CITY OF YPSILANTI
Historic District Commission
Regular Meeting Agenda

Tuesday, February 23, 2016
7:00 p.m.

The Ypsilanti Historic District Commission works to safeguard Ypsilanti's built heritage by guiding development and renovation within the Historic District. Enabled by federal, state, and local legislation, the HDC seeks to stabilize and improve property values, to promote preservation education, and to develop the Ypsilanti Historic District as a vital living area.

An audio recording of the meeting will be made for the purpose of assisting in the preparation of official minutes only. Once the official minutes are approved the audio recording will be destroyed.

I. CALL TO ORDER AND ROLL CALL

Anne Stevenson, Chair	P	A
Hank Prebys, Vice Chair	P	A
Ron Rupert	P	A
Alex Pettit	P	A
Jane Schmiedeke	P	A
Erika Lindsay	P	A

II. APPROVAL OF AGENDA

III. PUBLIC COMMENTS ON AGENDA ITEMS

IV. PUBLIC HEARING – None

V. BUSINESS SESSION

A. OLD BUSINESS—none

B. NEW BUSINESS

1. 201 and 203 W Michigan Ave — **Reroof and skylight install**

2. 40, 42, 44 E Cross St — **Rebuild cornice, light install**

C. STUDY ITEMS—none

D. ADMINISTRATIVE APPROVALS

E. OTHER BUSINESS

3. Annual Election of Officers

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

Approval of the minutes of February 9, 2016

VIII. ADJOURNMENT

Secretary of the Interior's Standards for the Rehabilitation of Historic Structures

Developed by the U.S. Department of the Interior, the Standards provide a framework that guides protective decisions regarding historic structures. The Historic District Commission is required to cite applicable Standards with each formal decision it renders. It may also cite HDC Fact Sheets as part of its decision-making process.

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

A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

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

The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

3. Do not imitate earlier styles.

Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.

4. Preserve significant changes acquired over time.

Changes to a property that have acquired historic significance in their own right will be retained and preserved.

5. Preserve distinctive features.

Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

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

Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

7. Clean building gently—no sandblasting.

Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

8. Preserve archaeological resources.

Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

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

New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New work shall be removable.

New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

HDC Work Permit Staff Review

Property address: 201 and 203 W Michigan Ave

Date of Review: February 18, 2016

Date of Meeting: February 23, 2016

Proposed work: Tear off and reroof of 1400 sq. ft of low sloped roof, possible installation of skylight

Materials: ISO insulation and TPO rubber roofing (60 mil GAF Everguard TPO in white, 1.5" ISO insulation board)

Staff review:

1. Applicant wants to replace flat roof at the Tap Room on Michigan Ave.
2. Application mentions "skylight" in materials section. Staff spoke with staff member at Neighborhood Roofing who believed it meant that they planned to install a skylight during the reroofing process. HDC may want to inquire about the proposed skylight.
3. Before proceeding with work, applicant must seek the appropriate building department permits.

Relevant Secretary of the Interior's Standards:
#5, #9, #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.

Rec 20155

#1

Ypsilanti Historic District

Work Permit Application

* Date filed 2/17/16 for HDC meeting date 2/23/16

Action item ☑ Study item ☐ *Action items require payment of the application fee. There is no fee to submit a study item for discussion.*

* **Property Address** 201 & 203 W. MICHIGAN AVE.

Applicant ☐ Owner ☐ Architect ☑ Contractor

Name Neighborhood Roofing

Address 2601 Brassow Rd

City Saline State MI Zip 48176

Phone 734-994-6500 Fax 734-994-6502

E-mail Cabrinca@neighborhoodroofing.com

* Owner BRIAN BRICKLEY
(If different than applicant)

Who will perform the work? ☐ Owner ☒ Contractor

Contractor (Name, address, phone) Neighborhood Roofing
2601 Brassow Rd, Saline, MI 48176

*

Action Items only:

Construction Cost _____ **Permit Application Fee** $65.00

The fee is $35 for the first $3,000 in construction cost plus $5 for every additional or portion of $3,000 of construction cost. An additional fee of $50 applies to HDC work started without the applicable permit.

