

1. 7:00 P.M. Historic District Commission Regular Meeting

Documents:

00- HDC FEBRUARY 11, 2020 AGENDA.PDF
01-101 W MICHIGAN.PDF
02-116-118 W MICHIGAN.PDF
03-106 N ADAMS.PDF
04-302 E CROSS.PDF
05- 208 E CROSS.PDF
06-HDC WINDOWS_WORKING.PDF
07-HISTORIC DISTRICT 1-28-2020 FULL MINUTES.PDF
HDC FEBRUARY 11, 2020 FULL PACKET.PDF

CITY OF YPSILANTI
Agenda
Historic District Commission
Tuesday, February 11, 2020 - 7:00 p.m.
Ypsilanti City Hall, 1 S Huron St.
Ypsilanti, MI 48197

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

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

I. CALL TO ORDER AND ROLL CALL

Alex Pettit, Interim-Chair	P	A
Anne Stevenson, Vice Chair	P	A
Erika Lindsay	P	A
Ron Rupert	P	A
Amy Swift	P	A
James Chesnut	P	A
VACANT		

II. APPROVAL OF AGENDA

III. PUBLIC COMMENTS ON AGENDA ITEMS

IV. PUBLIC HEARING—none

V. BUSINESS SESSION

A. OLD BUSINESS- none

B. NEW BUSINESS

1. **101 W Michigan** Sign and Lighting
2. **116-118 W Michigan** Storefront windows and doors
3. **106 N Adams** Sign

C. STUDY ITEMS

1. **302 E Cross** Progress update and window proposal
2. **208 E Cross** Correction of unapproved siding replacement

D. ADMINISTRATIVE APPROVALS—none

E. OTHER BUSINESS

1. **Windows Fact Sheet Update**
2. **Property monitoring**
3. **Commissioner comments**

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

1. **Nominations for Chair and Vice Chair**
2. **Approval of meeting minutes, January 28, 2020**

VIII. ADJOURNMENT

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

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

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

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

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

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

3. Do not imitate earlier styles.

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

4. Preserve significant changes acquired over time.

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

5. Preserve distinctive features.

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

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

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

7. Clean building gently—no sandblasting.

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

8. Preserve archaeological resources.

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

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

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

10. New work shall be removable.

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



HDC Work Permit Staff Review

Property address: 101 W Michigan

Property History: The property includes three-story Italianate-style commercial building that is contributing to the Historic District. The building was erected in 1858 as a new location for the King Store.ⁱ The King Store was one of Ypsilanti's first grocery stores, established by George King in 1838. The business remained in the King name for several decades, changing names to reflect the various partners; G. & E. King, King & Son, and Charles King & Co. In 1913, Charles E. King, son of founder George King, died and the business was succeeded by his partner John G. Lamb, and his son, Charles King Lamb; changing business the name to G. Lamb & Son. They remained in business until closing in July 1942- after four generations and 104 years of operation.

The building storefront has changed multiple times during its 162-year history. The nineteenth-century storefront was remodeled in the early 1920s to make better use of display windows.ⁱⁱ In the mid-century, blue metal panels were added to the storefront; presumably after the King Store closed in 1942. The current rehabilitation is a tax credit project to return the building to its early twentieth century appearance, featuring large display windows and Italianate details. The applicant was approved for two different design proposals on April 23, 2018.

Date of Application: February 3, 2020

Date of Review: February 4, 2020

Date of Meeting: February 11, 2020

Proposed work: Signage and lighting.

Materials: Wood signboard and light fixtures.

Staff review:

1. The application is for new signage and exterior lighting, which was not part of the original rehabilitation approval.

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.**

2. The plan has already been approved by the State Historic Preservation Office to meet Federal Historic Tax Credit qualifications.

Sign

3. The applicant proposes a wood sign attached to the signboard over the.
 - a. The façade sign will match the location and size of the original storefront sign. Staff included a photo as part of this application.
 - b. The applicant hopes to have a matching sign approved for the east elevation, extending the length of three bays from the northeast corner of the building
 - c. The signs will be painted in a matte finish to match the existing trim on the building, dark and light brown.
 - d. The applicant does not have a specific sign proposal at this time, but is hoping to get approval for the material, size, and locations.
4. Staff advised the applicant to provide specific dimensions of the sign, a sketch of where it will be going, and how it will be mounted to the building.

Light Fixtures

5. The applicant proposes nine new light fixtures.
 - a. Three down-lights on the façade.
 - b. One over the façade entry door.
 - c. Three over sign on the east elevation.
 - d. One over each door on the east elevation.
6. Applicant refers to these fixtures as "barn lights." Based on conversations with staff, these will be similar to the gooseneck down-facing light fixtures next-door at 10 S Huron. Photo attached.
7. Staff advised applicant to provide more information, including:
 - a. A cut-sheet of the light fixtures
 - b. A sketch of their locations and how they will be mounted to the building
 - c. Staff also informed the applicant of light temperature requirements.

