CITY OF YPSILANTI
REGULAR HISTORIC DISTRICT COMMISSION MEETING
Tuesday, January 13, 2026 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197
Launch Meeting - Zoom

[IGNORE_INDENT]

I. CALL TO ORDER & ROLL CALL

A. Alex Pettit (Chair)
Chuck Bultman
Hannah McCready
John VanBolt
Stefan Szumko

II. AGENDA APPROVAL

III. PUBLIC COMMENT ON AGENDA ITEMS

IV. BUSINESS SESSION

A. OLD BUSINESS

1. **90 Maple** - Demolition by Neglect

2. **220 N Huron** - Replace side entry door

B. NEW BUSINESS

1. **130 W Michigan** - Replace storefront doors

C. STUDY ITEMS

D. OTHER BUSINESS

1. Administrative Approvals

213 Maple - Installation of two (2) AC units

2. Property Monitoring

3. Staff Updates

4. Commissioner Comments

V. PUBLIC COMMENT ON NON-AGENDA ITEMS

VI. HOUSEKEEPING BUSINESS

A. Approval of Minutes

B. End of Year Report for City Council

C. Review of HDC Rules and Regulations

VII. ADJOURNMENT

Demo By Neglect Staff Review

Property address: **90 Maple**

Property History: The National Register nomination describes 90 Maple as "Michigan Central Railroad Depot (c. 1860; remodeled after fire c. 1900 and after train wreck in 1939)—long, 1-story, brick, hip-roof main building with smaller, hip-roof, former baggage building attached by an open, gable-roof canopy." It is a significant building, as the depot of "Depot Town."

Timeline of Communications and Intervention:

New additions to this timeline are indicated in black text.

1999:
The current owner has owned the property since 1999 according to BS&A Online. The building has been vacant and has not seen much investment in many years.

August 2024:
Staff (Preservation Planner) observed bowing and holes in roof of baggage building and requested repairs.

November 2024:
Hopkins Burns provided structural assessment of buildings at 90 Maple and noted the need for immediate stabilization.

January 2025:
Roof patch was installed but failed to stop water infiltration.

February 2025:
Staff requested improved roof repair and structural intervention.

May 13, 2025:
Staff sent Notice to Appear letter at the HDC meeting for potential demolition by neglect.

June 4, 2025:

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.

Prepared by: Carrie Malas, Preservation Planner

Owner's counsel pulled building permit for plans for temporary shoring of baggage building roof provided by Hopkins Burns; they stated that plans would be completed and available at the July HDC meeting.

June 10, 2025 (HDC meeting):
At HDC meeting, owner's counsel relayed to Commission that they are not pursuing temporary shoring repairs because of quoted cost, and instead, will be looking into permanent stabilization plans. Commission postponed finding of demolition by neglect until July 8th HDC Meeting.

July 1, 2025:
Staff and City's Building Department Official visit site; they confirmed that roof of baggage building is in failing condition and collapse is imminent. Owner's counsel communicated that the temporary measures to protect the building (felt underlayment and clearing away vegetation) could be performed quickly with their crew. Owner's architect, Hopkins Burns, communicated with staff that they would not be able to produce the permanent roofing plans until July 11th (after the July HDC meeting).

July 8, 2025 (HDC meeting):
At their regular meeting, HDC postponed finding of demolition by neglect until August 12th HDC meeting. In their motion, they requested complete plans for the permanent stabilization of the baggage building.

July 10, 2025:
Staff requested update on temporary protection of roof with felt underlayment. Owner's counsel responds, "Overlay is being installed."

July 11, 2025:
Hopkins Burns provided plans for permanent stabilization of baggage building roof; Staff provided these plans to the HDC.

July 16, 2025:
Staff visited site and observed no changes. Emailed owner's counsel requesting update on temporary protection of roof with felt underlayment and received no response.

July 22, 2025:
Staff visited site and still observed no changes. Emailed requesting update on temporary protection of roof with felt underlayment. Staff reminded owner's counsel that an application must be submitted for HDC approval at the August meeting if they wish to implement the permanent plans submitted on July 11th. Received no response.

July 30, 2025:
Staff visited site and still observed no changes. Emailed requesting update. Staff reminded owner's counsel and architects that an application must be submitted for HDC approval at the August meeting if they wish to implement the permanent plans submitted on July 11th. Received no response.

August 11, 2025:

Staff received email from owner's counsel with photos of synthetic felt underlayment installed on roof.

August 12, 2025 (HDC meeting):
At their regular meeting, the HDC made a finding of demolition by neglect for the buildings at 90 Maple, pursuant to Sec. 54-85 of the City's Code of Ordinances, and set a timeline for repairs to November 1, 2025. During the meeting, the commission discussed which of the previously submitted plans by the owner should be considered, but ultimately decided that it is up to the owner to propose the work that repairs "all conditions contributing to demolition by neglect" and bring the property into compliance.

October 6, 2025:
Owner submitted HDC permit application for stabilization plans from Hopkins Burns. Staff reviewed work and issued approval same day and without charging a permit fee as it was an emergency stabilization. While stabilization work does not typically require a permit, staff noted that the proposed work of installing a ledger board to support the roof overhang posed a threat to the historic brick, and included a condition in the approval that the anchors would be placed on mortar joints rather than the brick wherever possible.

October 21, 2025:
Owner's counsel updated staff that the stabilization work was completed. Staff responded and requested photos of work be provided for HDC review.

October 31, 2025:
Staff made a site visit to ensure that work was completed and take photos of the exterior. Staff noted that the majority of the anchors were placed through the historic brick rather than mortar joints. While some wood "patches" were installed between rafter tails to cover rotted and missing areas, there are several areas that are open to the elements still, as seen in photos. In general, work was completed according to the stabilization plans.

November 10, 2025:
Staff reached out to owner's counsel and contractor to send over photos of completed work, as well as any other materials they would like to provide, for HDC review. Owner's contractor sent over photos and owner's counsel confirmed they had nothing else to share.

November 26, 2025:
Staff sent a letter to inform owner and owner's counsel that the HDC will make a determination as to whether the completed work has repaired all conditions contributing to demolition by neglect at the upcoming December meeting and invited their attendance and detailed what would happen in the scenario that HDC determines compliance or noncompliance. Owner's counsel confirmed receipt.

December 9, 2025 (HDC meeting):
At their regular meeting, the HDC made a finding of demolition by neglect for 90 Maple, pursuant to Sec. 54-85 of the City's Code of Ordinances. Commission chose option 1 and requested the property owner present construction plan and detailed timeline as well as be present at the next regular meeting. However, if they property owner did not turn in requested information, the commission would automatically move to option 2 and forward the matter to

the City's Attorney, resulting in a blight violation and/or the city performing necessary repairs and charging the owner with the costs.

January 5, 2026:
Owner's counsel emailed staff to inform the city that the property owner intends to sell the property and shared a listing agreement with staff, asking them to share it with the commission and city officials, and to determine if the city was interested in purchasing the property. Staff immediately shared this with appropriate city officials who are looking into the matter. *Listing agreement is attached.*

Review

In light of the intent to sell and lack of requested materials that the HDC requested at the December 2025 meeting, staff reviewed the case with the City's Attorney. Their opinion is that, with the owner remaining the same (potentially for several months still) and the requested materials not being provided by the deadline, the HDC can still move forward with their intended motion to proceed with Option #2 of Section 54-85 of City's Code of Ordinances

> December 9th motion:
>
> *I move to declare a finding that 90 Maple is still under demolition by neglect. This matter shall be proposed on the January 13, 2026 meeting agenda, and the owner shall provide to the commission the following:*
>
> > *Scope of work that covers all items relating to the permanent repair of all conditions contributing to demolition by neglect. The owner shall provide clear documentation used to create that scope of work. The schedule includes a discovery period when the scope of work was defined; a design timeline; permitting as needed; and construction.*
>
> *If this information is not provided at that meeting, the commission shall proceed with Option 2, which will result in a motion to declare that the repairs were not made within the timeline set by the commission, and forward the matter to the city's attorney. This option would result in either a blight violation and/or the city making the necessary repairs with the cost being charged to the property owner.*

Current Site Conditions

The City's Code of Ordinances in Chapter 54 (as well as state law) defines demolition by neglect as *"neglect in maintaining, repairing or securing a resource that results in deterioration of an external feature of the resource or the loss of structural integrity of the resource."*
From staff's site visit following completion of the stabilization work, the baggage building's roof structure appeared to be stabilized from total collapse, however the failing conditions were not fully repaired. Furthermore, the stabilization completed would not be considered "work" under Section 54 of the City's Ordinance, nor is it aligned with the Secretary of the Interior's Standards for Rehabilitation. Staff consulted with the City's Building Official who concurred that these stabilization efforts, while providing some level of protection through the upcoming winter

season, were not permanent repairs, but rather provide stabilization until permanent repairs can be completed.

Upon review of the building's conditions at their December meeting, the HDC's opinion was that all conditions contributing to demolition by neglect were not repaired, and gave one more opportunity for the property owner to attend the January meeting to both present the requested materials and discuss a timeline for repair.



Photo by staff following stabilization work, October 31st, 2025.



View of south elevation, facing west.

Prepared by: Carrie Malas, Preservation Planner



Holes still present where trim has rotted away on south elevation.



View of stabilization on failing roof on the north elevation of the baggage building.



Tarp on depot building, outside of the stabilization area.

Prepared by: Carrie Malas, Preservation Planner

City Ordinance Provisions

Sec. 54-85. Demolition by neglect.

Upon a finding by the historic district commission that a historic resource within a historic district or proposed historic district subject to its review and approval is threatened with demolition by neglect, the commission may do one of the following:

1) Require the owner of the resource to repair all conditions contributing to demolition by neglect within a reasonable time set by the commission.

2) If the owner does not make repairs within the reasonable time set by the commission, the owner may be charged with a blight violation and/or the commission or its agents may enter the property, after obtaining an order from the circuit court, and make such repairs as are necessary to prevent demolition by neglect. The cost of the work shall be charged to the owner and may be levied by the city as a special assessment against the property if the costs remain unpaid 30 days after the owner has been notified of the cost.

3) In the event that efforts by the commission to preserve a resource fail, the commission may recommend to the city council that public ownership of the resource is most suitable. The city council may proceed under section 7 of Act No. 169 of the Public Acts of Michigan of 1970 (MCL 339.207).

(Code 1983, § 5.336; Ord. No. 1275, §1, 9-20-2016)

Recommended Motion

Move to declare that the historic resources at 90 Maple are still under threat of demolition by neglect. As determined at their December 2025 meeting, the commission finds that the emergency stabilization performed on the baggage building did not repair all conditions contributing to demolition by neglect, and, therefore, the necessary repairs were not completed by the timeline set by the commission at their August 2025 meeting: November 1, 2025.

The materials requested by the commission at the previous meeting have not been provided. Therefore, the commission shall forward this matter to the City's Attorney to proceed with Option #2 of Section 54-85 of the City of Ypsilanti's Code of Ordinances as he finds appropriate. Option #2 states the following:

"If the owner does not make repairs within the reasonable time set by the commission, the owner may be charged with a blight violation and/or the commission or its agents may enter the property, after obtaining an order form the circuit court, and make such repairs as are necessary to prevent demolition by neglect. The cost of the work shall be charged to the owner and may be levied by the city as a special assessment against the property if the costs remain unpaid 30 days after the owner has been notified of the cost."

