Size = 31" x 62 3/4"
Unit Size = 30 1/2" x 62 1/4"

Line Number	Item Summary	Was Price	Now Price	Quantity	Total Savings	Total Price
200-1	400 Series Casement, Right, Rough Opening 31 x 62.75, 30.5 x 62.25, Terratone w/Terratone Sash / Frame:Pine Unfinished Hinge for Widest Clear Opening	\$1,157.76	\$1,157.76	1	\$0.00	\$1,157.76
200-2	Hardware: PSC Contemporary Folding Satin Nickel PN:9016730 Version:04/09/2023	\$80.23	\$80.23	1	\$0.00	\$80.23
200-3	Insect Screen 1: 400 Series Casement, PSC 30.5 x 62.25 Full Screen Aluminum Black Version:04/09/2023	\$62.91	\$62.91	1	\$0.00	\$62.91
Unit 200 Total:		\$1,300.90	\$1,300.90		\$0.00	\$1,300.90

Begin Line 200 Descriptions

---- Line 200-1 ----

400 Series Casement
Overall Rough Opening = 31" x 62 3/4"
Overall Unit = 30 1/2" x 62 1/4"
Installation Zip Code = 48198
U.S. ENERGY STAR® Climate Zone = Northern
Search by Unit Code = No
Standard Width = Custom
Standard Height = Custom
Frame Width = 30 1/2
Frame Height = 62 1/4
Frame Option = No Flange
Venting / Hanging = Right
Hinge Style = Hinge for Widest Clear Opening
Trim Stop Profile = Traditional
Exterior Frame Color = Terratone
Exterior Sash / Panel Color = Terratone
Interior Frame Wood Species = Pine
Interior Frame Finish Color = Unfinished
Glass Construction Type = Dual Pane
Glass Option = Low-E4
High Altitude Breather Tubes = No
Glass Strength = Tempered

Glass Tint = No Tint
Specialty Glass = None
Gas Fill = Argon
Art Glass Series = None
Glass / Grille Spacer Color = Black
Full Divided Light (FDL)
Specified Equal Light
Grille Pattern = Specified Equal Light
Exterior Grille Bar Profile = Chamfer
Interior Grille Bar Profile = Chamfer
Simulated Check Rail = No
Grille Bar Width = 3/4"
Exterior Grille Color = Terratone
Interior Grille Species = Pine
Interior Grille Color = Unfinished
2W2H
DP/PG Upgrade = No
Hardware Style = Contemporary Folding
Hardware Color/Finish = Satin Nickel
Corrosion Resistant Hardware = None
Window Opening Control Device = No

Insect Screen Type = Full Screen
Insect Screen Material = Aluminum
Insect Screen Color = Black
Exterior Trim Style = None
Extension Jamb Type = None
Installation Material Options = No
Re-Order Item = No
Room Location = Casement Window
Unit U-Factor = 0.29
Unit Solar Heat Gain Coefficient (SHGC) = 0.29
Unit CPD Number = AND-N-1-01646-00001
U.S. ENERGY STAR Certified = No
Clear Opening Width = 24.691
Clear Opening Height = 57.398
Clear Opening Area = 9.8418
Hardware Part Number = 9016730
SKU = 1008729628
Vendor Name = S/O ANDERSEN LOGISTICS
Vendor Number = 60509030
Customer Service = (888) 888-7020
Catalog Version Date = 04/09/2023

---- Lines 200-2 to 200-3 have the same description as line 200-1 ----

End Line 200 Descriptions



HDC Work Permit Staff Review

Property address: 309 N Park

Property History: This house was not considered contributing to the district when the National Register nomination was written in the 1980s because the house had been covered in synthetic siding that covered its features. That siding has since been removed, and staff thinks it is likely that the house would be considered contributing now. It is a two-story, hip- and cross-gable-roof Queen Anne. **The proposed work is on the detached garage, which was rebuilt in the 1980s or 1990s, so that outbuilding is not historic.**

Date of Application: July 26, 2023

Date of Review: August 1, 2023

Date of Meeting: August 8, 2023

Proposed work: Adding six windows and one patio door to nonhistoric garage to convert it to an accessory dwelling unit.

Materials: Auralast wood with black aluminum cladding for windows and one patio sliding door with black aluminum cladding. Four one-over-one double-hung windows, two fixed small rectangular windows, and one sliding patio door.