Recommended Motions:

Move to table action on the proposed work at 101 West Michigan so the applicant may provide additional information on the location and dimensions of the proposed signs, and the style, location, and mounting of the proposed light fixtures.

Move to approve and issue a Certificate of Appropriateness for the work at 101 W Michigan, as submitted in the application dated February 3, 2020 for the installation of a wood sign on the Michigan Avenue storefront, and nine down-light fixtures. The façade sign shall match the dimensions and location of the original sign, and the light fixtures are to meet the lighting standards on the lighting fact sheet.

Relevant Secretary of the Interior's Standards:

#9 #10

Prepared by:

Scott E. Slagor, Preservation Planner

ⁱ Laura Bein "Before Ypsilanti's First Supermarket," *Ann Arbor News*, (MLive: September 18, 2009).

ⁱⁱ Ibid.

R.26815 #1510
PHDC-20-0009



RECEIVED
FEB 03 2020
CITY OF YPSILANTI
BUILDING DEPARTMENT

**City of Ypsilanti
Historic District Commission
Work Permit Application**
One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com

OFFICE USE ONLY
Date Filed:

Meeting Date:

Action Item/Study Item

To complete this application:

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

INCOMPLETE APPLICATIONS WILL NOT BE PLACED ON THE AGENDA

Property

Address
101 W Michigan Ave Ypsilanti, MI 48197

Applicant

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

Name
SHELTER BAY REALTY LLC

Address
101 W. Michigan Ave

City: Ypsilanti State: MI Zip: 48197

Phone / Fax: [Redacted] E-Mail: [Redacted]

Contractor

Contractor Name & Contact Info
Rick Muszynski

Type of work

- | | | |
|--|--|--|
| <input type="checkbox"/> Roofing | <input type="checkbox"/> Porches | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Window/Door Replacement | <input checked="" type="checkbox"/> Sign | <input type="checkbox"/> Other |
| | <input type="checkbox"/> Fence (or other sitework) | <input type="checkbox"/> Application Amendment |

Complete Description of Proposed Work:

RESTAURANT SIGN HORON + MICHIGAN AVE
APPROVED IN ACCORDANCE TO SHPO.
EX. LIGHTING APPROVED IN ACCORDANCE
TO SHPO.
LIGHTING :- 3 DOWN LIGHTS ON MICHIGAN
- 1 OVER ENTRY DOOR
- 3 OVER HORON SIGN
- TWO OVER HORON DOORS

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

SAME POINT AS CURRENT STORE FRONT.
PT-3 (DARK BROWN)
PT-5 (LIGHT BROWN)

Permit Application Fee (action items only)

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

Construction Cost: \$1,000.00	Permit fee: \$45 + _____ =
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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: 2-3-20
Print Name: [Redacted]	

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

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



UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

OMB Approved
No. 1024-0009
Form 10-168
Rev. 2014

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
AMENDMENT / ADVISORY DETERMINATION**

PHDC-20-0009

NPS Project Number

Instructions: This page must bear the applicant's original signature and must be dated.

1. Property name 101 West Michigan Avenue
Property address 101 West Michigan Avenue, Ypsilanti, Michigan

2. This form includes additional information requested by NPS for an application currently on hold.
 updates applicant or contact information.
 amends a previously submitted Part 1 Part 2 Part 3 application.
 requests an advisory determination that phase _____ of _____ phases of this rehabilitation project meets the Secretary of the Interior's Standards for Rehabilitation. Phase completion date _____
 Estimated rehabilitation costs of phase (QRE) _____

Summarize information here; continue on following page if necessary.

The Part 2 application is to be amended as follows, the windows on the front of the building (facing Michigan Avenue) are to add in the historic muttins matching the windows on the rest of the building. A new sign is to be added to match the historic sign in location and size on the Michigan Avenue and Huron Street side.

3. Project Contact (if different from applicant)
Name Cody Newman Company Driven Design Studio
Street _____ City Battle Creek State MI
Zip 49017 Telephone _____ Email Address _____

4. Applicant
 I hereby attest that the information I have provided is, to the best of my knowledge, correct. I further attest that [check one or both boxes, as applicable] (1) I am the owner of the above-described property within the meaning of "owner" set forth in 36 CFR § 67.2 (2011), and/or (2) if I am not the fee simple owner of the above-described property, the fee simple owner is aware of the action I am taking relative to this application and has no objection, as noted in a written statement from the owner, a copy of which (i) either is attached to this application form and incorporated herein, or has been previously submitted, and (ii) meets the requirements of 36 CFR § 67.3(a)(1) (2011). For purposes of this attestation, the singular shall include the plural wherever appropriate. I understand that knowing and willful falsification of factual representations in this application may subject me to fines and imprisonment under 18 U.S.C. § 1001, which, under certain circumstances, provides for imprisonment of up to 8 years.