Prepared by: Carrie Malas, Preservation Planner

Michigan SHPO Architectural Properties Identification Form

Property Overview and Location

Street Address	90 Maple				
City/Township, State, Zip Code	Ypsilanti, Michigan, 48198				
County	Washtenaw				
Assessor's Parcel #	11-11-04-465-007				
Latitude/Longitude (to the 6th decimal point)	Lat: 42.246559		Long: -83.609058		
Ownership	Private ☒	Public-Local ☐	Public-State ☐	Public-Federal ☐	Multiple ☐

Property Type

Building ☒ select sub-type below Commercial ☐ Residential ☐ Industrial ☐ Other ☒	Structure ☐ Object ☐

(Insert primary photograph below.)



Architectural Information

Construction Date	c. 1860
Architectural Style	Mixed
Building Form	Irregular
Roof Form	Hip
Roof Materials	Asphalt, slate tile
Exterior Wall Materials	Brick
Foundation Materials	Brick
Window Materials	Not visible
Window Type	Not visible
Outbuildings	Yes ☒ No ☐
Number/Type:	1: signal tower (structure, NC)

Eligibility

Individually Eligible	Criterion A ☐	Criterion B ☐	Criterion C ☐	Criterion D ☐
Criteria Considerations:	a. ☐ b. ☐ c. ☐ d. ☐ e. ☐ f. ☐ g. ☐			
Component of a Historic District	Contributing to a district ☒	Non-contributing to a district ☐	Historic District Name: Ypsilanti Historic District	
Not Eligible ☐				

Area(s) of Significance							
Period(s) of Significance							
Integrity – Does the property possess integrity in all or some of the 7 aspects?							
Location ☒	Design ☒	Materials ☒	Workmanship ☒	Setting ☒	Feeling ☒	Association ☒	
General Integrity:	Intact ☐	Altered ☒	Moved ☐	Date(s): c. 1910			
Historic Name	Passenger Depot; Passenger Station						
Current/Common Name	Michigan Central Railroad Depot						
Historic/Original Owner							
Historic Building Use	TRANSPORTATION: rail-related						
Current Building Use	VACANT/NOT IN USE						
Architect/Engineer/ Designer							
Builder/Contractor							

Survey Date	2024-11-01	Recorded By	Michael F. Webb	Agency Report #	

For SHPO Use Only	SHPO Concurrence?: Y / N	Date:

Narrative Architectural Description
Provide a detailed description of the property, including all character defining features and any accessory resources.

This one-story passenger depot is built of brick and has a two-story tower. It follows the train tracks along a northwest-southeast axis. Irregular in form, a bay window is located on its southeast side the door and window openings have brick enframements, while windows have stone stills and brick brackets. (At the time of this survey the openings were boarded up.) The tower has diamond-shaped window openings on its northwest and southeast side. The northeast facing facade has a porch supported by brick piers. The hip roof has brackets under the open eaves. The tower has a low-pitched hip roof and extremely wide eaves.

Circa 1893 a covered walkway and baggage building were constructed to the southeast. One story tall and built of brick, it has a hip roof clad in slate tiles. The covered walkway connecting them is supported by square columns and large brackets. The roofs of the walkway and baggage building have the same brackets as the main section of the depot.

A small signal tower, located southeast of the station near the intersection of the railroad tracks at East Cross Street and North River Street, is clad in board and batten siding and has a cross-gabled roof. The southwestern and southeastern sides have signs that read “HISTORIC DEPOT TOWN YPSILANTI.”

History of the Resource
Provide information on previous owners, land use, construction and alteration dates in a narrative format. This is required for all intensive level surveys and designation and recommended for other identification efforts.

The Michigan Central Railroad Depot was built c. 1860. Originally a two-story Gothic Revival building with a three-story tower, it had high pitched roofs with decorative vergeboards and other Gothic Revival stylistic elements. Sanborn maps show the original building in 1888. By c. 1893 the baggage building was constructed and connected to the station via a covered walkway that originally had a bay window facing the tracks (southwest). Damaged by a fire in 1910, it was reduced to one story (and the tower to two stories); it was also remodeled after a 1939 train wreck.

The station continued to be used by passengers until 1984, and was sold by Amtrak in 1987.

At the time of this survey its windows were boarded up and appeared to be vacant.

The signal tower was built in 1991. Its design was based on pictures of an earlier tower built in the late nineteenth century.

Statement of Significance/Recommendation of Eligibility
Provide a detailed explanation of the property’s eligibility for the National Register, including an evaluation under at least one of the four criteria, discussion of the seven aspects of integrity, and recommendations about eligibility. This is required for all properties.

Although the architectural character of the building is diminished, it is recommended as contributing due to its association with Ypsilanti’s transportation history. Most of the remaining materials and features are historic.

In addition to its architectural significance, this property is significant in the context of “Transportation” as described in the Survey Report.

This property does not appear to be individually eligible for the National Register of Historic Places.

The signal tower is recommended as noncontributing due to its relatively recent construction date.

References
List references used to research and evaluate the individual property.

City of Ypsilanti, “Ypsilanti Depot Town Walking Tour,” https://cityofypsilanti.com/DocumentCenter/View/2618/Historic-Depot-Town-Walking-Tour; Jeff Davis, James Mann, and Gerry Petty, “Historical Markers & Statues: Ypsilanti, Michigan,” 2022, https://ypsihistory.org/wp-content/uploads/2022/03/Historical-Markers-and-Statues.pdf; Evan C. Milan, “The Phoenix of Ypsilanti: The Resurrection of Depot Town,” in *Ypsilanti Histories: A Look Back at the Last Fifty Years*, ed. John McCurdy et al. (Ann Arbor, MI: Fifth Avenue Press, 2023), 213–19; and Sanborn Map Company, 1888, 1893, and 1916.



The signal tower southeast of the station.

Colliers

EXCLUSIVE LISTING AGREEMENT | Sale

Date: December 18, 2025

Dennis A. Dahlmann ("Seller") hereby grants to Colliers International Detroit, LLC, d/b/a Colliers International ("Broker"), in consideration of Broker's services in offering the following described property (the "Property") for sale, the exclusive right to find a purchaser(s) for the Property during the Listing Period, defined below, and any extension of the Listing Period, and Seller agrees to pay Broker a commission or commissions ("Commission") as specified herein.

Description of the Property

Land and premises in the City of Ypsilanti, Washtenaw County, Michigan, described as:

90 Maple St., Ypsilanti, MI 48198
Parcel: 11-11-04-465-007
Legal Description: COM AT A POINT ON THE E LINEOF LOT 270, NORRIS AND CROSSADDITION, 5.99 FT MEASURED (8 FEET RECORDED) FROM THE SE COR OF SAID LOT 270, TH N ALONG E LINE WHICH IS ALSOW LINE OF RIVER ST TO S LINEOF MAPLE ST, TH S 89-24-00 WALONG SAID S LINE 181.50 FT MEASURED (183 FT RECORDED) TH N 36-59-40 W 58 FT, TH S 53-0-20 W 15 FT, TH S 36-59-40 E 48 FT MEASURED (50 FT RECORDED) TH S 53-0-20 W 7 FT, TH S 36-59-40 E 161 FT (157 FT RECORDED) TH N 53-0-20 E 10 FT, TH S 38-39-27 E 160.43 FT MEASURED (160 FT RECORDED)TO PC OF BEG.

Sale Price

The sale price shall be **Three Hundred Seventy-Five Thousand Dollars ($375,000)** (the "Sale Price"). Seller shall have the right to accept any other Sale Price as Seller may, in its sole discretion, deem appropriate.

Listing Period

Broker will have the exclusive right to find a purchaser(s) for the Property from the date of this agreement through **December 18, 2026** (the "Listing Period") and during any extension of the Listing Period. The Listing Period shall automatically be extended after the initial period on a month-to-month basis (for up to 24 months) until terminated by either party upon at least thirty (30) days prior written notice to the other party.

SELLER AGREES AND REPRESENTS AS FOLLOWS:

1. Discrimination because of religion, race, color, national origin, age, sex, disability, familial status, or marital status on the part of the real estate broker, real estate salesperson, seller, or lessor is prohibited.

2. Seller will pay to Broker a Commission if (a) during the Listing Period or any extension of the Listing Period ("the Commission Period"), the Property is sold or exchanged on any terms to any person or entity or (b) within six (6) months after the expiration of the Commission Period, the Property is sold or exchanged on any terms to a person or entity (or any affiliate of any person or entity) who, during the Commission Period, was shown the Property, or informed of its availability for sale by any person or entity, including Seller.

3. The Commission will be **six percent (6%)** of the Sale Price.

4. The Commission will be paid to Broker upon the first of the following to occur (a) closing of a sale or exchange agreement or (b) transfer of title to the Property. If a sale is not consummated because of the purchaser's failure to perform and a deposit made by the purchaser is forfeited, Seller agrees that the deposit will be applied first to reimburse the Broker for all expenses incurred by Broker on the Seller's behalf, including but not limited to abstracting charges, counsel, and fees of public officers and that one-half of the remainder of such deposit (but not in excess of the amount of the full Commission) will be retained by the Broker in full payment for services rendered in this transaction.

5. Seller is the owner of the Property and has and can deliver marketable title of record to the Property, free from any restrictions and encumbrances thereon, except the following:_____ _____. Seller has not entered into any other listing agreement with respect to the Property that has not expired or terminated. Seller will take no action to frustrate, hinder, or prevent Broker from offering the Property during the Listing Period.

7 All inquiries or offers regarding the Property from any source whatsoever will be referred to Broker's attention, along with a copy of any written inquiry or offer.

8. Broker may show the Property to prospective purchasers during reasonable hours, erect a "For Sale" sign on the Property, and remove other "For Sale" signs from the Property. Broker is authorized to cooperate with other brokers, however, Seller is under no obligation to pay any Commission to any cooperating broker.

9. This agreement represents the entire agreement between the parties and supersedes any and all other prior or contemporaneous agreements, understandings, and negotiations, written or oral, between the parties.

10. This agreement shall inure to the benefit of and be binding upon the respective heirs, personal representatives, successors and assigns of the parties. Seller hereby acknowledges receipt of a copy of this agreement.

SELLER:

By: [redacted]

ACCEPTED BY:
COLLIERS INTERNATIONAL DETROIT, LLC,
D/B/A COLLIERS INTERNATIONAL

By: [redacted]
Jim Chaconas, CCIM
Executive Vice President Ann Arbor

By [redacted]
Paul Choukourian
Executive Managing Director
Its: Broker of Record

HDC Work Permit Staff Review

Property Address: **220 N Huron**

Property History: This 1860 two-story Italianate which houses the Ypsilanti Historical Society and Ypsilanti Museum contributes to the local and National Register historic districts and retains all 7 aspects of integrity. *See attached survey form for more information.*

Date of Application: November 14, 2025
Date of Review: November 21, 2025
Date of Meeting: December 9, 2025;
January 13, 2026
Decision Due Date: January 13, 2026

Proposed Work: Replace 15 light wood door on 1920s addition.

Materials: *New Simpson 15 lite fir door; keep original door's hardware. *Finish is not indicated in application.**

Findings of Fact:

1. Application was tabled last month for more information. In their motion, the commission requested "further information regarding the extent of the door's deterioration and an alternative replacement door that better matches the original 15 lite door to render its decision." *Addendums and new staff comments for this application are indicated in black text.*

2. The applicant cites deterioration of the door as the reason for their replacement. The door in question is original to the 1920s addition on the south elevation, facing the parking lot. 220 N Huron is a prominent historic resource, and the addition would be considered a change that has acquired historic significance over time. Though a side door, it is directly off of the parking lot and used as a public entry.

Secretary of the Interior's
Standards for Rehabilitation

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.