Staff review:

1. Outbuilding is not historic and is noncontributing.
2. There are several places on the existing outbuilding where the framing is in place for windows. On the east elevation, the new patio doors will fill the main opening and there is framing in place for two windows. On the south elevation, there is an existing door that will become a window. Three new window openings will be cut into the north elevation.
3. The majority of the proposed windows are wood one-over-one double-hung windows similar to those on the house, but these have aluminum cladding. The two smaller windows will be fixed, rectangular windows on the alley side (north side) of the house.

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.

4. Staff finds that the proposed work meets the Secretary of the Interior's Standard for Rehabilitation #9 because the proposed work will not damage historic materials and will be compatible with the property's size, scale, and proportion.
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-23-0068 and issue a certificate of appropriateness for the proposed work on the detached, nonhistoric garage at 309 N Park to include installation of a wood, aluminum-clad patio door, four one-over-one double-hung wood windows with aluminum cladding, and two small rectangular wood windows with aluminum cladding because this proposed work meets the Secretary of the Interior's Standard for Rehabilitation #9.

Prepared by:
Ellen Thackery, Preservation Planner



309 N Park, house with garage barely visible to the right and to the rear of the house.



309 N Park, garage. Despite the cupola, garage is not a historic outbuilding. It was rebuilt in the 1980s or 1990s.



309 N Park garage, east elevation, large doorway will hold the patio doors, and to the left will be two windows installed in existing framing.



309 N Park, east wall from inside the building, existing framing for windows shown.



309 N Park, garage, door in south wall near the southeast corner will become a window.



309 N Park, garage, north wall from inside. These cabinets will be removed and three windows will be installed on this wall—two will be small fixed rectangular windows and one will be a double-hung.



309 N Park, garage, north wall along the alley where three windows will be installed, and the east wall (front) where the patio doors and two windows will be installed.



**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: 31878

Method: mc

Action/Study Item

PHDC- _____

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

309 N. Park Ypsilanti

Applicant

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

Name

Gary L. Melchi, Inc

Address

11275 Merrill Rd

Whitmore Lake

City

Whitmore Lake

State

MI

Zip

48189

Phone / Fax

517-861-9166

E-Mail *Staff will contact you primarily via email

gary@melchiinc@yahoo.com

Contractor

Contractor Name & Contact Info

Gary L. Melchi, Inc 517-861-9166

Type of work

- ☐ Roofing
☒ Window/Door
Replacement

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

- ☐ Painting
☐ Application Amendment
☐ Other

Complete Description of Proposed Work:

Turning garage into accessory dwelling
for Parent. Adding windows to
345 sq. ft space.

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

Adding 6 windows / 8' Door wall
see attached Description Black Clad Veld-Wen

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:

\$76,000.

Permit fee:

\$45 + _____ = 170

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:

above

Date:

7/26/23

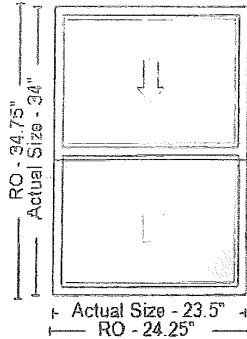
Print Name:

Gary Melchi

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

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

Line Item	Quantity	Product Description	Unit Price	Total Price
200-1	2	JELD-WEN Clad W-3500 Double Hung	\$491.38	\$982.76
Rough Opening:	24.25 x 34.75	Assembly = Full Unit		
Actual Size:	23.5 x 34	Country Where Unit Will Be Installed = USA (Certified)		
Room:	None Assigned	Exterior Trim Type = Nail Fin (Standard)		
	Unit is viewed from the outside looking in.	Measurement Type = Actual Size		
		Frame Width = Custom Size		
		Custom Frame Width = 23.5		
		Frame Height = Custom Size		
		Custom Frame Height = 34		
		Sash Split = Even Divide		
		Sash Model = Traditional - Wide Rails - Top & Bottom		
		Performance Grade Rating = PG 35		
		Exterior Trim Options = No		
		Interior Material Type = Auralast Pine		
		Interior Finish Type = Natural		
		Interior Finish = Unfinished		
		Exterior Finish = Black		
		Sash to Match Exterior Frame Finish = Yes		
		Exterior Sash Finish = Black		
		Grille Type = No Grilles		
		Hardware Finish - Interior = Oil Rub Bronze		
		Number of Locks = 1		
		Glass Energy Efficiency = Energy Star		
		Installation Zip Code = 48189		
		Glass Energy Options = SunResist with HeatSave		
		Energy Star Low-E Options = SunResist with HeatSave		
		Glass Type = Standard		
		Neat Glass = No		
		Glass Thickness = Standard Default Thickness		
		Protective Film = Protective Film		
		Glass Spacer Color = Black Spacer		
		Air Space Options = Argon		
		Screen Options = Fiberglass Mesh		
		Screen Frame Finish = Black		
		Extension Jamb = 4 9/16"		
		Drip Cap = No Drip Cap		
		Jamb Liner = Tan Jamb Liner		
		Secondary Vent Stop / Sash Limiter = No Window Opening Control Device		
		Window Egress = Does Not Meet Egress		
		Finger Plows = Plow in Top & Bottom Rail		
		Is this a Reorder? = No		
		U-Factor = 0.26		
		Solar Heat Gain Coefficient = 0.2		
		Visible Light Transmittance = 0.47		
		CPD# = JEL-N-850-01804-00001		
		Catalog Version = 23.2.5.1		
		Energy Star Qualified = Northern; North-Central; South-Central; Southern		
		Condensation Resistance = 46		
		MenardsSKU = 4001395		