Name Richard Muszynski Signature _____ Date 8/7/2019
 Applicant Entity Shelter Bay Realty SSN _____ or TIN _____
 Street _____ City Ann Arbor State MI
 Zip 481059571 Telephone _____ Email Address _____
 Applicant, SSN, or TIN has changed since previously submitted application.

NPS Official Use Only

The National Park Service has reviewed this amendment to the Historic Preservation Certification Application and has determined that the amendment:

- meets the Secretary of the Interior's Standards for Rehabilitation.
 will meet the Secretary of the Interior's Standard for Rehabilitation if the attached conditions are met.
 does not meet the Secretary of the Interior's Standards for Rehabilitation.
 updates the information on file and does not affect the certification.

Advisory Determinations:

- The National Park Service has determined that the work completed in this phase is consistent with the Secretary of the Interior's Standards for Rehabilitation. This determination is advisory only. A formal certification of rehabilitation can be issued only after all rehabilitation work and any associated site work or new construction have been completed. This approval could be superseded if it is found that the overall rehabilitation does not meet the Secretary's Standards. A copy of this form will be provided to the Internal Revenue Service.

Date _____ National Park Service Authorized Signature _____

NPS conditions or comments attached

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
AMENDMENT / ADVISORY DETERMINATION**

Property name _____ NPS Project Number _____

Property address _____

The historic muttins running horizontally in the windows on Michigan Avenue are to be added back to the windows which were historically in the windows. The original windows are being restored and the windows on Huron Avenue do have the original muttins in them so the new muttins on Michigan Avenue will be recreated per the size and specifications of the existing muttins in the windows on Huron Street.

Two new exterior signs will be added to the building. One centered on the front of the building on Michigan Avenue to match the historic sign in size, material (wood), and location (centered on band above doorway). The sign will have a matte finish. There are to be three arched barn style lights centered over the sign on Michigan Avenue as well as the Huron Street side.

Two arched barn style lights are to be added to either side of the entryway to the upper levels on Huron Street to illuminate the entryway and sidewalk in that area.

MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

October 25, 2019

Mr. Antonio Aguilar, Reviewer
National Park Service
Technical Preservation Services
1849 C Street NW, Mail Stop 7243
Washington DC 20240

PROJECT: 101 W Michigan Ave, Ypsilanti, Washtenaw Co, MI 48197
MI Project #: TX18-1019 NPS Project #: 39486

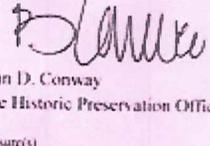
Dear Mr. Aguilar:

The Historic Preservation Certification Application, Part 2 amendment #2, for the above project is enclosed, together with the State Review Sheet.

The proposed rehabilitation amendment appears to be in conformance with the *Secretary of the Interior's Standards for Rehabilitation*. We recommend the approval of this request for preliminary certification of the rehabilitation Part 2 application amendment.

Please contact Robbert McKay (517) 335-2727 if you have any questions regarding this review.

Sincerely,



Brian D. Conway
State Historic Preservation Officer

Enclosure(s)

C. Richard Maszynski, Shelter Bay Realty LLC, 5848 Pinecrest Estates Dr, Ann Arbor, MI 48105
Cody Newman, Driven Design Studios P.C., 11 Carlyle St, Battle Creek, MI 49017

BDC:REM

STATE HISTORIC PRESERVATION OFFICE

205 North Washington Square Lansing, MI 48913 888.672.0107

RECEIVED

JUL 29 2019



UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

HISTORIC PRESERVATION CERTIFICATION APPLICATION
AMENDMENT / ADVISORY DETERMINATION

OAHB Approved
No. 1024-0009
Form 10-168
Rev. 2014

AUG 14 2019

NPS Project Number

39486

Instructions: This page must bear the applicant's original signature and must be dated

1. Property name 101 West Michigan Avenue
Property address 101 West Michigan Avenue, Ypsilanti, Michigan TX18-1019

2. This form Includes additional information requested by NPS for an application currently on hold.
 updates applicant or contact information.
 amends a previously submitted Part 1 Part 2 Part 3 application.
 requests an advisory determination that phase _____ of _____ phases of this rehabilitation project meets the Secretary of the Interior's Standards for Rehabilitation. Phase completion date _____
Estimated rehabilitation costs of phase (QRE) _____

Summarize information here; continue on following page if necessary.