Prepared by Carrie Malas, Preservation Planner

3. Relevant Standards: #4, #6, and #9.

4. HDC Fact Sheet on Doors (attached). This fact sheet lays out criteria for door replacement applications that was shared with the applicant:

    a. *"Original or historic doors should be repaired rather than replaced. The applicant must demonstrate sever deterioration to obtain approval for removal of original fabric."* The applicant responded, "Over the years, several attempts have been made to keep the 1920s door serviceable. An attached picture shows a turnbuckle that attempts to keep sections of the door together. The same picture shows a wood plate screwed to the door to cover up deterioration. Additional pictures show a steel angle bracket and two linear brackets that are attempting to hold sections of the door together." The most recent letter provided for the January meeting states, "the glue joints between our door's stiles and rails have deteriorated to the extent that the joints are separating and the door is sagging requiring a turnbuckle to help keep it together. At one point, 3 of the 4 stile to rail joints have steel plates screwed into the stiles and rails to keep them [from] separating further. The turnbuckle and steel plates were pictured as part of the original application. A wood kick plate has been added to the outside bottom of the door to cover up the damage from kicks on the door needed to open the door. A new picture is included."
    b. *"If security or weatherization is the impetus for replacing a door, the HDC asks to first consider appropriate storm doors to protect the historic fabric."* The applicant responded, "A storm door was installed quite a while ago – before I became YHS president."
    c. *"Non-historic doors may be replaced with doors that are appropriate to the building."* The applicant responded, "An attached picture shows the original door, a second picture shows the very similar replacement door we propose to purchase." Staff believes that more appropriate replacements are available that match the number of glass panes as the original door (15 lite); the proposed door only has 10.

5. Precedent: The commission recently denied an application in the district for the replacement of original doors on an addition of a contributing building (209 Washtenaw) as the application did not demonstrate severe deterioration nor provide a replacement option that matched the original.

6. Staff believes that the application materials submitted do not demonstrate *severe* deterioration, but rather a need for maintenance by a skilled tradesperson in order to return it to functioning condition – specifically, repair of the door's joints. Staff does find, however, that the 15 lite wood replacement door that is proposed is appropriate according to Standard #9 if the commission finds that replacement is appropriate. Applicant did not indicate proposed finish, and stain or paint will be necessary for approval.

Potential Motions:

Move to issue a certificate of appropriateness for application PHDC-25-0107 for the proposed replacement of the 15 lite side entry door at 220 N Huron, located on the south elevation of the museum, with the condition that the proposed replacement door be stained or painted. The applicant has provided sufficient evidence of the door's deterioration, and the proposed 15 lite wood replacement door is compatible in design and materials. The applicant is responsible for obtaining all other relevant permits before work begins.

The proposed work meets the Secretary of the Interior's Standards for Rehabilitation

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

Move to deny application PHDC-25-0107 for the proposed replacement of the 15 lite side entry door at 220 N Huron, located on the south elevation of the museum. The door, though not a part of the original structure, has earned historic significance as it is original to an early addition. The submitted materials demonstrate a need for maintenance but do not demonstrate severe deterioration beyond repair. The commission has determined that repairs, which do not require an HDC work permit application, are an appropriate course of action.

The proposed work does not meet the Secretary of the Interior's Standards for Rehabilitation

#4 – *Preserve significant changes acquired over time; and*

#6 – *Repair, don't replace; replacements shall match original.*



View of front facade, facing east. Google Streetview, 2024.

Prepared by Carrie Malas, Preservation Planner



220 N Huron, facing northeast. Location of door on south elevation is indicated. Google Streetview, 2024.

Michigan SHPO Architectural Properties Identification Form

Property Overview and Location

Street Address	220 North Huron				
City/Township, State, Zip Code	Ypsilanti, Michigan, 48197				
County	Washtenaw				
Assessor's Parcel #	11-11-40-401-036				
Latitude/Longitude (to the 6th decimal point)	Lat: 42.244670		Long: -83.612670		
Ownership	Private ☒	Public-Local ☐	Public-State ☐	Public-Federal ☐	Multiple ☐

Property Type

(Insert primary photograph below.)

Building ☒ select sub-type below Commercial ☐ Residential ☐ Industrial ☐ Other ☒	Structure ☐ Object ☐



Architectural Information

Construction Date	1860	
Architectural Style	Italianate	
Building Form	L-plan	
Roof Form	Hip	
Roof Materials	Asphalt	
Exterior Wall Materials	Brick	
Foundation Materials	Coursed ashlar	
Window Materials	Wood	
Window Type	Sash (two-over-two)	
Outbuildings	Yes ☒	No ☐
Number/Type:	2: carriage house (C); historical marker (object, NC)	

Eligibility

Individually Eligible	Criterion A ☐	Criterion B ☐	Criterion C ☐	Criterion D ☐
Criteria Considerations:	a. ☐ b. ☐ c. ☐ d. ☐ e. ☐ f. ☐ g. ☐			
Component of a Historic District	Contributing to a district ☒	Non-contributing to a district ☐	Historic District Name: Ypsilanti Historic District	
Not Eligible ☐				

Area(s) of Significance							
Period(s) of Significance							
Integrity – Does the property possess integrity in all or some of the 7 aspects?							
Location ☒	Design ☒	Materials ☒	Workmanship ☒	Setting ☒	Feeling ☒	Association ☒	
General Integrity:	Intact ☒	Altered ☐	Moved ☐	Date(s):			
Historic Name	Asa Dow House						
Current/Common Name	Ypsilanti Historical Museum						
Historic/Original Owner							
Historic Building Use	DOMESTIC: single dwelling; DOMESTIC: multiple dwelling						
Current Building Use	RECREATION AND CULTURE: museum						
Architect/Engineer/ Designer							
Builder/Contractor							

Survey Date	2024-08-22	Recorded By	Michael F. Webb	Agency Report #	

For SHPO Use Only	SHPO Concurrence?: Y / N	Date:

Form date: 6/25/2019

Narrative Architectural Description
Provide a detailed description of the property, including all character defining features and any accessory resources.

This two-story Italianate house has five bays; the northern three project forward and the southern two are comparatively recessed, giving the building a slight, L-shaped plan. One of the bays in the three-bay section consists of a front entrance, the others are a bay window. A false porch occupies the two recessed bays. The front, wood-panel doors are glazed and have a two-pane, segmental arch transom above. The windows have thick segmental arch hoods; the upper sashes of the two-over-two windows are also arched. The windows have wood storm windows. The bay windows on the northern end of the facade and on the south elevation have similar ornamentation to the front porch: turned balusters, chamfered square supports, and arched brackets spanning columns. Small oval vents or windows are found along the frieze under the hip roof, which has ornate, scrollwork brackets that are paired in the corners.

A one-and-a-half-story rear addition built of brick has a gable roof (constructed before 1888). A one-story addition is found along the south elevation and rear (likely late twentieth century). Another late addition is the porch room along the north elevation with a shed roof.

The carriage house (c. 1860) to the northeast of the house has a side gable roof with a front facing gable as part of its c. 1927–1939 addition. That addition has two front doors with gabled canopies and a centered second story triple four-over-one window.

The walkway from the sidewalk to the house has an interpretive sign about the house's history across from a stone memorial bench. A Michigan Historic Site marker for the city of Ypsilanti is situated on the northeastern corner of the house's parcel.

History of the Resource
Provide information on previous owners, land use, construction and alteration dates in a narrative format. This is required for all intensive level surveys and designation and recommended for other identification efforts.

Asa Dow, first president of the First National Bank, had the house built 1860. By 1927 Sanborn maps show that it was divided into apartments. Purchased by the city of Ypsilanti in 1966, in 1970 the Ypsilanti Historical Society began to restore the building and converted it to a historical museum. It also contains the society's extensive archives. The Society purchased the building in 2006.

The carriage house was constructed c. 1860. An addition to the northern side of the carriage house was built c. 1927–1939; in that same period it was converted into apartments. By 1930 it housed renters, including Elsie Andrews, a librarian at Michigan State Normal College (now Eastern Michigan University). It is still used as an apartment building.

Statement of Significance/Recommendation of Eligibility
Provide a detailed explanation of the property's eligibility for the National Register, including an evaluation under at least one of the four criteria, discussion of the seven aspects of integrity, and recommendations about eligibility. This is required for all properties.

An almost unaltered example of its architectural style, this building retains most of its original materials and expresses all seven aspects of integrity. It is recommended as a contributing resource within the Ypsilanti Historic District.

In addition to its architectural significance, this property is significant in the context of "Commerce and Industry" as described in the Survey Report.

The carriage house retains many of its original features and is recommended as contributing.

This property does not appear to be individually eligible for the National Register of Historic Places.

References
List references used to research and evaluate the individual property.

Sanborn Map Company, 1916 and 1939; and Ypsilanti Heritage Foundation Tour Booklet, 2007 and 2015.

CITY OF

Ypsilanti

PRIDE | DIVERSITY | HERITAGE

Historic District Fact Sheet

Doors

This Fact Sheet is not a substitute for the ordinance, but addresses common questions about City ordinances. For further information, please contact the Preservation Planner.

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

Completed applications may be dropped off at the Building Department.

City Hall

One South Huron
Ypsilanti, MI 48197

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

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

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

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

The Importance of Historic Doors

Just like windows are the "eyes" of a building, doors are an integral part of how we experience buildings. Door designs are often specific to a building's style and feature elements that are repeated elsewhere on the structure. If a historic door is present, every effort should be made to preserve it. The HDC encourages repair of historic doors, and may approve replica or replacement doors on a case-by-case basis. A compatible replacement may be approved for non-historic doors.

Please contact the Preservation Planner for door inquiries. Include a cut sheet of a proposed new door with a product description in the Work Permit application.

Criteria for Door Replacement

- Original or historic doors should repaired rather than replaced. The applicant must demonstrate severe deterioration to obtain approval for removal of original fabric.
- If security or weatherization is the impetus for replacing a door, the HDC asks to first consider appropriate storm doors to protect the historic fabric.
- Non-historic doors may be replaced with doors that are appropriate to the building.

General Guidelines for Replacement Doors

- Original doors being replaced should be replicated as close as possible. For properties where there is no documentation of the historic door, a **door that is compatible with the architectural style should be used**.
- Historic doors were typically wood, and replacement doors should ideally be wood as well. Replacement non-wood doors should be **smooth-finished** and painted. Textured faux-wood doors are not appropriate.
- The door finish, whether stained or painted, should be compatible with the color palette of the house.
- Historic doors typically had some kind of paneling or trim**. A paneled door is encouraged** over a flat-surfaced door.
- Many exterior historic doors include some type of window. **A window is encouraged** for most replacement doors concerning a main entrance.
- Fan-light, or "Half Moon" windows are generally not appropriate.
- Historic sidelights and transoms shall be retained.
- Doors that feature shiny brass caming are not appropriate.

Sliding Doors

- Sliding glass doors, frequently used to access a deck or patio, may be approved on a case-by-case basis on elevations that are not publically visible.

Door Hardware

- Door hardware: such as knobs/handles, locks, hinges, and escutcheons, should be appropriate to the style of the door.
- Generally, replacement hardware should be as modest with a clean finish.

See Page 2 for Examples of doors that may and may not be approved.

*Below is a selection of doors that are more likely to be appropriate **depending on the style of the building**, and doors that are likely to be inappropriate. Please contact the Preservation Planner with door inquiries.*

Replacement doors that are likely appropriate on a case-by-case basis.	**Replacement doors that are likely inappropriate.**
	

City of Ypsilanti
Historic District Commission
Work Permit Application

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646
www.cityofypsilanti.com

Office Use Only:
Receipt: RECEIVED
Method: NOV 14 2025
Action/Study Item
PHDC-

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 Friday (eleven (11) days) prior to the meeting.