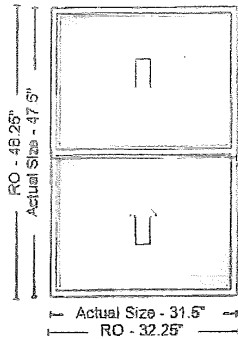
Line Item	Quantity	Product Description	Unit Price	Total Price
400-1	1	JELD-WEN Clad W-3500 Double Hung	\$672.26	\$672.26
		Assembly = Full Unit		
		Country Where Unit Will Be Installed = USA (Certified)		
		Exterior Trim Type = Nail Fin (Standard)		
		Measurement Type = Actual Size		
		Frame Width = Custom Size		
		Custom Frame Width = 31.5		
		Frame Height = Custom Size		
		Custom Frame Height = 47.5		
		Sash Split = Even Divide		
		Sash Model = Traditional - Wide Rails - Top & Bottom		
		Performance Grade Rating = PG 35		
		Exterior Trim Options = No		
		Interior Material Type = Aurelast Pine		
		Interior Finish Type = Natural		
		Interior Finish = Unfinished		
		Exterior Finish = Black		
		Sash to Match Exterior Frame Finish = Yes		
		Exterior Sash Finish = Black		
		Grille Type = No Grilles		
		Hardware Finish - Interior = Oil Rub Bronze		
		Number of Locks = 1		
		Glass Energy Efficiency = Energy Star		
		Installation Zip Code = 48189		
		Glass Energy Options = SunResist with HeatSave		
		Energy Star Low-E Options = SunResist with HeatSave		
		Glass Type = Standard		
		Neat Glass = No		
		Glass Thickness = Standard Default Thickness		
		Protective Film = Protective Film		
		Glass Spacer Color = Black Spacer		
		Air Space Options = Argon		
		Screen Options = Fiberglass Mesh		
		Screen Frame Finish = Black		
		Extension Jamb = 4 9/16"		
		Drip Cap = No Drip Cap		
		Jamb Liner = Tan Jamb Liner		
		Secondary Vent Stop / Sash Limiter = No Window Opening Control Device		
		Window Egress = Does Not Meet Egress		
		Finger Plovs = Plow in Top & Bottom Rail		
		Is this a Reorder? = No		
		U-Factor = 0.26		
		Solar Heat Gain Coefficient = 0.2		
		Visible Light Transmittance = 0.47		
		CPD# = JEL-N-850-01804-00001		
		Catalog Version = 23.2.5.1		
		Energy Star Qualified = Northern; North-Central; South-Central; Southern		
		Condensation Resistance = 46		
		MenardsSKU = 4001395		

Rough Opening: 32.25 x 48.25

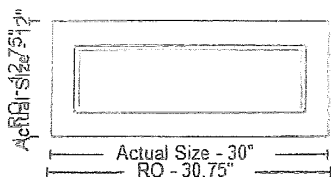
Actual Size: 31.5 x 47.5

Room: None Assigned

Unit is viewed from the outside looking in.