To complete this application:

1. On the reverse side, summarize the work proposed. Please be clear and complete. List the main materials to be used, and (if relevant) indicate the color scheme planned.
2. Attach the following documents:
   - **a.** Photo(s) showing all locations where work is proposed.
   - **b.** Paint color chips (if relevant).
   - **c.** Catalog cut sheets or similar details for windows, doors, light fixtures, and any other manufactured or preassembled components.
   - **d.** Dimensioned drawings of any new construction or modifications to existing structures, including awnings and signs.
   - **e.** A site plan, if proposal is for work on the grounds and not just the structure (e.g., installing an air conditioning system compressor). For fences, new structures, or work that will alter the footprint of existing structures, a photocopy of the mortgage survey with proposed changes indicated is required.

Demolition & moving structures: refer to the Historic District Ordinance and demo application for relevant provisions.

Submit the completed application to the City of Ypsilanti Building Department, 1 South Huron Street, along with the application fee if you wish the HDC to consider the proposal as an action item, not a study item.

Incomplete applications will not be considered.

For additional information, or if you have questions, contact the City of Ypsilanti Planning and Development Department, 734.483.9646, hintern@cityofypsilanti.com.

Ypsilanti Historic District Work Permit Application

Date filed 2/17/16 for HDC meeting date 2/23/16

Property Address 201 & 203 W. MICHIGAN AVE.

Applicant NEIGHBORHOOD ROOFING CO, INC.

Description of proposed work *(see sample applications)*

Tear off and re-roof 1400 sq. ft. of low-sloped roofing, using ISO insulation and TPO rubber roofing.

Materials

60 MIL GAF Everguard TPO
1.5" ISO INSUL. Board
skylight

Colors (Attach color chips or samples)

Body _____ Accent 1 _____

Trim White Accent 2 _____

Roof White Other _____

☐ 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. (Compliance with this act must be certified to complete this application.)

I hereby attest that the above information is accurate. I am authorized to and hereby grant permission to the City of Ypsilanti and its staff to be on my property for the purposes of preparing reports, taking photographs, and/or evaluating and reviewing this application. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as their authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

_____ _____

Signature of Applicant Date

HDC Work Permit Staff Review

Property address: 40, 42, 44 E Cross St

Date of Review: February 18, 2016

Date of Meeting: February 23, 2016

Proposed work: Replacement of cornice between first and second floor, and addition of lighting

Materials: Wood for the cornice; die-cast aluminum housed lights

Staff review:

1. Applicant has previously been approved for proposed cornice work, but the time has lapsed and they needed to resubmit their application.
2. Applicant states that they intend to install the goose-neck lighting above the proposed cornice.
3. Before proceeding with work, applicant must seek the appropriate building department permits.

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

Rec 20157

Ypsilanti Historic District

Work Permit Application

RECEIVED
FEB 17 2016
CITY OF YPSILANTI
BUILDING DEPARTMENT

Date filed _____ for HDC meeting date _____

Action item ☐ Study item ☐ *Action items require payment of the application fee. There is no fee to submit a study item for discussion.*

#2

Property Address 40, 42, 44 East Cross

Applicant ☒ Owner ☐ Architect ☐ Contractor

Name Sally and Rex Richie

Address 1065 Maplewood Avenue

City Ypsilanti State MI Zip 48198

Phone 734-484-1510 Fax 734-484-1510

E-mail _____

Owner _____
(If different than applicant)

Who will perform the work? ☒ Owner ☐ Contractor

Contractor _____
(Name, address, phone)

Action Items only:
Construction Cost 2500.00 **Permit Application Fee** 35.00
The fee is $35 for the first $3,000 in construction cost plus $5 for every additional or portion of $3,000 of construction cost. An additional fee of $50 applies to HDC work started without the applicable permit.