The Part 2 application is to be amended as follows, the windows on the front of the building (facing Michigan Avenue) are to add in the historic muttins matching the windows on the rest of the building. A new sign is to be added to match the historic sign in location and size on the Michigan Avenue and Huron Street side.

3. Project Contact (if different from applicant)
Name Cody Newman Company Driven Design Studio
Street [REDACTED] City Battle Creek State MI
Zip 49017 Telephone [REDACTED] Email Address [REDACTED]

4. Applicant
I hereby attest that the information I have provided is, to the best of my knowledge, correct. I further attest that [check one or both boxes, as applicable] (1) I am the owner of the above-described property within the meaning of "owner" set forth in 36 CFR § 67.2 (2011), and/or (2) if I am not the fee simple owner of the above-described property, the fee simple owner is aware of the action I am taking relative to this application and has no objection, as noted in a written statement from the owner; a copy of which (i) either is attached to this application form and incorporated herein, or has been previously submitted, and (ii) meets the requirements of 36 CFR § 67.3(a)(1) (2011). For purposes of the attestation, the singular shall include the plural wherever appropriate. I understand that knowing and willful falsification of factual representations in this application may subject me to fines and imprisonment under 18 U.S.C. § 1001, which, under certain circumstances, provides for imprisonment of up to 5 years.
Name Richard Muszynski Signature [Signature] Date 8/7/2019
Applicant Entity Shelter Bay Realty SSN 207-92-0675 or TIN _____
Street 5048 Pinecrest Estates Drive City Ann Arbor State MI
Zip 481059571 Telephone 917548880 Email Address shelterbayrealty@hotmail.com
 Applicant, SSN, or TIN has changed since previously submitted application

NPS Official Use Only

The National Park Service has reviewed this amendment to the Historic Preservation Certification Application and has determined that the amendment:
 meets the Secretary of the Interior's Standards for Rehabilitation
 will meet the Secretary of the Interior's Standard for Rehabilitation if the attached conditions are met
 does not meet the Secretary of the Interior's Standards for Rehabilitation.
 updates the information on file and does not affect the certification

Advisory Determinations:

The National Park Service has determined that the work completed in this phase is consistent with the Secretary of the Interior's Standards for Rehabilitation. This determination is advisory only. A formal certification of rehabilitation can be issued only after all rehabilitation work and any associated site work or new construction have been completed. This approval could be superseded if it is found that the overall rehabilitation does not meet the Secretary's Standards. A copy of this form will be provided to the Internal Revenue Service.

Date 8/29/19 National Park Service Authorized Signature [Signature]

NPS conditions or comments attached



Facing south-southwest to facade



Facing east-southeast to east elevation



Detail of east elevation doors



Detail of east elevation storefront window



Detail of facade storefront

I | C. KING & SON. | I



SEEDS

WHEAT
RICE
BARLEY

WHEAT
RICE
BARLEY

Photo showing lighting design desired for 101 W Michigan





HDC Work Permit Staff Review

Property address: 116-118 W Michigan

Property History: The property includes two historically separate buildings that have since been combined on the interior to form one space.

The building at 116 W Michigan is a brick vernacular commercial building with minimal decorative elements. It is believed to date to ca. 1851-52, having been constructed after a fire destroyed much of downtown.ⁱ Readily available history is scant on this building. In the mid-twentieth century a metal veneered façade was placed over the original. It was removed and rehabilitated for the Ypsi Cycle shop in the 1980s.

The building at 118 W Michigan was erected ca. 1851-52 following a fire that destroyed many of the downtown buildings.ⁱⁱ Research did not reveal its earliest function, however it had become a drug store by the 1880s. The building remained a drug store with various names and owners until 1972.ⁱⁱⁱ In the mid-twentieth century the Gothic Revival façade was covered over by a metal veneer. This was removed and the original façade rehabilitated in the mid-1980s when it was purchased by Paul A. Nucci for Ypsi Cycle.^{iv}

The current project is part of an ongoing rehabilitation.

Date of Application: February 3, 2020

Date of Review: February 4, 2020

Date of Meeting: February 11, 2020

Proposed work: Storefront fenestration.

Materials: Aluminum-framed storefront windows and doors.

Staff review:

1. The application is an amendment to already approved work and has been partially completed.

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.