INCOMPLETE APPLICATIONS WILL BE REJECTED

Property

Address: 220 N Huron, Ypsilanti 48197

Applicant

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

Name: Bill Nickels

Address: [redacted]

City: Ypsilanti | State: MI | Zip: [redacted]

Phone / Fax: [redacted]

E-Mail *Staff will contact you primarily via email: [redacted]

Contractor

Contractor Name & Contact Info:

Type of work

- ☐ Roofing
- ☒ Window/Door Replacement
- ☐ Porches
- ☐ Sign
- ☐ Fence (or other sitework)
- ☐ Painting
- ☐ Other
- ☐ Application Amendment

Complete Description of Proposed Work:

Replace side door.

Existing Door - Picture #1
Replacement Door - Picture #2

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

Permit Application Fee (action items only)

The fee is $48 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 $60 applies to HDC work started without the applicable permit.*

Construction Cost:	Permit fee:
$2,000	$48 +

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]	Date: 11-10-2025
Print Name: Bill Nickels	

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 cmalas@cityofypsilanti.com, or view our factsheets at cityofypsilanti.com/263/Historic-District.

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

Addendum for January 13th HDC Meeting

Carrie Malas
Preservation Planar
City of Ypsilanti

Ms. Malas,
Following are the responses to the concerns expressed by the Historic District Commission regarding our door replacement at 220 N Huron.

Extent of Door Deterioration

The glue joints between our door's stiles and rails have deteriorated to the extent that the joints are separating and the door is sagging requiring a turnbuckle to help keep it together. At one point, 3 of the 4 stile to rail joints have steel plates screwed into the stiles and rails to keep them separating further. The turnbuckle and steel plates were pictured as part of the original application.

A wood kick plate has been added to the outside bottom of the door to cover up the damage from kicks on the door needed to open the door. A new picture is included.

Replacement Door & Specs

The detailed description of an appropriate replacement door is attached.


PROHIBITED
DESIGNATED
SMOKE FREE
MEMBER
2008-07
PROTECTED BY
BURGLAR
MAIL






GUARDIAN
BURGLAR
ALARM





New photo provided for January 13th meeting.


PROHIBITED
DESIGNATED
SMOKING AREAS
SMOKE FREE
MEMBER
2009-07
PROTECTED BY
GUARDIAN
BURGLAR
ALARM
1-800-STAY-OUT

QUOTE #: 7626710-100-1
QUOTE VALID THROUGH: 1/29/2026

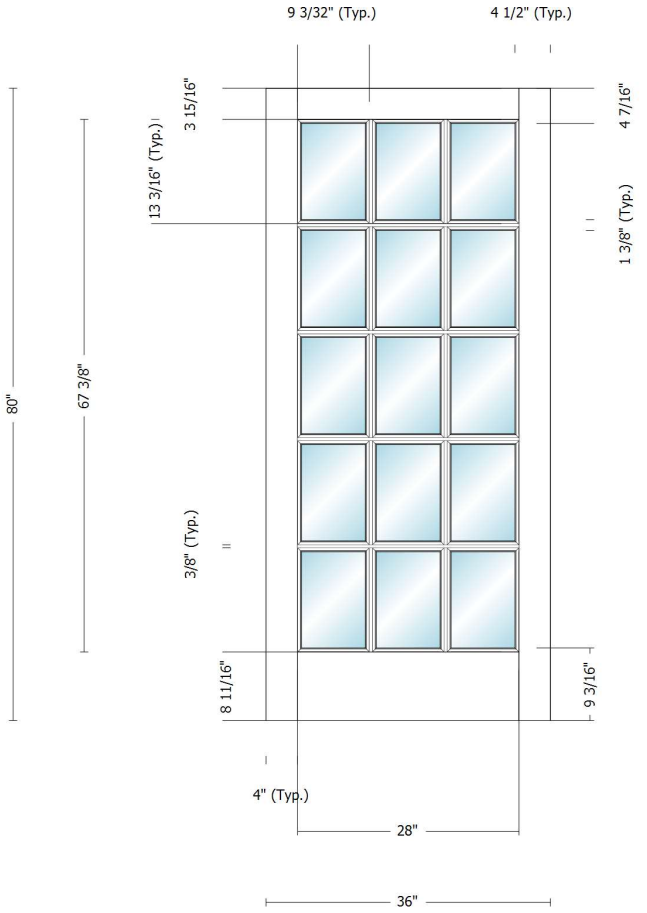
7015 Thermal French

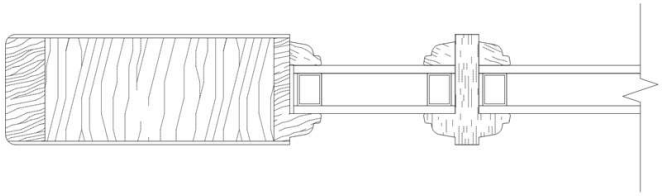
SERIES: Exterior French & Sash Doors
DOOR DESIGN: 7015
FINAL PRICE PER DOOR: $1,829.75
QUANTITY: 1
TOTAL DOOR QUOTE PRICE: $1,829.75

DOOR SPECIFICATIONS

SPECIES: Fir
WOOD GRADE: Select
WIDTH: 3-0"
HEIGHT: 6-8"
THICKNESS: 1 3/4"
PROFILE: Ovolo Sticking
GLASS: Clear / Clear w/ Film
ADDITIONAL OPTIONS:
UltraBlock® Technology
Cartoned

NOTES:





Approved _____

Date _____

CERTIFIED DOOR QUOTE SUMMARY

100-1	7015 Thermal French Fir 3-0" x 6-8" x 1 3/4"	Quantity: 1	Price Per Item:	$1,829.75

Total: $1,829.75

Approved _____

Date _____

HDC Work Permit Staff Review

Property Address: **130 W Michigan**

Property History: This ca. 1853-1860 two part commercial block retains contributes to the local and National Register historic districts and retains all 7 aspects of integrity. *See attached survey form for more information.*

Date of Application: December 9, 2025
Date of Review: December 19, 2025
Date of Meeting: January 13, 2026
Decision Due Date: February 7, 2026

Proposed Work: Replace two aluminum storefront doors in southwest corner bay.

Materials: *Two Ramco clear-coated aluminum single lite doors with clear glass.*

Findings of Fact:

1. Applicant cites age, degrading aesthetics, and lack of energy efficiency as reasons for replacing doors. Staff visited and confirmed doors are in deteriorating state and there is sagging; it is unclear if repairs could be made.

2. Relevant Standard: #9.

3. HDC Fact Sheet on Doors lays out criteria for door non-historic replacement: *"Non-historic doors may be replaced with doors that are appropriate to the building."* Staff believes that the proposed doors are compatible with the building – specifically the age of the metal-clad façade, post 1914 fire. With part of the block's original façade extant at 126 W Michigan, staff does not believe these early alterations have gained significance.

Secretary of the Interior's
Standards for Rehabilitation

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.

Prepared by Carrie Malas, Preservation Planner



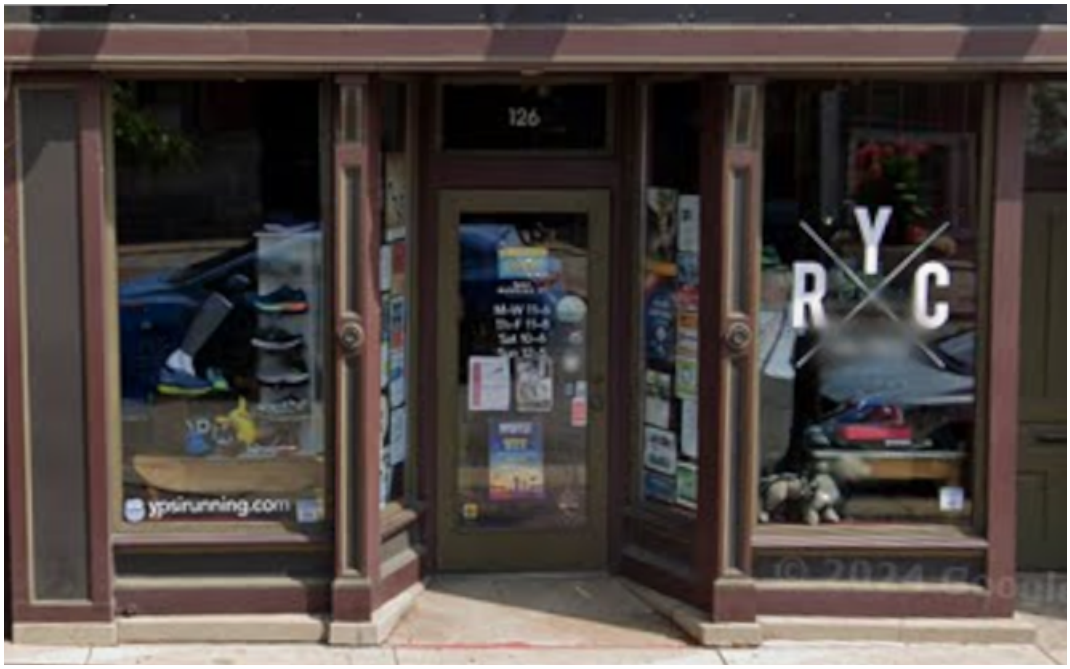
"Hewitt Hall." From the digital collection of *YHS Photo Archives*.



"130 W Michigan." Year not indicated. Current doors are visible. From the digital collection of YHS Photo Archives.

Prepared by Carrie Malas, Preservation Planner

4. The following are doors on the first floor of the Hewitt Block (126-130 W Michigan):



An original, or one closely replicating the original, door at 126 W Michigan is a single lite wood door that is still surrounded with the original wood panel façade.



An early single lite wood door was added to the south façade for what was once an open staircase leading to the second floor from the street, visible in historic photos.



The deep storefront bay on the south façade towards the east has two modern single lite aluminum storefront doors.



A modern single lite aluminum door on the west façade matches those in the southeast bay.



The doors in question for replacement appear to be original to the façade change, post 1914 fire. The doors are relatively unadorned, but feature olive knuckle hinges and brass "pull" plates. Conditions are deteriorating, including oxidation, loose panels, and sagging.




Closeups show loose panel, sagging, and oxidation.

5. Staff finds that, though the doors in question are from an early 20th century alteration, they are not character defining features of the mid-nineteenth century building. The proposed replacement doors are compatible with the current metal-clad façade. Staff recommends approval, though the commission could require more information on whether the door could be repair versus replaced.

Potential Motions:

Move to issue a certificate of appropriateness for application PHDC-25-0112 for the proposed replacement of two non-historic aluminum storefront doors in the southwest bay of the block. The Ramco clear-coated single lite aluminum replacement doors are compatible in design and materials with the altered storefront façade. The applicant is responsible for obtaining all other relevant permits before work begins.

The proposed work meets the Secretary of the Interior's Standards for Rehabilitation

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

Michigan SHPO Architectural Properties Identification Form

Property Overview and Location

Street Address	126–130 West Michigan				
City/Township, State, Zip Code	Ypsilanti, Michigan, 48197				
County	Washtenaw				
Assessor's Parcel #	11-11-40-485-011				
Latitude/Longitude (to the 6th decimal point)	Lat: 42.241273		Long: -83.614292		
Ownership: Private ☒	Public-Local ☐	Public-State ☐	Public-Federal ☐	Multiple ☐	

Property Type

Building ☒ select sub-type below Commercial ☒ Residential ☐ Industrial ☐ Other ☐	Structure ☐ Object ☐

(Insert primary photograph below.)