To complete this application:

1. On the reverse side, summarize the work proposed. Please be clear and complete. List the main materials to be used, and (if relevant) indicate the color scheme planned.
2. Attach the following documents:
   - **a.** Photo(s) showing all locations where work is proposed.
   - **b.** Paint color chips (if relevant).
   - **c.** Catalog cut sheets or similar details for windows, doors, light fixtures, and any other manufactured or preassembled components.
   - **d.** Dimensioned drawings of any new construction or modifications to existing structures, including awnings and signs.
   - **e.** A site plan, if proposal is for work on the grounds and not just the structure (e.g., installing an air conditioning system compressor). For fences, new structures, or work that will alter the footprint of existing structures, a photocopy of the mortgage survey with proposed changes indicated is required.

Demolition & moving structures: refer to the Historic District Ordinance and demo application for relevant provisions.

Submit the completed application to the City of Ypsilanti Building Department, 1 South Huron Street, along with the application fee if you wish the HDC to consider the proposal as an action item, not a study item.

Incomplete applications will not be considered.

For additional information, or if you have questions, contact the City of Ypsilanti Planning and Development Department, 734.483.9646, hintern@cityofypsilanti.com.

RECEIVED
CITY OF YPSILANTI
BUILDING DEPARTMENT

Ypsilanti Historic District Work Permit Application

Date filed _____ for HDC meeting date _____

Property Address 40, 42, 44 East Cross

Applicant Sally and Rex Richie

Description of proposed work *(see sample applications)*

Replace cornice between first and second floor
Add lighting.

Materials

Cornice - wood
Lights - See Attached

Colors (Attach color chips or samples)

Body _____ Accent 1 _____

Trim Same color shown Accent 2 _____

~~Roof~~ in picture - top cornice Other _____

☐ 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. (Compliance with this act must be certified to complete this application.)

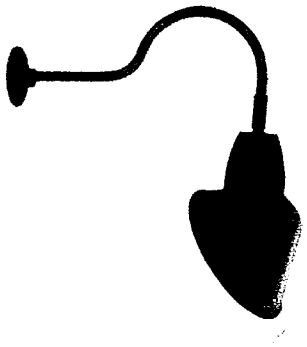
I hereby attest that the above information is accurate. I am authorized to and hereby grant permission to the City of Ypsilanti and its staff to be on my property for the purposes of preparing reports, taking photographs, and/or evaluating and reviewing this application. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as their authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

Sally Richie
Signature of Applicant

2-2-16
Date

GN1LED13NRACB

Spec Sheet Instructions LM79 IES File Buy Now



Color: Black

GN1LED13NRACB

Adjustable 45° swivel joint

Superior heat sink

Die-cast aluminum housing

5 year LED warranty

LED Info

Watts:	13W
Color Temp:	4000K (Neutral)
Color Accuracy:	87 CRI
L70 Lifespan:	100,000
LM79 Lumens:	388
Efficacy:	25 LPW

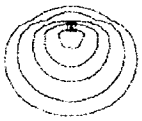
Driver Info

Type:	Constant Current
120V:	0.3A
208V:	0.3A
240V:	0.3A
277V:	0.15A
Input Watts:	15W
Efficiency	85%

Dimensions

Weight: 11.2 lbs

EZ Layout



Design a custom lighting layout

Café Ollie

Ypsilanti
Historic District Commission
Annual Election of Officers

2016
BALLOT

(Check <u>one</u> choice for Chair and <u>one</u> choice for Vice Chair)

	CHAIR
Stevenson, Anne	**[ ]**

	VICE CHAIR
Prebys, Hank	**[ ]**

Submit ballot to staff by the end of the February 23 meeting please.

CITY OF YPSILANTI

HISTORIC DISTRICT COMMISSION

MINUTES OF February 9, 2016

CALL TO ORDER AND ROLL CALL

Anne Stevenson	Chair 7:00 PM
Meeting Location:	Council Chambers, City Hall
Commissioners Present:	Hank Prebys, Anne Stevenson, Erika Lindsay, Ron Rupert, Alex Pettit, Jane Schmiedeke
Commissioners Absent:	None
Staff Present:	Cynthia Kochanek, Associate Planner

APPROVAL OF AGENDA

Motion: Prebys (second: Schmiedeke) moves to approve the agenda as submitted.

Approval: Unanimous. Motion carries.