Line Item	Quantity	Product Description	Unit Price	Total Price
300-1	2	JELD-WEN Clad W-3500 Fixed Rectangle	\$354.30	\$708.60
Rough Opening:	30.75 x 12.75	Assembly = Full Unit		
Actual Size:	30 x 12	Country Where Unit Will Be Installed = USA (Certified)		
Room:	None Assigned	Exterior Trim Type = Nail Fin (Standard)		
	Unit is viewed from the outside looking in.	Measurement Type = Actual Size		
		Frame Width = Custom Size		
		Custom Frame Width = 30		
		Frame Height = Custom Size		
		Custom Frame Height = 12		
		Performance Grade Rating = PG 35		
		Exterior Trim Options = No		
		Interior Material Type = Auralast Pine		
		Interior Finish Type = Natural		
		Interior Finish = Unfinished		
		Exterior Finish = Black		
		Grille Type = No Grilles		
		Glass Energy Efficiency = Energy Star		
		Installation Zip Code = 48189		
		Glass Energy Options = SunResist with HeatSave		
		Energy Star Low-E Options = SunResist with HeatSave		
		Glass Type = Standard		
		Neat Glass = No		
		Glass Thickness = Standard Default Thickness		
		Protective Film = Protective Film		
		Glass Spacer Color = Black Spacer		
		Air Space Options = Argon		
		Extension Jamb = 4 9/16"		
		Thickness of extension jamb material = (Standard) 9/16" Thick Jamb Extension		
		Drip Cap = No Drip Cap		
		Window Egress = Does Not Meet Egress		
		Is this a Reorder? = No		
		U-Factor = 0.22		
		Solar Heat Gain Coefficient = 0.23		
		Visible Light Transmittance = 0.55		
		CPD# = JEL-N-889-03292-00001		
		Catalog Version = 23.2.5.1		
		Energy Star Qualified = Northern; North-Central; South-Central; Southern		
		Condensation Resistance = 45		
		MenardsSKU = 4001397		



6405 JACKSON ROAD
ANN ARBOR, MI 48103
(734) 997-0603
(734) 205-3938

Design & Buy WINDOWS

Design #: 332258220743
Estimated Price: \$4,018.64

How to purchase at the store:

1. Take this packet to any Menards store.
2. Have a Menards Team Member enter the Design ID into the Window Designer Program.
3. Have a Menards Team Member print purchasing documents.
4. Take the Special Order Contract to the register and pay.

How to recall and purchase a saved design at home:

1. Go to Menards.com
2. Login to your account.
3. Go to the Window Designer from the Project Center and select Search Saved Designs.
4. Enter the Design ID or select from your open projects to load into the Window Designer.
5. Add your design to the cart and purchase.

Line Item	Quantity	Product Description	Unit Price	Total Price
100-1	1	JELD-WEN Clad W-3500 Double Hung Assembly = Full Unit Country Where Unit Will Be Installed = USA (Certified) Exterior Trim Type = Nail Fin (Standard) Measurement Type = Actual Size Frame Width = Custom Size Custom Frame Width = 32 Frame Height = Custom Size Custom Frame Height = 47.5 Sash Split = Even Divide Sash Model = Traditional - Wide Rails - Top & Bottom Performance Grade Rating = PG 35 Exterior Trim Options = No Interior Material Type = Auralast Pine Interior Finish Type = Natural Interior Finish = Unfinished Exterior Finish = Black Sash to Match Exterior Frame Finish = Yes Exterior Sash Finish = Black Grille Type = No Grilles Hardware Finish - Interior = Oil Rub Bronze Number of Locks = 1 Glass Energy Efficiency = Energy Star Installation Zip Code = 48189 Glass Energy Options = SunResist with HeatSave Energy Star Low-E Options = SunResist with HeatSave Glass Type = Standard Neat Glass = No Glass Thickness = Standard Default Thickness Protective Film = Protective Film Glass Spacer Color = Black Spacer Air Space Options = Argon Screen Options = Fiberglass Mesh Screen Frame Finish = Black Extension Jamb = 4 9/16" Drip Cap = No Drip Cap Jamb Liner = White Jamb Liner Secondary Vent Stop / Sash Limiter = No Window Opening Control Device Window Egress = Does Not Meet Egress Finger Plows = Plow in Top & Bottom Rail Is this a Reorder? = No U-Factor = 0.26 Solar Heat Gain Coefficient = 0.2 Visible Light Transmittance = 0.47 CPD# = JEL-N-850-01804-00001 Catalog Version = 23.2.5.1 Energy Star Qualified = Northern; North-Central; South-Central; Southern Condensation Resistance = 46 MenardsSKU = 4001395	\$672.26	\$672.26

Rough Opening: 32.75 x 48.25

Actual Size: 32 x 47.5

Room: None Assigned
Unit is viewed from the outside looking in.