Architectural Information

Construction Date	c. 1853–1860	
Architectural Style	Vernacular	
Building Form	Two-part commercial block	
Roof Form	Flat	
Roof Materials	Not visible	
Exterior Wall Materials	Brick	
Foundation Materials	Brick	
Window Materials	Aluminum, wood	
Window Type	Fixed, sash (one-over-one)	
Outbuildings	Yes ☐	No ☒
Number/Type:		

Eligibility

Individually Eligible	Criterion A ☐	Criterion B ☐	Criterion C ☐	Criterion D ☐
Criteria Considerations:	a. ☐ b. ☐ c. ☐ d. ☐ e. ☐ f. ☐ g. ☐			
Component of a Historic District	Contributing to a district ☒	Non-contributing to a district ☐	Historic District Name: Ypsilanti Historic District	
Not Eligible ☐				

Area(s) of Significance							
Period(s) of Significance							
Integrity – Does the property possess integrity in all or some of the 7 aspects?							
Location ☒	Design ☒	Materials ☒	Workmanship ☒	Setting ☒	Feeling ☒	Association ☒	
General Integrity:	Intact ☐	Altered ☒	Moved ☐	Date(s): 1914, 1937			
Historic Name	W. B. Hewitt Block; Hewitt Hall						
Current/Common Name							
Historic/Original Owner	Walter B. Hewitt						
Historic Building Use	COMMERCE/TRADE: specialty shop; RECREATION AND CULTURE: auditorium; RECREATION AND CULTURE: sports facility						
Current Building Use	COMMERCE/TRADE: specialty shop						
Architect/Engineer/ Designer							
Builder/Contractor							

Survey Date	2024-07-25	Recorded By	Michael F. Webb	Agency Report #	

For SHPO Use Only	SHPO Concurrence?: Y / N	Date:

Form date: 6/25/2019

Narrative Architectural Description
Provide a detailed description of the property, including all character defining features and any accessory resources.

This c. 1853–1860 building was originally tree stories across its entire, ten-bay width; the western two-thirds was reduced to two stories in 1937. The eastern portion, 126 West Michigan Avenue, is still three stories tall.

The eastern section has a storefront bay with a recessed entrance and tall storefront windows surrounded by wood panels. The windows on the second and third floor, arranged in three fenestration bays, are wood one-over-ones with stone sills and tall undecorated stone lintels. The cornice has brick corbelling and its coping is wrapped in aluminum.

The truncated, two-floor western portion of the building, 128–130 West Michigan Avenue, has two south-facing storefront bays. The eastern bay has a deeply recessed entrance with aluminum storefront windows; the western bay has an entrance facing southwest towards the corner of West Michigan Avenue and North/South Washington Streets under an overhang. It has modern aluminum storefront windows and walls clad in metal panels, which wrap around to the western side elevation. Windows along the western elevation have glass blocks or are covered. A third storefront bay with a recessed modern metal storefront door, is found on the northwestern corner facing North Washington Street (west).

The second story windows of 128–130 West Michigan have stone sills and lintels matching the three-story section of the building, with one notable exception: a central paired window on the western side elevation that has a brick segmental arch. This may reflect a later alteration. A painted projecting cornice line is found above the windows; the cornice is undecorated and the coping wrapped in aluminum.

History of the Resource
Provide information on previous owners, land use, construction and alteration dates in a narrative format. This is required for all intensive level surveys and designation and recommended for other identification efforts.

The building was built c. 1853–1854 according to the Ypsilanti Heritage Foundation and 1860 according to Ypsilanti Assessor records. Constructed by Walter B. Hewitt to house his shoe store after a fire in 1851 destroyed this block, the building was three stories tall. Hewitt opened an auditorium on the third floor, known as Hewitt Hall, which hosted various community events. Frederick Douglass, an African American abolitionist, spoke there in 1866. In the late nineteenth century it was home to the barber shop of Robert Dehazen, an African American barber and society leader. The hall later became a roller skating rink, but in 1914 it was damaged by a fire. The third floor was completely removed from the western portion of the building in 1937 (seen on Sanborn maps in 1939).

When surveyed in 1981, the three-story portion of the building at 126 West Michigan had modern brick cladding on the first-floor storefront and granite panels covering the second and third stories. The mid-century cladding materials were removed in the late 1980s.

At the time of this survey a boutique, Luna & Sol, was housed at 126 West Michigan, Ypsi Bloom, an art gallery, was at 128 West Michigan, and Vintage Clothing and Records at 130 West Michigan.

Statement of Significance/Recommendation of Eligibility
Provide a detailed explanation of the property's eligibility for the National Register, including an evaluation under at least one of the four criteria, discussion of the seven aspects of integrity, and recommendations about eligibility. This is required for all properties.

Although its form was altered due to a 1914 fire, losing most of its third story, it retains most of its historic materials

and expresses all seven aspects of integrity. It is recommended as a contributing resource within the Ypsilanti Historic District.

In addition to its architectural significance, this property is significant in the context of “African American Heritage” as described in the Survey Report.

This property does not appear to be individually eligible for the National Register of Historic Places.

References
List references used to research and evaluate the individual property.

1983 Ypsilanti Survey; City of Ypsilanti, “Downtown Walking Tour,” https://cityofypsilanti.com/DocumentCenter/View/2619/Historic-Downtown-Walking-Tour; Robert Christensen, “National Register of Historic Places, Ypsilanti Historic District, Washtenaw County, Michigan, National Register No. 78001515,” 1989; Sanborn Map Company, 1888 and 1916; Matthew Siegfried, “Interactive Map of 1873 African American Ypsilanti,” https://southadamstreet1900.wordpress.com/interactive-map-of-1873-african-american-ypsilanti/; Ypsilanti Assessor; Ypsilanti Heritage Foundation Tour Booklet, 2002 and 2008; and Ypsilanti Planning Department archives.

City of Ypsilanti
Historic District Commission
Work Permit Application

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646
www.cityofypsilanti.com

Office Use Only:

Receipt: _____

Method: _____

Action/Study Item

PHDC-

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 Friday (eleven (11) days) prior to the meeting.

INCOMPLETE APPLICATIONS WILL BE REJECTED

Property

Address: 130 West Michigan

Applicant

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

Name: Maurer Apartments LLC

Address: [redacted]

City: Ypsilanti | State: MI | Zip: 48197

Phone / Fax: [redacted]

E-Mail *Staff will contact you primarily via email: [redacted]

Contractor

Contractor Name & Contact Info: Eric Maurer [redacted]

Type of work

- ☐ Roofing
- ☒ Window/Door Replacement
- ☐ Porches
- ☐ Sign
- ☐ Fence (or other sitework)
- ☐ Painting
- ☐ Other
- ☐ Application Amendment

Complete Description of Proposed Work:

Replace Front glass doors - they are very old, don't lock very well and let in alot of cold air.
The new Front glass doors will be professionally installed - see diagram.

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

Permit Application Fee (action items only)

The fee is $48 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 $60 applies to HDC work started without the applicable permit.*

Construction Cost:	Permit fee:
5000 oo	$48 +

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]	Date: 12-9-25

Print Name: Karen Maurer

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 cmalas@cityofypsilanti.com, or view our factsheets at cityofypsilanti.com/263/Historic-District.

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



Photo by applicant, 2025.



Photo by applicant, 2025.



Photo by applicant, 2025.

CRAWFORD DOOR

334 EAST MICHIGAN AVE. ~ YPSILANTI, MI 48198
Office: 734-483-4563 ~ Fax: 734 483-7916
Brett Redwood brett@crawforddoorypsi.com

PROPOSAL

11-24-25

Name	Phone
Maurer Management	Elijah [redacted]
Street	
[redacted]	
City, State, & Zip	Email
[redacted]	[redacted]

Project: Quote furnished and installed. Remove and haul away existing.

Option 1

1) Ramco Store front double doors.
Narrow stile, Clear aluminum finish. 10" bottom rail.
Clear ¼" tempered glass
Opening 59 ¾" x 83 ½"
Right hand door active. Inside push bar and thumb turn.
Outside offset pull handle and cylinder w/ 2 new keys
Left hand door passive with outside offset pull. Inside push bar. Flush bolts.
Adjustable astragal for weather seal between the doors.
New ½" x 8" x 60" aluminum threshold (Grind cement to install)
2) grade 1 commercial door closer
2) Surface mount continuous hinge
(Cut trim strip on building to flush mount hinges)

Price: $4,980.00

Terms and Condition: Deposit required to order.

Proposal may be withdrawn if not accepted within 45 days. By others; Jambs, springs pads, all wiring to motor and control station unless otherwise stated above, are not included. Purchaser agrees that door shall remain in seller's possession until paid in full. In the event purchaser breaches or defaults under terms and provision of this agreement. The purchaser shall be responsible for the cost of collection, including reasonable attorney fees.

Crawford Door Sales Brett Redwood Sales Date

Acceptance; Terms, price and specification on all pages of this proposal are hereby accepted and authorized by:

Purchaser Signature Title Date

CITY OF YPSILANTI
HISTORIC DISTRICT COMMISSION MEETING

DRAFT MINUTES

Tuesday, December 9, 2025 at 7:00 p.m.
SPARK East Innovation Center
215 W Michigan, Ypsilanti, MI 48197

I. Call to Order

Meeting called to order by Chair at 7:02 p.m.

II. Roll Call

Commissioners Present – Alex Pettit (Chair), James Chesnut (Vice-Chair), Stefan Szumko, Hannah McCready (excused), John Van Bolt, Chuck Bultman

Commissioners Absent – None, one vacancy

Staff Present – Carrie Malas (Preservation Planner)

III. Agenda Approval

Motion

Move to approve the December 9, 2025 Agenda.
–Moved (Szumko), Seconded (Bultman). Unanimous, motion carried.

IV. Public Comments on Agenda Items – *None*

V. Business Session

A. Old Business

90 Maple
Demolition by neglect.

Property Owner – Dennis Dahlmann, *absent*

Discussion

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Staff gave a brief overview of the property, confirming it is a contributing historic structure as the depot of "Depot Town." Staff presented the timeline of communications and intervention that was included in the agenda packet in the staff review. Chair asked commissioners if they believe repairs have been completed. Commissioner Chesnut stated that he believed repairs were not completed. Commissioner Bultman remarked that stabilization is not permanent. Commissioner Szumko remarked that the building is likely stable through winter, but beneath applied materials, repairs are eventually still needed. Chair reviewed options for the commission. Commissioners discussed the current conditions of the baggage building, as well as that a use had not been indicated by the owner (building has sat vacant), which may affect their proposed scope of work. Staff clarified that HDC does not oversee use or vacancy, though use was relevant to rehabilitation. Commissioners discussed that all were in agreement that current conditions are that the baggage building still displays conditions that qualify it as being threatened with demolition by neglect, even with stabilization completed. Commissioner Chesnut emphasized that, in his opinion, any motion should include a requirement for the scope of work to be accompanied by a clear project schedule. Commissioners further discussed how heating/cooling and plumbing systems may interact with the building envelope; Bultman was of the opinion that use and building systems do have an affect on the exterior envelope and potentially failing conditions, VanBolt and Szumko argued that, while this is true, the commission would be concerned with the structure and exterior envelope. Chesnut asked what the fasted way to fix the building was – continuing to work with the owner or forward the matter to the attorney? Commissioners agreed that time is of the essence, and all want to see the repairs happen as quickly as possible. Chesnut said he could support avoiding bureaucracy and working with the owner, as they have shown progress (referring to stabilization). Commissioner McCready was in favor of forwarding the matter to the attorney in order to compel necessary work; VanBolt agreed. There was discussion of how to draft a motion. McCready noted that the owner or owner's representative have not been present at the last couple meetings and questioned what would happen if they choose to not respond to staff's invitation again?