PUBLIC COMMENT ON AGENDA ITEMS - none

PUBLIC HEARING- none

OLD BUSINESS

315 Washtenaw Ave.

**Amended application for installation of roof vents.*

Applicant: Karl Staffeld (owner)—present

Discussion: Staffeld: States that he has a statement form Mr. Roof *reads from statement* which states that they want to install thunder vents, which are low profile vents, that will be approximately 8 inches square and 4 inches tall on the roof. They would install 8 of these vents on the non-driveway side of the roof, the east pitch, which would not be visible when driving down the one-way street. States that there would be one area of the sidewalk you would be able to see the vents. States that Mr. Roof typically installs ridge venting on vaulted or cathedral ceilings, thus giving the top place the best option for expansion and contraction. States that ridge vents have a filter of baffle that clog easily over time from dust particles. States that the existing vents are louvered and homes in the area feature the same. States that Mr. Roof can install ridge vents, but that they believe the Thunder Vents are the better option for the house.

DRAFT

Rupert: Asks about Mr. Roof's thoughts on the soffit venting and edge vents.

Staffeld: States that Mr. Roof calls that the "Thunder Edge." He states that the roof is too steep for the Thunder Edge venting system, and that Mr. Roof advised him not to install these on the house. States that the house would require gable end vents installed or soffit vents, which would have to be installed from the outside at an extra expense.

Stevenson: States that the confusion stemmed from the possibility of using an edge vent system, which would make more sense to use with a ridge vent rather than the can vents.

Staffeld: States that the contractor stated that the Thunder Edge vents would not be possible because of the pitch of the roof.

Rupert: Asks how he intends to have a draw of air.

Staffeld: States that the low profile vents allow for the inlet of air in one section of the roof and the outlet in another.

Rupert: States that would only work on the top part of the roof, but the lower part will bake in the sun. Asks about the guarantee he will have on the roof.

Staffeld: States that Mr. Roof has assured him that it would be sufficient. States that he has a 20 year warrantee.

Lindsay: States that the last time they met, the biggest issue with the soffit vent was the expense and labor involved.

Pettit: States that it was that and the confusion about the edge venting system.

Prebys: States that he is unsure why the water would go into the edge vent.

Staffeld: States that the edge vent is not being used because of the pitch of the roof, which would not allow the water to sheet properly into the gutters. States that it would extend far enough over the gutter that it would keep the water from going into the gutter.

Stevenson: States that the can vents are not ideal, but that they will not be visible while driving down the street. States that she is not entirely opposed to the vents since you will not see them driving down the street.

Rupert: Asks if the applicant will be replacing the gutters.

Staffeld: Affirms.

Motion: Pettit (second: Lindsay) moves to approve the application for 315 Washtenaw for the removal of the existing shingles, installation of new underlayment, new OSB and shingles, Roofguard L in color Princeton slate.

DRAFT

The flashing to match the color of the trim in white, flashing and drip edge to match. The installation of the 8, 8 inch square low profile roof vents on the eastern pitch of the roof.

Secretary of the Interior Standard:

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

Approval: Yays: 5, Nays: 1. Motion carries.

306 E Cross St.
**Application is for installation of new doors, storm windows and doors, gutter replacement, and paint.*

Applicant: Michael Condon, contractor (present)

Discussion: Stevenson: Recaps what was needed from the last meeting, including the garage door, window conditions, spec sheets for the aluminum and wooden storm windows. States that this information is now included in the packet. Asks the applicant to go through the application with the Commission.

Condon: States that the owner contacted the company to address some of the carpentry repair on the bay window area on the east side of the house and also on some soffits and fascia board. States that they will replace wood that is too damaged to repair with the same type of wood and or epoxy repairing the existing wood work on the bay window area, and replacing damaged pieces of the existing asbestos siding with cement siding that will look just like it. States that they will be replacing the front door to the house with an identical door, states that the existing door is cracked and needs to be replaced or disassembled and rebuilt with matching components. States that an exterior door will be made to match it. States that it will be painted to match the existing color scheme. States that the owner would like to install storm doors on both front doors. States that they will be doing re-glazing on windows that are damaged. States that the owner would like to install traditional, 1 1/8 in thick, Douglas fir wooden storm windows on the front of the house. States that she would like to install aluminum, triple track, storm windows on the sides of the house. States that there will be work done by other contractors, including the installation of k-style gutters. The existing gutters are k-style and are damaged in certain areas. States that the basement bulkhead door on the rear of the house is wooden and has been replaced twice due to moisture damage. States that she wants to install a steel bulkhead door. States that there is a new garage door that has already been installed.