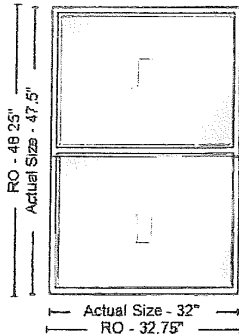
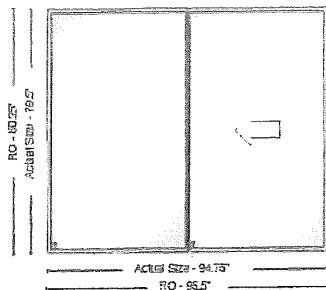


Diagram showing window dimensions:
Rough Opening (RO) - 48.25" (height)
Actual Size - 47.5" (height)
Actual Size - 32" (width)
Rough Opening (RO) - 32.75" (width)

Line Item	Quantity	Product Description	Unit Price	Total Price
100-1	1	JELD-WEN Clad W-5500 2 Panel Sliding Door	\$4,053.58	\$4,053.58
Rough Opening: 95.5 x 80.25		Assembly = Full Unit		
Actual Size: 94.75 x 79.5		Operation = 2 Panel		
Room: None Assigned		Panel Type = Narrow Stile		
Unit is viewed from the outside looking in.		Country Where Unit Will Be Installed = USA (Certified)		
		Exterior Trim Type = Nail Fin (Standard)		
		Measurement Type = Actual Size		
		Frame Width = Custom Size		
		Custom Frame Width = 94.75		
		Frame Height = 79 1/2"		
		Performance Grade Rating = PG 40		
		Handing - Left Panel = Stationary-O		
		Handing - Right Panel = Active Sliding - X		
		Sill Type = All Options		
		Interior Material Type = Auralast Pine		
		Interior Finish Type = Natural		
		Interior Finish = Unfinished		
		Exterior Finish = Black		
		Sash to Match Exterior Frame Finish = Yes		
		Exterior Sash Finish = Black		
		Sill Finish = Black		
		Clear Frame & Panel = Yes		
		Grille Type = No Grilles		
		Bore/Hardware = Dual Point		
		Hardware Style = Averdene Handle		
		Strike Plate Finish = Anodized Aluminum		
		Key Options = Keyed		
		Hardware Finish - Interior = Matte Black Door Hdw		
		Flush Bolt = Black Powder Coat		
		Glass Energy Efficiency = Energy Star		
		Installation Zip Code = 48189		
		Blinds Between Glass = No Internal Blinds		
		Glass Energy Options = SunResist with HeatSave		
		Energy Star Low-E Options = SunResist with HeatSave		
		Glass Type = Tempered		
		Neat Glass = No		
		Glass Thickness = Standard Default Thickness		
		California Urban Fire Code Label = No		
		Protective Film = Protective Film		
		Glass Spacer Color = Black Spacer		
		Air Space Options = Argon		
		Glazing Stop Style = Traditional		
		Screen Type = Bottom Rolling Extruded Screen		
		Screen Options = Fiberglass Mesh		
		Screen Frame Finish = Black		
		Extension Jamb = 4 9/16"		
		Drip Cap = Color Match Metal		
		Is this a Reorder? = No		
		U-Factor = 0.26		
		Solar Heat Gain Coefficient = 0.21		
		Visible Light Transmittance = 0.47		
		CPD# = JEL-N-820-03886-00001		
		Catalog Version = 23.2.5.1		
		Energy Star Qualified = Northern; North-Central; South-Central; Southern		
		Condensation Resistance = 45		
		MenardsSKU = 4000363		



6405 JACKSON ROAD
ANN ARBOR, MI 48103
(734) 997-0603
(734) 205-3938

Design & Buy PATIO DOORS

Design #: 332258221311
Estimated Price: \$4,053.58

How to purchase at the store:

1. Take this packet to any Menards store.
2. Have a Menards Team Member enter the Design ID into the Patio Door Designer Program.
3. Have a Menards Team Member print purchasing documents.
4. Take the Special Order Contract to the register and pay.