- a. On May 22, 2018, the Commission approved a rehabilitation plan for the facade that included residential-grade storefront windows in the color "Fossil."
 - b. The applicant came with to the commission with multiple study items in March, June, and August 2019. On August 27, 2019 the HDC voted to allow administrative approval of an aluminum storefront system if it matched the drawings submitted as a study item (see attached).
2. The applicant has been in communication with staff but neglected to submit an amended application prior to completing work.
3. The work completed is slightly different than presented on August 27, 2019, and therefore cannot be approved administratively.
 - a. The work discussed on August 27 included sidelights flanking both sides of each entry door.
 - b. The work completed has two entry doors, each with a singular sidelight.
4. In staff opinion, the proposed amendment is a minor deviation from what was originally approved.

Recommended Motions:

Move to approve and issue a notice to proceed for the work at 116-118 W Michigan, as submitted in the application dated February 3, 2020 for the installation of an aluminum storefront system, as specified in the submitted drawings.

Relevant Secretary of the Interior's Standards:

#9

Prepared by:

Scott E. Slagor, Preservation Planner

ⁱ Robert O. Christensen, National Register of Historic Places Registration Form: Ypsilanti Historic District (Boundary Increase) (Lansing: Bureau of History, 1988).

ⁱⁱ Natalie Thomas, "A Profile of Ypsilanti Historic Properties, 118 West Michigan Avenue." Eastern Michigan University Historic Preservation Program, 2005.

ⁱⁱⁱ Ibid. 6.

^{iv} Ibid. 7.



City of Ypsilanti Historic District Commission Work Permit Application

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com

OFFICE USE ONLY
Date Filed:
Meeting Date:
Action Item/Study Item

To complete this application:

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

INCOMPLETE APPLICATIONS WILL NOT BE PLACED ON THE AGENDA

Property

Address 118 W Michigan Ave

Applicant

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

Name Adam Tasselmyer		
Address [REDACTED]		
[REDACTED]		
City Ypsilanti	State MI	Zip 48197
Phone / Fax [REDACTED]	E-Mail [REDACTED]	

Contractor

Contractor Name & Contact Info Daniels Glass / Jeff Kapler [REDACTED]
--

Type of work

- | | | |
|---|--|---|
| <input type="checkbox"/> Roofing | <input type="checkbox"/> Porches | <input type="checkbox"/> Painting |
| <input checked="" type="checkbox"/> Window/Door Replacement | <input type="checkbox"/> Sign | <input type="checkbox"/> Other |
| | <input type="checkbox"/> Fence (or other sitework) | <input type="checkbox"/> <u>Application Amendment</u> |

Complete Description of Proposed Work:

SEE ATTACHED PAGES

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

Permit Application Fee (action items only)

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

Construction Cost:

Permit fee:

\$45 + _____ =

Signature

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

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

Signature:

Date:

10/25/2019

Print Name:

ADAM TASSEUMYER

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

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



DANIELS GLASS, INC.

21250 W. Seven Mile Road
Detroit, Mich. 48219
(313) 538-2746 Fax (313) 538-1221

September 19, 2019

Job Name: **118 W. Michigan AVE**
Contractor: **Rexall Prop**

We Propose to Provide All Necessary Material, Labor and Equipment Required for the Completion of the Following Scope of Work for the Lump Sum of: **\$ 26,951.00**

SCOPE OF WORK TO INCLUDE:

- 1.) Furnish and install new 2" X 4 1/2" thermally broken clear anodized aluminum storefront manufactured by Tubelite Corp. and glazed with 1" clear insulated SN-68 Low-E glass; safety tempered where required by codes. TU24000 storefront
- 2.) Furnish and install 2 new 3'6" X 7'0" clear anodized aluminum "Medium" style door manufactured by Tubelite Corp. Door to have continuous hinge, push pad panic hardware, heavy duty LCN 4040 closers, ADA 10" bottom rail, and glazed with 1" clear insulated SN-68 Low-E safety tempered glass.
- 3.) Furnish and install 2 new 4'0" X 7'0" clear anodized aluminum "Medium" style door manufactured by Tubelite Corp. Door to have continuous hinge, push pad panic hardware, heavy duty LCN 4040 closers, ADA 10" bottom rail, and glazed with 1" clear insulated SN-68 Low-E safety tempered glass.
- 4.) Furnish and install frosted glass in North Entry.
- 5.) Lead time 5 to 6 weeks.

Daniels Glass quote is based on our interpretation of information supplied. It is the customer's responsibility to qualify quote. Daniels Glass is not responsible for providing materials different and/or over and above quantities quoted. Pricing subject to change for partial orders.

NOT INCLUDED IN SCOPE:

Protection, Final Cleaning, Liquidated Damages, Testing, Demolition and / or Mock-Ups.
Replacement of Broken Glass or Other Damaged Materials, Unless Damaged by Daniels Glass Workforce.