Motion

I move to declare a finding that 90 Maple is still under demolition by neglect. This matter shall be proposed on the January 13, 2026 meeting agenda, and the ****owner**** shall provide to the commission the following:

> Scope of work that covers all items relating to the ***permanent*** repair of all conditions contributing to demolition by neglect. The ****owner**** shall provide clear documentation used to create that scope of work. The schedule includes a discovery period when the scope of work was defined; a design timeline; permitting as needed; and construction.

If this information is not provided at that meeting, the commission shall proceed with Option 2, which will result in a motion to declare that the repairs were not made within the timeline set by the commission, and forward the matter to the city's attorney. This option would result in either a blight violation and/or the city making the necessary repairs with the cost being charged to the ****property owner.****

–Moved (Chesnut), Seconded (Szumko). Unanimous, motion carried.

***Friendly Amendment (Bultman): Include a declaration of building use because a scope of work depends on a building's use. Amendment was not accepted.*

****Friendly Amendment (McCready): To incorporate the word "permanent" for describing the nature of repairs. Accepted (Chesnut).*

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*****Friendly Amendment (VanBolt): Change the word "applicant" to "owner" anytime it is used. Accepted (Chesnut).*

Discussion with motion on the table.

Commissioner McCready stated that it is the commission's end goal is the permanent stabilization of the structure. Commissioner VanBolt pointed out that, at this point, the owner is not an applicant because there is no pending application, and suggested changing the wording of applicant to more general language, such as "owner." Commissioner Chesnut circled back to the subject of the scope of work, and stated that the motion was drafted acknowledging that the commission would like to see the scope of work and timeline in a consolidated format. Chesnut stated that he is not asking the owner/applicant to provide a perfect scope of work. Because the owner had provided several iterations of scopes of work proposed for the structure that did not necessarily happen, Chesnut expressed confusion and wanted to see everything compiled in an understandable format. Commissioner Bultman wanted to clarify if the scope of work would not have temporary stabilization seen from the street. Chesnut responded it would not have anything temporary, but rather be full, permanent repairs. Commissioner Bultman asked if it is acceptable to leave any temp walls on the interior, such as, for example, temp walls holding up rafters rather than repairing/replacing the rafters. Commissioner McCready asked if that clarification would not be covered by the wording "all conditions contributing to demolition by neglect" (referring to Sec. 54-85(1) of the City of Ypsilanti's Code of Ordinances). Commissioner Chesnut stated that he would like to keep things as simple as possible in order to provide the owner the opportunity to provide a plan. Commissioner Bultman asked again what permit could be acquired without a proposed use. Commissioner McCready stated that use is not what the commission was discussing, but rather the stabilization and permanent repair of the structure. Other commissioners and Chair commented that use is not under HDC purview. Chair clarified that any work done on the inside would be reviewed by the Building Department. Chesnut clarified that he was looking for a packet that the commission could respond to and wanted to give the owner one more shot. Bultman expressed that he could support all permanent repairs, but not repairs where the interior was temporarily shored up. Bultman pointed out that when buildings are in use and occupied, they are much less likely to fall into neglect. Chair confirmed that they agree though it is not what is in front of the commission at the moment. Staff clarified that building vacancy is something overseen by the city's Building Department. There was more discussion as to whether or not the scope of work should further be defined. Staff restated the definition of demolition by neglect in Sec. 54 of the City's Ordinance. Chesnut and McCready further discussed what the scope of work should include. Commissioner VanBolt stated that permanent stabilization seems to capture the spirit of the ordinance. Bultman commented that a permanent stabilization could leave dips on a roof, whereas permanent repairs should not. Chair agreed there was a difference between stabilization and repair. Chesnut also agreed; dips in a roof would not be approvable per the Secretary of the Interior's Standards for Rehabilitation. McCready suggested it could be as simple as wording the motion to include "scope of work for permanent repair"; Chesnut agreed it could be that simple. Chesnut and McCready reiterated a potential wording of scope of work for permanent repairs that address all conditions contributing to demolition by neglect; commissioners agreed. Chair continued to review the motion on the table; Chesnut reiterated that the motion included scope of work, design timeline, permitting timeline, and construction timeline, and that there should be clear

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documentation illustrating the scope of work. Chair clarified that, in the proposed motion, if what the commission requests by the next meeting is not provided, then the commission would refer to option #2 of Sec. 54-85(2) of the City of Ypsilanti's Code of Ordinances – that is refer the matter to the city's attorney, resulting in a blight violation and/or the city performing necessary repairs and charging the owner. Chair restated the entire motion with friendly amendments before voting took place.

208 N Hamilton

Replace concrete caps

Applicant – Landon McNaughton (representative of Beal Properties), *absent*

Discussion

Staff gave staff review. Chair asked if applicant provided photo documentation that the concrete cap does not extend all the way into the interior of the closed in porch. Chair also expressed that he did not understand why they are proposing to cast in place. Chair asked if others were comfortable with the work?

Motion

Move to issue a certificate of appropriateness for application PHDC-25-0106 for the proposed replacement of two historic concrete caps on the enclosed porch at 208 N Hamilton Street, located on the rear elevation of the home. The concrete caps are too deteriorated to repair, and the proposed materials and methods are an appropriate treatment with the condition that the concrete caps be cast off site and installed with an appropriate lime-based mortar as a cushion below that once those caps have cured. ***Additionally, the entire depth and thickness of the existing caps must be removed.*** The applicant is responsible for obtaining all other relevant permits before work begins. The proposed work meets the following Secretary of the Interior's Standards for Rehabilitation:

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

–Moved (Bultman). Seconded (VanBolt). Unanimous, motion carried.

****Friendly Amendment (Chesnut), Accepted (Bultman)***

B. New Business

220 N Huron

Replace side entry door

Commissioner Bultman announced he was recusing himself for this agenda item as he sits on the advisory committee of the museum.

Applicant – Bill Nickels (representative of Ypsilanti Historical Society & Ypsilanti Museum), *absent*

Discussion

Staff gave their review of the application. Chair discussed some of the current conditions of the door; door does not appear to have significant rot but does appear to sag.

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Commissioner VanBolt asked about proposed hardware; staff confirmed the applicant is proposing to use hardware of original door. Commissioners further discussed the question of the door's deterioration and expressed interested in understanding what would be involved in repairing the doors. Chair asked whether or not commissioners were opposed to the 10 lite replacement door. Commissioner VanBolt was not uncomfortable with the proposed door, but would like to understand more regarding the proposed door from the applicant. Commissioner McCready expressed they would be more keen on a 15 lite door, like the original. Commissioner Szumko asked if they would be replacing the door or door and frame; staff stated they did not proposed to replace the frame. Chair expressed that replacing just the door would require some level of customization to fit the dated doorway.

Motion

Move to postpone for application PHDC-25-0107 for the proposed replacement of the 15 lite side entry door at 220 N Huron, located on the south elevation of the museum. The HDC requests further information regarding the extent of the door's deterioration and an alternative replacement door that better matches the original 15 lite door to render its decision.

–Moved (VanBolt), Seconded (McCready). Unanimous, motion carried.

10 N Washington

Re-roof and gutters

Applicant – Austin Akers (representative of contractor, MacDermott Roofing), *present (online)*

Discussion

Staff gave review included in the agenda packet, summarizing that work was done without a building or HDC permit on a contributing resource. Historic materials were covered, damaged, and some destroyed. Staff referred to the city's ordinance (Sec. 54-86) for what the commission could require of the owner for work done without a permit: require owner to restore the resource to prior conditions before work, or modify work so that it qualifies for a certificate of appropriateness. Chair asked the commission, what does it look to re-do this work if that is the decision the commission makes? Applicant discussed that the membrane was placed over the parapet to get a better warranty with the manufacturer of the product; he further discussed the work completed thus far. Chair reiterated the HDC's charge to protect historic buildings' historic materials and character. Commisisoner Bultman asked staff for clarification of cap on front façade's parapet roof; staff stated it is limestone caps painted black. Commissioners and contractor discussed placement possibilities for the termination bar. Contractor stated they could not place the termination bar on the limestone or underneath. Contractor confirmed that it is possible to attach the termination bar on the inside of the parapet roof. VanBolt stated that he would like to see an application that proposes appropriate work rather than the application before them that just states the work that was done which includes inappropriate work.

Motion

Move to deny application PHDC-25-0111 for the re-roof and gutter installation at 10 N Washington Street for the reason that the application as submitted does not include drawings or descriptions of construction or modification to the existing structure in compliance with the Historic District Ordinance for the City of Ypsilanti.

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–Moved (VanBolt), Seconded (Bultman). Yay – 3 (Pettit, Bultman, VanBolt), Nay – 3 (Szumko, McCready, Chesnut), motion failed.

Motion

Move to deny application PHDC-25-0111 due to missing information on how the applicant will be repairing any damage done to the original content related to the parapet construction. The applicant should include, but not be limited to, any damage done to the limestone cap or tile cap, and a general idea of any drill location that has damaged those three items. Additionally, typical termination bar details, and location of termination bar, are requested in this application.
–Moved (Chesnut), Seconded (Bultman). Yay – 4 (Pettit, Bultman, McCready, Chesnut), Nay – 2 (Szumko, VanBolt), motion carried.

C. Study Items

422 N Hamilton

Reconstruction of carriage house

Presenter – Michael Hatfield (project manager), *present*

Presenter shared copies of printouts with commissioners. Chair clarified that they cannot approve anything tonight as a study item. Presenter confirmed he was still working on the design of the doors/windows and want feedback for final application to be reviewed at the next meeting. There was discussion of the roof pitch being 12/12. The diamond window appears to be parallel to the roof line in historic photos. Staff confirmed that, per zoning ordinance, the proposed height or a couple feet increase in height would be allowed. The question of setback came up, but staff had not yet received a sketch plan at that point so could not confirm proposed setback; presenter shared copies of printouts with staff.

Commissioner Chesnut brought up the subject of the presenter wanting to have the footing approved prior to the rest of the project approved, but clarified that the HDC could not approve anything at tonight's meeting. Presenter discussed their proposed method for constructing footing, and commissioners discussed height of foundation and were open to 6" above grade. Chair discussed next steps - Do commissioners want to see additional drawings? Gutters and doors were mentioned. Commissioner Chesnut asked if other commissioners were okay with referring to historic photos for exterior finishes. Chesnut confirmed he would be okay, but Commissioner Bultman said he would not be okay with only using photos for exterior elevations. Other commissioners confirmed that exterior elevations with correct dimensions/details (not just framing) would be necessary for the final application package. Presenter confirmed they will turn in the application for January's meeting.

213 Pearl

New roof

Presenter – Amy Grettum (owner), *present*

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Presenter shared copies of printouts with commissioners. Presenter discussed how current flat roof configuration and lack of water management system has resulted in several leaks and some damage to the roof structure. They propose to add a low pitch gable roof with white metal panels, as well as gutters and exterior lighting. Commissioners had question about the roof ridge height, fascia configuration and reveal, roof overhang, and gable end material. Overall, the commission suggested that the presenter work on these details of the proposed new roof, and ensure that where the wall meet the fascia is cleaned up. Commission had no comments on the proposed light fixtures.