Stevenson: States that the wood repair is fine. States that the front door replacement seems fine.

Lindsay: States that she is ok with the wooden storm windows on the front and the others around the house.

DRAFT

Rupert: States that the bulkhead is fine.

Prebys: States that the storm door is fine. Suggests a lighter color for the body of the house since that current color is really dark. States that it will be less attractive than it could be if it were grey and dark, or if the cream will darkened somewhat or the body be lightened.

Condon: States that he agrees about the color choice, but that the owner would be willing to mention the color choice with the owner.

Stevenson: States that it is a nice color scheme, but if they reversed it, it would be better. Suggests that the blue be the main color. Asks if the Commissioners have any objections.

Motion: Prebys (second: Rupert) moves approval of the application for 306 E Cross to include replacing the exposed or damaged wood work and siding, replacing the front door with a painted wood door which is built to match, the installation of two storm doors to the front of the house as submitted, and four wooden storm windows on the front of the house, the replacement of gutters with K-style gutters, installation of aluminum storm windows to all windows on the sides and rear elevation of the house, and the replacement of the basement entry with a steel bulkhead door. The installation of new garage doors. House is to be repainted with colors as submitted, although the Commission would recommend that owner consider that either the charcoal grey be lightened or the cream color be darkened to a grey, or that a new color scheme working with the blues be considered.

Secretary of the Interior Standard:
#5 - Preserve distinctive features.
#9 - Contemporary designs shall be compatible and shall not destroy significant original material.
#10 - New work shall be removable.

Approval: Unanimous. Motion carries.

NEW BUSINESS- None

STUDY ITEMS

116 Maple:
Home owner approached the Commission to discuss potential changes to her home and asked for suggestions for contractors who are familiar with historic homes.

203 N Washington:
The owner came in to discuss his fence, garage and the application process.

ADMINISTRATIVE APPROVALS

6 S Washington
**Application for the installation of a flat roof.*

Applicant: Neighborhood Roofing, contractor

DRAFT

Motion: Schmiedeke (second: Prebys) moves to approve the administrative approval for 6 S Washington.

Approval: Unanimous. Motion carries.

OTHER BUSINESS

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS –none

HOUSEKEEPING BUSINESS

Discussion of the Bylaws

Stevenson states that she reviewed the bylaws and recommends that the Commissioners review them as well. States that there is no secretary and that the attendance policy should fall under the Staff responsibilities. Reviews the existing attendance policy.

Discussion of Conflict of Interest Policy

Stevenson states that she met with Beth Ernat to discuss the policy and how to uphold the policy and remain transparent while still allowing Commissioners who work in the district to put in an application. States that if Commissioners submit an item on the agenda, that item will be moved to the end of the agenda, then the Commissioner will excuse themselves as a Commissioner and physically move to the seat for applicants, the Commissioner may remain in the room during discussion, however, when the motion is put on the floor the Commissioner will leave the room during the discussion and voting. After a decision is reached, the Commissioner can return to the room.

Discussion of City Council Resolution Re: House Bill 5232 and Senate Bill 720

Stevenson recaps the resolution that was presented at City Council meeting.

Update on the Freighthouse

Commissioner Rupert provided an update on the Freighthouse.

Approval of the minutes of January 26, 2016

Motion: Rupert (second: Pettit) moves to approve the minutes as submitted.
Approval: Unanimous. Motion carries.

ADJOURNMENT

Motion: Pettit (second: Prebys) moves to adjourn.
Approval: Unanimous. Motion carries.

MEETING ADJOURNED AT 8:03 pm

DRAFT