50% Deposit Required Prior to Placing Order, Balance Due Upon Completion..
This proposal may be withdrawn by us if not accepted within 30 days

ALTERNATE:

Warranty on Labor and Material Shall be for a Period of One Year from Date of Substantial Completion. Any Contract Award Shall Specify that Design, Architectural and Engineering Services are the Responsibility of Others. We have not included any Professional Liability Errors and Omissions Insurance.

Payments to be upon completion if complete in less than 30 days, or progressive monthly payments of percentage complete if greater than 30 days. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. The owner/representative signed below, expressly waives the right of subrogation against Daniels Glass Co., Inc., their agents and employees.

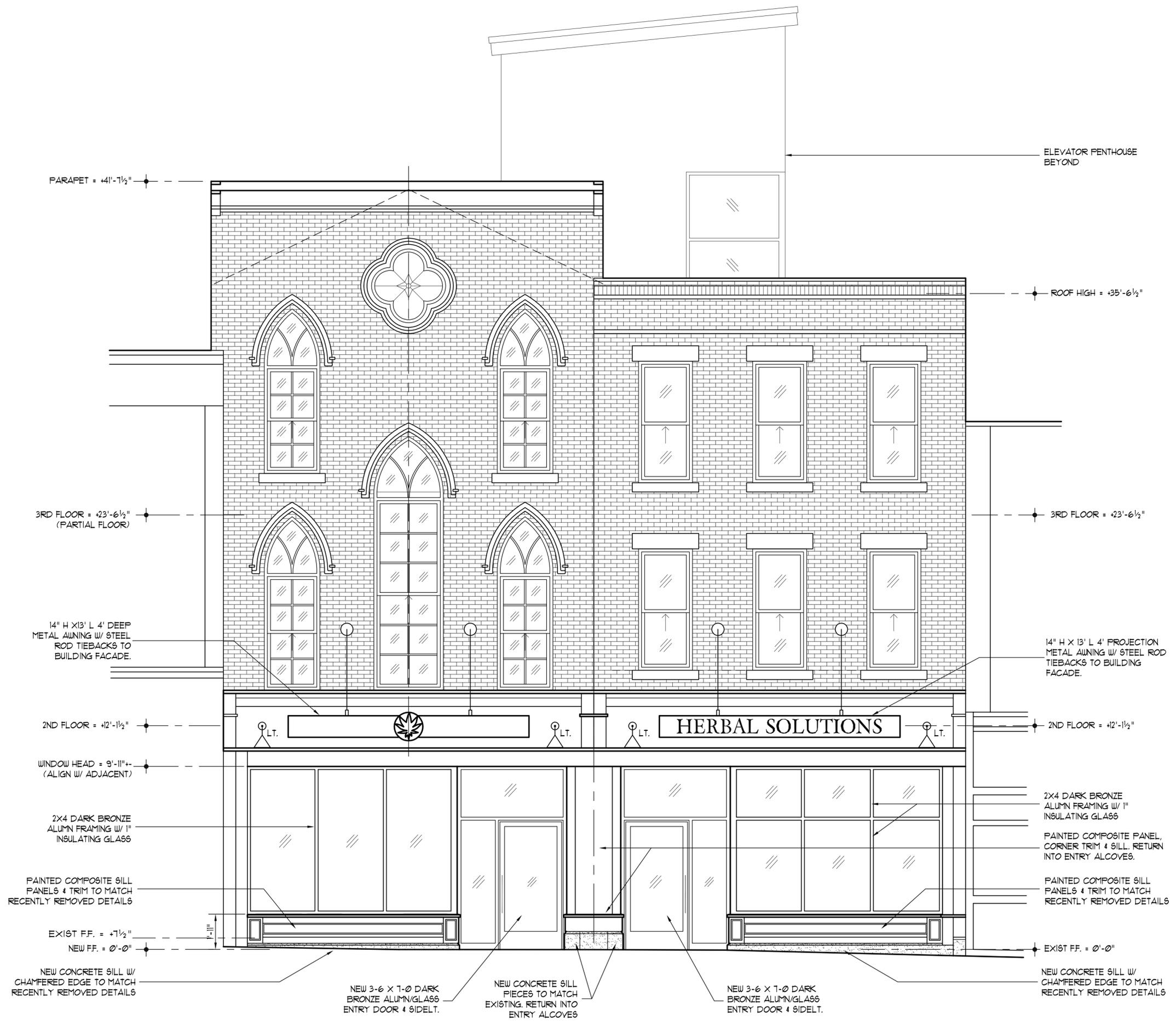
ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED:

NAME: _____
TITLE: _____
DATE: _____

SUBMITTED:

NAME: Jeff Kapler
TITLE: Project Manager / Estimator
DATE: September 19, 2019



PARAPET = +41'-7 1/2" *

ELEVATOR PENTHOUSE BEYOND

ROOF HIGH = +35'-6 1/2" *

3RD FLOOR = +23'-6 1/2" *
(PARTIAL FLOOR)

3RD FLOOR = +23'-6 1/2" *

14" H X 13' L 4' DEEP METAL AWNING W/ STEEL ROD TIEBACKS TO BUILDING FACADE.