208 N Grove

Replacement of original windows with egress window

Presenters – Sarah Lennon and Andrew Rednour (owners), *present (online)*

The presenters discussed that they purchased the house with the understanding that the home had three bedrooms, which included the attic space as a bedroom. However, when they began interior renovation, the City's Building Official required that they would need an egress window for the space to be used as a bedroom. The home is contributing and still has original windows, however they are not large enough for egress. The pair of double hung wood windows in the front gable are a potential option; Building Official mentioned to owners that they could purchase casement style double hung windows to maintain the double hung look; this is what they are looking to have approved. Staff had visited the site and confirmed with the Building Official that the window on the rear elevation could not be used for egress as it is located above interior stairs. Commissioners requested that owners look into possibility of the windows being retained if they were a legal nonconformity, and the room was previously classified as a bedroom. If this is not an option, they were open to looking at replacement double hung casement windows for the front façade.

D. Administrative Approvals

22 S Washington

Gutter replacement

E. Other Business

1. Property Monitoring
2. Updates from Staff
3. Commissioner Comments

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VI. Public Comment on Non-Agenda Items

1. **Mark Smith** (representative of 300 W Michigan LLC, aka MIHQ) - Wanted to make the commission aware that they would be submitting an application in the near future to propose a canopy over the back ramp leading to Adam Street.

2. **Linda Smith** (representative of 300 W Michigan LLC) – Added that they would also like to add exterior lighting for the dock on Adams Street for safety concerns and extended hours of operations.

VII. Housekeeping

1. **Review of HDC Rules and Regulations**

   Chair recommended to table this discussion for a future meeting considering the late hour; commissioners agreed.

2. **Approval of 2026 HDC Calendar of Meetings**

   Staff provided a printout of an edited version to reflect a change for the January application deadline. The HDC reviewed the printout copy.

Motion

Move to approve the 2026 HDC Calendar of Meetings.
–Moved (Szumko), Seconded (Bultman). Unanimous, motion carried.

VIII. Approval of Minutes

Motion

Move to approve November 11, 2025 HDC meeting minutes.
–Moved (Bultman), Seconded (VanBolt). Unanimous, motion carried.

F. Adjournment

Meeting adjourned by Chair at 11:16 p.m.

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City of Ypsilanti
Community Services Department
January 2026

2025 Annual Report
Historic District Commission and Historic Preservation Program
Ypsilanti, Michigan

INTRODUCTION

The Historic District Commission of the City of Ypsilanti is governed by the Michigan Local Historic Districts Act, State of Michigan Public Act 169 of 1970 as amended, and by Chapter 54 of the City of Ypsilanti Code of Ordinances. The Commission works to safeguard locally designated historic resources through review of exterior changes. City staff works on a broader historic preservation program that aims to recognize significant historic resources across the city.

MEMBERSHIP

Alex Pettit, Chair
James Chesnut, Vicechair
Stefan Szumko
Delrhea Byrge (resigned in March 2025)
Hannah McCready
John Van Bolt
Chuck Bultman

COMMISSION AND STAFF

According to Sec. 54-32 of the City's Historical Preservation Ordinance, Historic preservation is declared to be a public purpose with numerous community benefits. The Historic District Commission (HDC) has several responsibilities, but chiefly, it serves as the quasi-judicial body that ensures exterior alterations of historic properties meet the Secretary of the Interior's Standards for Rehabilitation and local Design Criteria to protect the historic integrity of the district for future generations.

The HDC is composed of seven members, including at least one architect or building/conservation expert and two residents of the historic district. As of December 2025, four of the six commissioners are residents of the historic district. One vacancy has persisted since a commissioner resigned in March. Ellen Thackery served as the preservation planner from February 2022-May 2025, and the current Preservation Planner, Carrie Malas, has served since June 16, 2025.

In 2025, the average turnaround time for applications from submission to approval was 17 calendar days, down from an average of 21 days in 2024. Potential applicants are encouraged to bring projects to the HDC as study items before formal submission of an application. The study item process allows the HDC to provide feedback to property owners at a conceptual stage, clarifying expectations and allowing for a more predictable final review.

INITIATIVES

Staff Training
The Preservation Planner attended the Michigan Association of Planning conference in 2025 and completed MSU Extension's Citizen Planner Program. Additionally, staff attended the Michigan Historic Preservation Network (MHPN) conference in May of 2025, just prior to being hired.

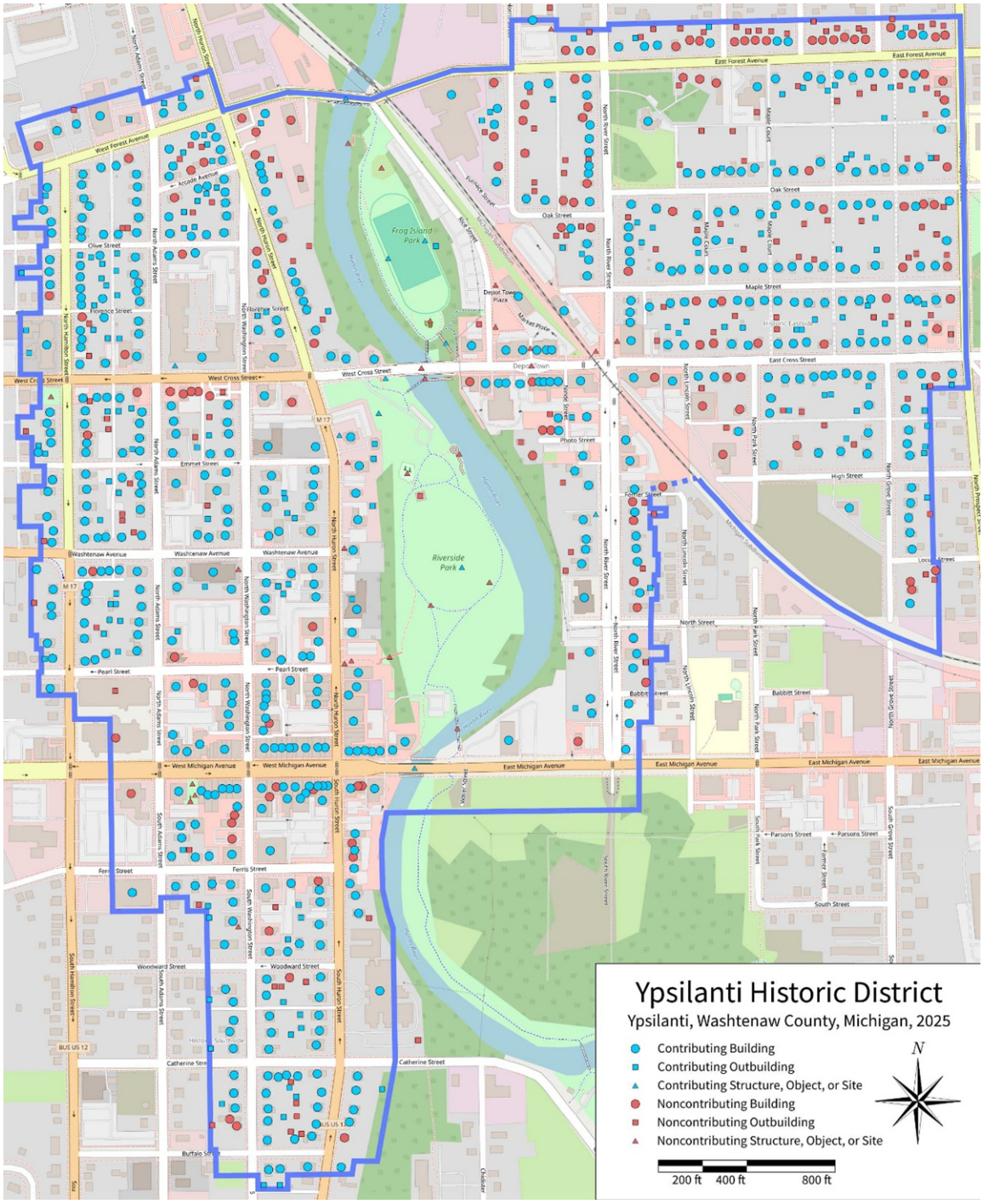
Commissioner Training
No new commissioners were added in 2025, and no commissioner training took place in 2025. The commission has indicated they would like training opportunities in 2026.

State Historic Rehabilitation Tax Credit
In 2022, the state reinstituted the historic rehab tax credit that allows up to 25% of eligible expenditures to be returned to the property owner in the form of a state income tax credit that can be carried forward up to 10 years. Between September 2025–January 2026, the Preservation Planner sent a mailing to all property owners within the local historic district to highlight the availability of tax credits for contributing historic properties, and offered to help with completing Parts 1 and 2 of the tax credit application. To date, the Preservation Planner has met with 18 residents interested in applying for tax credits.

Local Historic District Resurvey
In the 2021 update to the City's Master Plan, resurveying the historic district was established as a priority, as the existing documentation for the local historic district from the 1970s and 1980s was no longer adequate. Updated documentation will support both property owners and the City in making informed decisions for preserving Ypsilanti's historic resources.

In 2023, the City received a $50,000 CLG grant to resurvey the local historic district (excluding its noncontiguous properties). Survey work occurred between fall 2024 and spring 2025, with the project concluding in August of 2025. The Preservation Planner and the consultants from Vinewood Preservation Planning presented the survey findings at a community meeting in July. A recording of this meeting, along with all individual property survey forms and final district-wide survey report, are available on the City's Historic District webpage.

This survey marks the first time that all resources within Ypsilanti's local historic district were fully documented; previous efforts did not include individual survey forms for each resource, nor did they provide as comprehensive of a survey report. The 2025 survey documented 1,057 total resources, with 723 recommended as contributing (historic) to the district, and 334 recommended as noncontributing (non-historic) to the district. A map from the survey report indicates the location of contributing and noncontributing resources within the historic district.



Safeguarding the Historic District and Enforcement
While most enforcement within the local historic district is work without a permit, a handful of cases in 2025 are more substantial in nature – that is, illegal demolition and demolition by neglect:

<u>422 N Hamilton</u>
In April 2025, a stop work order was issued for the illegal demolition of the historic carriage house. The HDC required that a carriage house substantially matching the

historic one be reconstructed, and the owner's contractor has presented study items at the last couple meetings with plans to apply for approval in February of 2026.

90 Maple
In August 2025, the HDC made a finding that the depot was under threat of demolition by neglect, due to deferred maintenance. The porte-cochere received some emergency stabilization work in 2023, and the baggage building received some emergency stabilization in October of 2024. In the HDC's latest review of the matter in December, they requested the owner to present plans for the permanent repair of all conditions contributing to demolition by neglect.

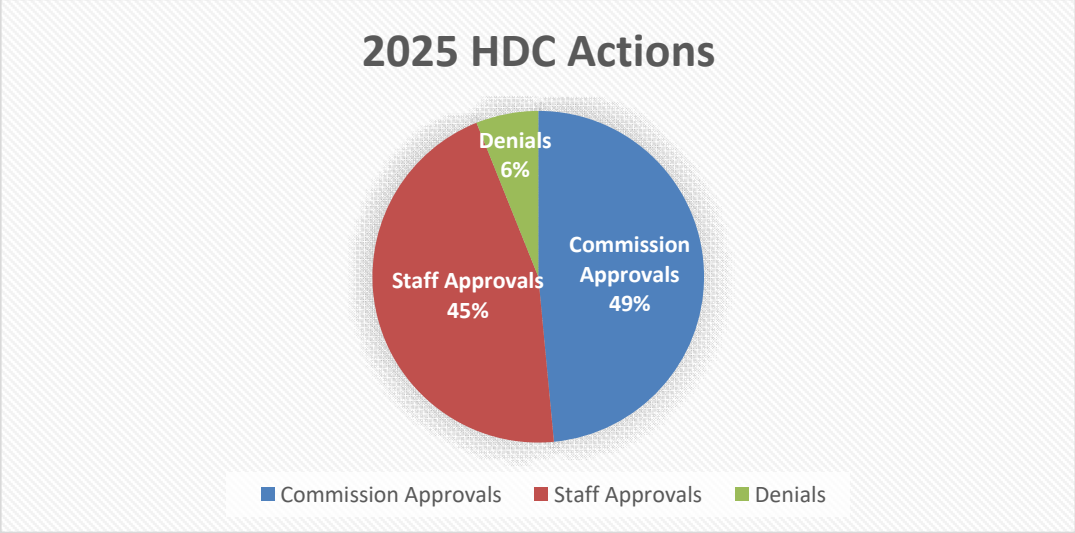
328 Oak
In September 2025, the City was made aware of a non-historic garage whose roof had collapsed, and the historic house was vacant and deteriorating. Both the Preservation Planner and Building Department requested corrective action from the property owner, and ongoing efforts are being spearheaded by the Building Department as the collapsing resource is non-historic.