How to recall and purchase a saved design at home:

1. Go to Menards.com
2. Login to your account.
3. Go to the Patio Door Designer from the Project Center and select Search Saved Designs.
4. Enter the Design ID or select from your open projects to load into the Patio Door Designer.
5. Add your design to the cart and purchase.

Sara and Gabriel Anderson
309 N Park St
Ypsilanti, MI 48198

Letter of Authorization

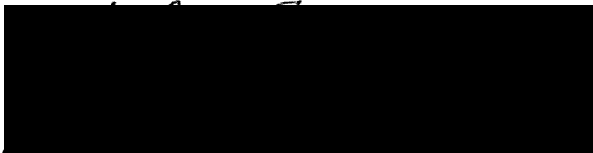
July 28, 2023

To Whom It May Concern,

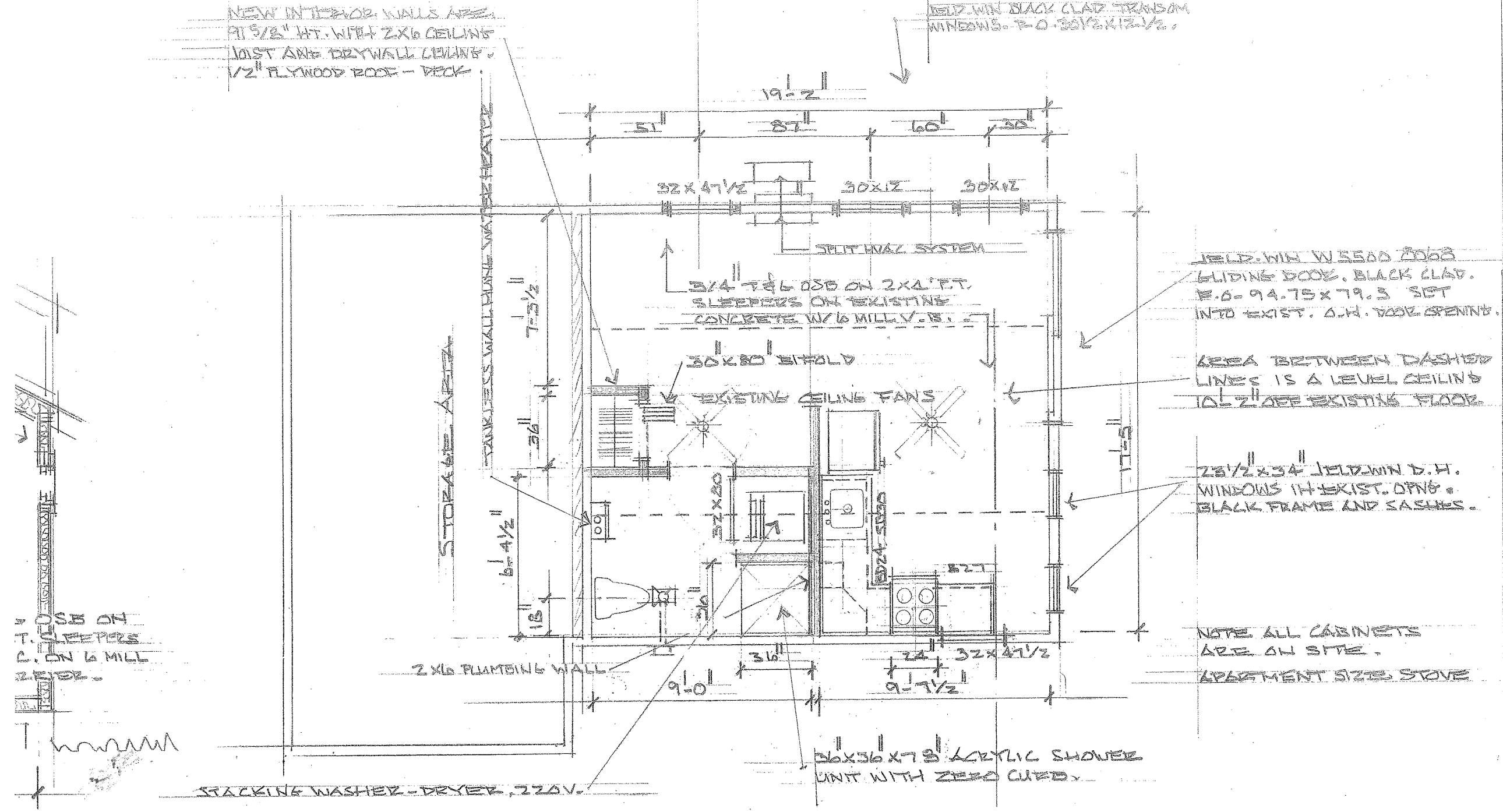
We, Gabriel and Sara Anderson, owners of 309 N Park St, authorize Gary Melchi of GLM Installations, to apply on our behalf to the Ypsilanti Historic District Commission regarding work to be completed on our garage.