14" H X 13' L 4' PROJECTION METAL AWNING W/ STEEL ROD TIEBACKS TO BUILDING FACADE.

2ND FLOOR = +12'-1 1/2" *

2ND FLOOR = +12'-1 1/2" *

WINDOW HEAD = 9'-11" *
(ALIGN W/ ADJACENT)

2X4 DARK BRONZE ALUMN FRAMING W/ 1" INSULATING GLASS

2X4 DARK BRONZE ALUMN FRAMING W/ 1" INSULATING GLASS

PAINTED COMPOSITE SILL PANELS & TRIM TO MATCH RECENTLY REMOVED DETAILS

PAINTED COMPOSITE SILL PANELS & TRIM TO MATCH RECENTLY REMOVED DETAILS

EXIST FF. = +1 1/2" *
NEW FF. = 0'-0" *

EXIST FF. = 0'-0" *

NEW CONCRETE SILL W/ CHAMFERED EDGE TO MATCH RECENTLY REMOVED DETAILS

NEW CONCRETE SILL W/ CHAMFERED EDGE TO MATCH RECENTLY REMOVED DETAILS

NEW 3-6 X 7-0 DARK BRONZE ALUMN/GLASS ENTRY DOOR & SIDELT.

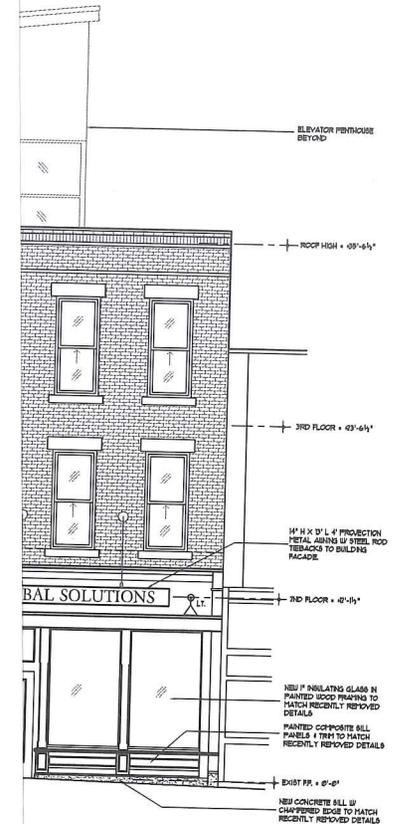
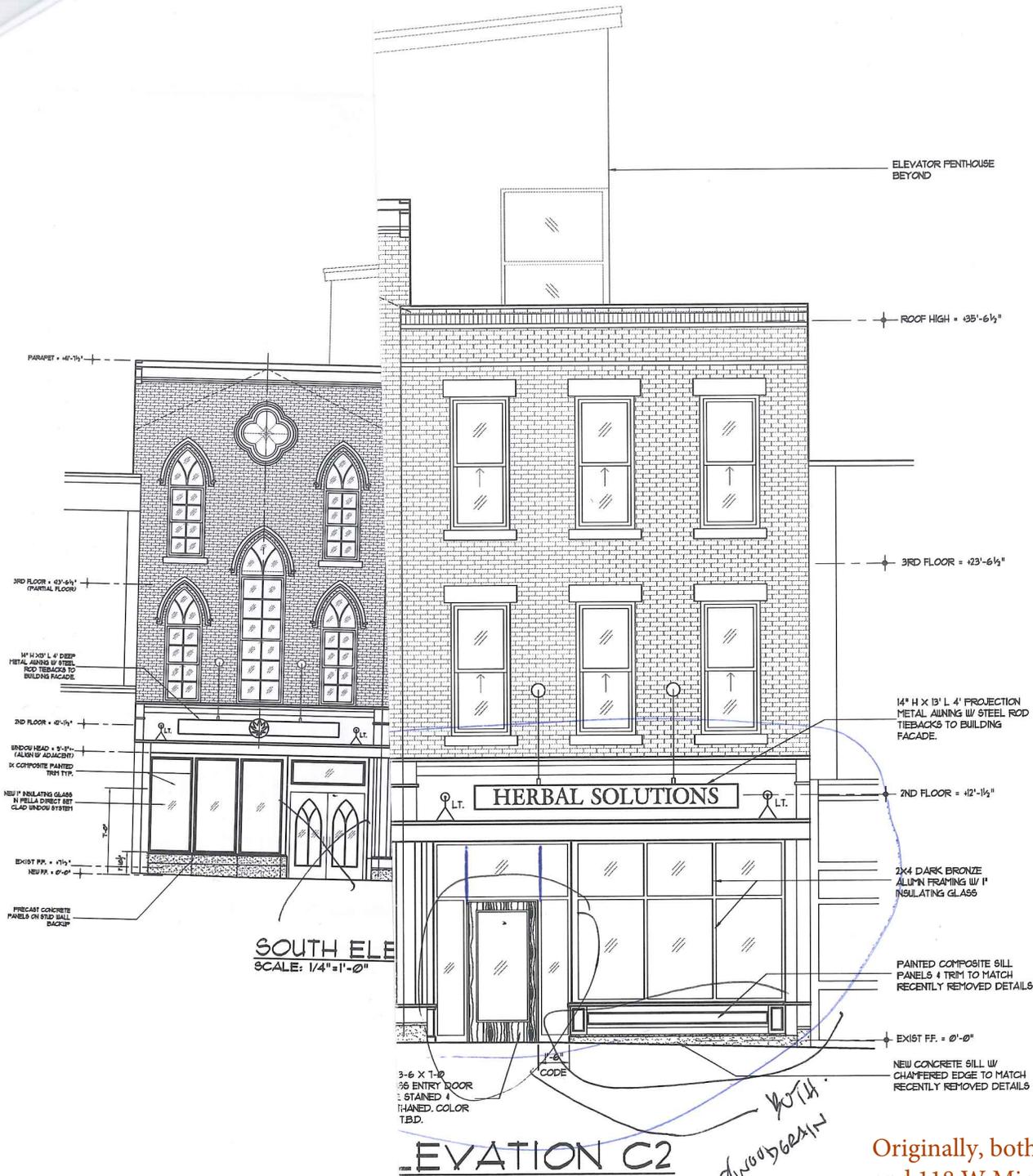
NEW CONCRETE SILL PIECES TO MATCH EXISTING. RETURN INTO ENTRY ALCOVES