APPLICATIONS

The Community Services Department has successfully transitioned to using BS&A Cloud software for processing applications. The Preservation Planner will continue to educate applicants on how to submit applications and pay permit fees through BS&A Online, while still accepting physical applications and emailed digital applications. This creates a more streamlined application process while still remaining accessible to all applicants.

In 2025, **99** new applications were completed with a 94% approval rate:
- 93 applications were approved (48 by the commission, and 45 by staff), and
- 6 applications were denied.

In addition, **16** study items were reviewed and discussed by the commission, some of them at more than one meeting. The most common projects were roofs (28 of the total applications) and signs (12 of the total applications).



Comparisons with Recent Years

In 2024, 100 applications were completed with an approximate 97% approval rate.
Staff administratively approved 36% of the applications.
The commission reviewed 9 study items.
Average application review time from submittal to decision was 21 days.
Most common projects were signs (17 applications) and windows (17 applications).

In 2023, 106 applications were completed with an approximate 96% approval rate.
Staff administratively approved 45% of the applications.
The commission reviewed 26 study items.
Average application review time from submittal to decision was 14 days.
Most common projects were roofs (23 applications).

In 2022, 108 applications were completed with an approximate 96% approval rate.
Staff administratively approved 45% of the applications.
The commission reviewed 26 study items.
Average application review time from submittal to decision was not recorded this year.
Most common projects were roofs (22 applications).

MAJOR PROJECTS in the HISTORIC DISTRICT

New Construction

206-210 N Washington

The design for Avalon Housing's proposed affordable housing development to replace the burned building at 206-210 N Washington was approved by the commission; the building is currently under construction.

136 N Washington

In February 2024, the HDC approved a mixed-use development at this site (currently a parking lot). The approval was extended once in March of 2025, and again in October 2025. No work has taken place to date.

402 S Washington

The construction of a four-plex and detached garage on a vacant lot was approved. No work has taken place to date.

Major Site Improvements on other Residential Properties

- Construction of a single family home approved at 620 Norris
- Construction of detached garages approved at 224 N River and 208 N Grove
- Construction of an addition approved at 322 E Cross

Demolitions

206-210 N Washington

The approved demolition of the buildings for the construction of the affordable housing development took place in late summer. Two historic outbuildings remain on the site.

422 N Hamilton
The carriage house was illegally demolished in April.

Appeals
None.

GOAL PROGRESS

Goal 1 (retained from 2024): Continue ongoing survey efforts and update existing local historic districts according to survey recommendations.

Progress to Date
In last year's annual report, the CLG grant funded resurvey of Ypsilanti's Local Historic District was reported to be 50% complete. The project was successfully completed in August of 2025. A survey of the Peninsular Dam Complex was completed in August 2025 as part of the Section 106 Review for the Pen Dam Removal project. Both of these surveys identified resources that are eligible for listing on the National Register of Historic Places (NRHP):

Eligible Resources Identified in Local Historic District Resurvey:

125 N Huron – Arden H. Ballard House
Significance: Architecture; Exploration/Settlement

209 Washtenaw – First Methodist Episcopal Church
Significance: Architecture; Social History

300 N Washington – First Presbyterian Church of Ypsilanti
Significance: Architecture

227 N Grove – John Gilbert Jr. House
Significance: Architecture; Commerce and Industry

600 N River – Shelley Byron Hutchinson House
Significance: Architecture; Commerce and Industry

324 W Forest – John Jenness House
Significance: Architecture; Commerce and Industry

202 S Huron – Jacob Larzelere House
Significance: Architecture; Exploration/Settlement; Commerce and Industry

Eligible Resources Identified in the Section 106 Review for Pen Dam Removal:

1249 Leforge – Peninsular Paper Dam Complex (dam, powerhouse, and sign)
Significance: Early industrial development of Ypsilanti

Staff believes that designation of identified eligible resources could be a goal in future years once more urgent survey needs and recommendations have been addressed.

Objectives for 2026

1. Pursue establishing historic district study committee(s) to explore/implement recommendations found in the final survey report for the 2025 Resurvey of the Local Historic District, as well as the Section 106 Survey for the Pen Dam Complex. This includes potentially amending the City's Historical Preservation Ordinance to include updates to the district boundaries, as well as the updated list of contributing/noncontributing resources.
2. Preservation Planner to survey noncontiguous portions of the local historic district that were not included in the resurvey.

Goal 2 (retained from 2024): Implement a system for effectively tracking, resolving, and preventing enforcement issues.

Progress to Date

New homeowner outreach, education on what requires HDC approval, and technical resources to property owners and contractors are identified as the most pressing matters in preventing violations. Between June-December of 2025, the new Preservation Planner has worked to establish a plan for addressing existing and mitigating future enforcement issues within the district. This plan is not fully established, but efforts towards this cause have begun, including:

- Review of best practice for enforcement in local historic districts, provided by MHPN;
- Review of all ongoing and identified enforcement cases in the district;
- Implementation of a new tracking system;
- Creation of templates for uniform enforcement correspondence; and
- Interdepartmental coordination on overlapping enforcement issues.

Objectives for 2026

1. Tracking: Maintain consistent records in BS&A Cloud for all enforcement issues, as well as continue maintaining files and internal progress tracking system established by staff in 2025.
2. Resolution: Attempt to resolve enforcement issues by working alongside property owners towards corrective solutions before issuing violations. Enforce issues uniformly across the district, ensuring consistency and fairness through the use of correspondence templates.
3. Prevention: Enact new homeowner outreach program (monthly basis or as soon as property owner is updated in software, if possible). Host at least one educational event on a preservation topic. Establish technical preservation resources for complex and/or common projects, such as windows and masonry. Edit the Historic District webpage for clarity and user-friendliness.

Goal 3 (new): Leverage Both Federal and State Historic Tax Credit Programs

Progress to Date

Mailers were sent to all property owners within the local historic district to make them aware of the State Tax Credit Program before it ends in 2030. In 2025, the Preservation Planner met with 18 property owners to discuss tax credit opportunities for their properties.

Objectives for 2026

1. Work alongside property owners to assist with Parts 1 and 2 of the state tax credit applications.
2. Staff to complete training for the Federal Tax Credit Program in order to be able to assist property owners with Parts 1 and 2 of the federal application.
3. Continue to publicize the availability of tax credits to city residents, including sending mailers to eligible properties in the city's National Register historic districts (outside of the local historic district).

SUMMARY

The HDC and Preservation Planner made substantial progress in 2025, highlighted by the completion of the first comprehensive resurvey of the Local Historic District. This multi-year effort produced updated documentation for all 1,057 resources, clarified contributing and noncontributing statuses, and identified several recommendations that will inform next steps in protecting the district. Operationally, the HDC processed 99 applications with a 94% approval rate, reduced average review time to 17 days, and expanded use of BS&A Cloud to streamline permitting. Staff also conducted outreach to property owners regarding the State Tax Credit Program and began implementing a more structured and consistent enforcement tracking system.

Looking ahead to 2026, priorities include forming historic district study committees to act on survey recommendations, surveying noncontiguous district areas, strengthening enforcement procedures, expanding property owner education, and leveraging both state and federal historic tax credit programs.

Review of HDC Rules and Regulations

JANUARY 13, 2025

Staff is recommending review of the HDC Rules and Regulations according to Section 10.0 "Amendments", as detailed below. There is no set timeline for review. Following any suggested amendments from the commission, staff will provide a proposed amended draft at the following meeting for consideration/voting at the next meeting. If/when amendments are adopted by the commission, staff will then submit for approval by City Council. Staff met with the City Clerk to confirm that the options listed below are all possible. Staff's recommendations are marked in green on the included copy of the HDC Rules and Regulations.

Section 10.0 Amendments

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

1. Such amendment does not result in a conflict with state law, City ordinance, or court decision; and

2. Such amendment was proposed at a meeting prior to the meeting at which it is considered.

STAFF RECOMMENDATIONS

A. Change "Community & Economic Development Department" to "Community Services Department" to reflect the recent departmental name change. *(Five instances total, found in Sec. 3.1.B, Sec. 3.1.C, Sec. 3.1.E, and Sec. 5.3)*
B. Inclusive Language
    i. Replace "his/her" with "their" *(Sec. 2.3.B)*
    j. Replace "he/she has" with "they have" *(Sec. 2.4)*
    k. Replace "his" with "their" *(four instances total, found in Sec. 3.1.E, Sec. 4.5.D.2)*
    l. Replace "his or her" with "their" *(Sec. 5.1)*

OTHER POTENTIAL DISCUSSION TOPICS & OPTIONS FOR AMENDMENT

C. Sec. 4.8 Parliamentary Procedure. There has been some discussion in the past regarding order of motions, discussion, and voting. The commission defers to Roberts Rules of Order, though the commission could consider an alternative rule if it does not conflict with state law, city ordinance, or court decision.

D. Sec. 4.9 Motions. This section states, “Motions shall be reiterated by the Chairperson before a vote is taken.” This rule, though a reiteration of what Roberts Rules requires, was presumably included in the HDC rules in order to ensure its implementation. Options:
    a. Remove the rule (it would still technically be present in Roberts Rules). After discussion of a motion, Roberts Rules allows the chair to not repeat the motion, at their discretion, if no changes were made and it was recently read. However, if (a) the motion was not recently read; (b) the motion has had friendly amendments; or (c) the chair otherwise believes it necessary to repeat, the chair would request that the secretary (Preservation Planner) to repeat the motion in question before putting it to a vote. In the past, the HDC had a dedicated employee to take minutes at meetings, which is no longer the case. In practice, the secretary should actively take minutes during the meeting for all action items, that way the chair has the option to request that the secretary read the motion on the table. *This option is the suggestion of the City Clerk*.
    b. Keep the rule. This option is technically stricter than Roberts Rules as it removes the chair’s discretion on whether to repeat a motion, and instead repeat it each time.
    c. Change the rule according to commissioner suggestions, perhaps some iteration of option a.

E. Sec. 4.1 Regular Meetings. This is the section amended in the last review in December of 2023 which move meetings from twice a month to once a month. The commission has discussed options for dealing with long meeting agendas, and amendment to this section was one of the options for cutting down on meeting length. Options:
    a. Add extra regular meetings during construction season.
    b. Create a rule that would detail when an optional “overflow” meeting should be called, such as when a certain number of applications have been added to the agenda. The benefit would be incentive for applications to be turned in early, while the con would be that number of applications does not necessarily equate lengthy meetings.
    c. No change. After 11p.m. or after a meeting has continued for 4 hours, the chair has the ability to recess a meeting until a later defined date/time.
    d. Another solution to combat late meetings is to begin them earlier. City Clerk confirmed this is a potential option as long as all commissioners can make it.