Please contact us if you have any questions.

Sincerely,



248- [REDACTED] (Sara)
734- [REDACTED] (Gabriel)



FLOOR PLAN
 SCALE: 1/4" = 1 FT.

NEW DOUBLE WINDOWS AND
GLIDING DOOR IN EXISTING
OPENINGS.

EXISTING FLOOR LIGHT

← FUSION METER

EAST ELEVATION

SCALE: 1/4" = 1 FOOT

MINUTES

City of Ypsilanti HISTORIC DISTRICT COMMISSION Regular Meeting held in person, Freighthouse

Tuesday, July 25, 2023
7:00 P.M.

CALL TO ORDER AND ROLL CALL

Chairperson Pettit Welcomed attendees.
Meeting called to order at 7:08pm

Commissioners Present: Alex Pettit – Washtenaw County, City of Ypsilanti
James Chesnut – Washtenaw County, City of Ypsilanti
James Ratzlaff – Washtenaw County, City of Ypsilanti
Stefan Szumko – Washtenaw County, City of Ypsilanti
Delrhea Byrge – Washtenaw County, City of Ypsilanti
Hannah McCready – Washtenaw County, City of Ypsilanti
John VanBolt – Washtenaw County, City of Ypsilanti

Commissioners Absent: None

Staff Present: Ellen Thackery, Preservation Planner

APPROVAL OF AGENDA

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

Voice Vote - Ayes: Commissioners Pettit, Szumko, Chesnut, Ratzlaff, Byrge, McCready, VanBolt
Nays: None
Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS, other than their agenda item—Mr. Strenski of 323 Oak spoke in favor of 15 S Washington

PUBLIC HEARING—none

OLD BUSINESS—none

NEW BUSINESS

15 S Washington

Historic District Commission

July 25, 2023

1

**roof-mount solar installation*

Representative from Homeland Solar, present

Staff report: This is a modern building that is considered noncontributing to the district. Staff recommends approval of this application because it meets Standard 9 in that the proposed work will not negatively impact any historic materials or the character of the district.

Discussion:

Applicant: Described that the work will be out of view behind a parapet wall and set back for fire safety and the disconnect and inverter will be on the building's side.

Commissioners: Had no concerns. In the case of a noncontributing building when the solar panels will be almost invisible from the street, Commissioner Ratzlaff wondered if that should be a staff-level administrative approval. The chair requested that Commissioner Ratzlaff research that and possibly draft a resolution for consideration.

Motion: Szumko (second: Byrge) moved to approve Application PHDC-23-0064 and issue a Certificate of Appropriateness for the installation of a roof-mount solar array at 15 S Washington because the proposed work meets the Secretary of the Interior's Standards for Rehabilitation, specifically Standard 9.

Voice Vote - Ayes: Commissioners Pettit, Chesnut, Ratzlaff, Szumko, Byrge, McCready, VanBolt
Nays: None
Motion carried.

323 Oak

**10 new wood windows with aluminum cladding*

Applicant: Dave Strenski, present

Staff report: House's historic details are quite intact and it contributes to the district. These proposed windows were approved for some windows in 2016, and applicant wants to replace the remaining windows, but he proposes to retain the most character-defining window on the first floor at the front of the house.

Discussion:

Applicant: Applicant confirmed the windows will be full-frame replacements and the windows will be replaced to the rough openings because of the advanced deterioration. Walked commissioners through photos, both in the packet and additional photos he sent to staff after the packet deadline (included in minutes), pointing out areas of wood rot and deterioration, including advanced deterioration on several sills and frames.

[Discussion about confirming ages of various windows and which windows are proposed for replacement. Discussion about method of window replacement and construction details.]
Applicant called builder Mike Condon of Ypsilanti Restoration and put him on speakerphone. Mr. Condon confirmed how the installation would be done and confirmed the advanced state of deterioration. He confirmed that these windows would all need to be rebuilt and so there

wouldn't be any historic material left to preserve—much epoxy repair has occurred over the years. Commission expressed satisfaction with the method Mr. Condon was proposing because, if the windows are beyond repair, his method would not reduce glass size, trim and windows would appear the same, and the proposed windows and installation method would also protect the house from more severe water infiltration over the long term.

Motion: Szumko (second: Chesnut) moved to approve Application PHDC-23-0063 and issue a certificate of appropriateness for the work at 323 Oak Street for the replacement of 10 windows as proposed in the application dated July 11, 2023 using Jeld-Wen Sitrine Clad-Wood, double-hung windows in the one-over-one configuration with Mesa Red aluminum cladding, with the condition that the method will be full-frame replacements and all windows and frames will be removed and headers will be replaced if necessary. The proposed work meets Secretary of the Interior's Standard for Rehabilitation 6 because the existing windows are beyond repair and the proposed windows match the existing in design, color, and texture.

Voice Vote - Ayes: Commissioners Pettit, Chesnut, Ratzlaff, Szumko, Byrge, McCready, VanBolt
Nays: None
Motion carried.

STUDY ITEMS—none

ADMINISTRATIVE APPROVALS—

415 N Huron: half-round aluminum gutters

208 W Michigan Ave: repainting wood components of storefront

OTHER BUSINESS

Property Monitoring

Updates from Staff:

Staff offered a couple slides about Defensible Decisionmaking, and that the commission gets there through preparation, a consistent process, and objective consideration of the Standards for Rehabilitation. (attached)

Commissioner Comments

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS—none

HOUSEKEEPING BUSINESS

1. Approval of the minutes for July 11, 2023

Motion: Chesnut (second: Ratzlaff) moved to approve the minutes of July 11, 2023 as submitted.

Voice Vote - Ayes: Commissioners Pettit, Chesnut, Ratzlaff, Szumko, Byrge, McCready, VanBolt
Nays: None.
Motion carried.

ADJOURNMENT

Historic District Commission

July 25, 2023

3

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

MEETING ADJOURNED at 8:52 p.m.

Full Minutes Prepared By: Ellen Thackery

DRAFT

Additional Pictures Applicant Shared Separate from Application for Commission to View at Meeting,
7/25/23





































Your Job as a Historic District Commissioner

PROTECT/PRESERVE HISTORIC MATERIAL

- ▶ Review all exterior changes in local historic districts
- ▶ Issue Certificates of Appropriateness, Denials, or Notices to Proceed
- ▶ Develop design guidelines
- ▶ Promote preservation in your community
- ▶ **GOAL: Defensible decisions**



How Do We Get Defensible Decisions?

- ▶ Preparation
- ▶ Well-defined, consistent process
- ▶ Objective application of Standards

Before the Meeting: understanding the historic property

- ▶ Importance – history, architecture, contributing?
- ▶ Character-defining Features – architectural, landscape
- ▶ Integrity



Before the Meeting— site visit from public ROW

- Identify yourself if you meet the property owner
- Be cautious of “ex parte contact”—an oral or written communication that is not part of the public record.
- You may discuss the process (*appear at meeting, present project, questions from commission, comments from other parties, decision making, notice of final decision*). “I cannot discuss a pending issue outside of the meeting.”
- Limit discussion to the facts, avoid speculation on the decision.
- Disclose any contact at the meeting so it can become part of the record.

During the Meeting

- ▶ Ensure public can hear – microphones if possible
- ▶ Ensure recording meeting, in case of appeal
- ▶ Ensure taking notes for minutes and in case technology fails
- ▶ Treat public with kindness and respect
- ▶ Well-defined process used consistently
- ▶ Use the Standards & Guidelines—strive for objective application
- ▶ Each meeting may be an opportunity to educate

After the Meeting

- ▶ Written decisions sent to applicants
 - Why application approved or denied
 - If denied: reason, how to correct, how to appeal
 - Must be sent within 60 days
 - Good idea to send denials registered mail and 1st class
- ▶ Decisions are communicated to Building Department
- ▶ Minutes are prepared

Summary

- ▶ Preparation
 - ▶ review packets
 - ▶ ask key questions, understand resource and proposal
 - ▶ visit site
- ▶ Well-defined process used consistently
- ▶ Use your Standards & Guidelines
- ▶ Each meeting may be an opportunity to educate



Ferraro