NEW 3-6 X 7-0 DARK BRONZE ALUMN/GLASS ENTRY DOOR & SIDELT.

HERBAL SOLUTIONS

SOUTH ELEVATION C4
SCALE: 1/4" = 1'-0"

August 27, 2019



Originally, both entry doors at 116
and 118 W Michigan were to have
two sidelights instead of one.

Scott Slagor

From: Adam Tasselmyer [REDACTED]
Sent: Monday, February 03, 2020 12:22 PM
To: Scott Slagor
Subject: Re: South elevation C3
Attachments: elevation c4 12-2-19 (1).pdf; BRW5CEA1D570130_0000001389.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.







On Thu, Jan 30, 2020 at 3:10 PM Scott Slagor <sslagor@cityofypsilanti.com> wrote:

Thank you!

Scott Slagor

Preservation Planner

City of Ypsilanti

734.483.9646 Office

sslagor@cityofypsilanti.com

www.cityofypsilanti.com

From: Adam [mailto:]

Sent: Thursday, January 30, 2020 3:10 PM



Facing north to facade.



Facing north, detail of facade storefronts.



Facing northeast, detail of facade storefronts



Facing northwest, detail of facade storefronts.



Facing north, detail of facade storefront.





HDC Work Permit Staff Review

Property address: 106 N Adams

Property History: The property a Queen Anne-style house erected in ca.1893 that is contributing to the historic district. The building was erected for Dr. Thomas Shaw to use as his family home and office.¹ After Dr. Shaw's death his daughter, Mary Shaw, ran a haberdashery in the building.

Date of Application: February 4, 2020

Date of Review: February 5, 2020

Date of Meeting: February 11, 2020

Proposed work: Sign.

Materials: Wood and stainless steel bolts/screws.

Staff review:

1. The application is for work already completed without filing for permits.
2. Work includes a wood sign attached to a porch post.
 - a. The sign is a compatible material.
 - b. The sign style is clearly contemporary and differentiated from the 19th century house.
3. The work appears to meet the guidelines prescribed in the sign fact sheet.

Recommended Motions:

Move to issue a notice to proceed for the work already completed at 106 N Adams, as submitted in the application dated February 4, 2020 for the installation of a wood sign as specified.

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

Prepared by:

Scott E. Slagor, Preservation Planner

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.

ⁱ "Ypsilanti Historical House Tour 1980"- Home Tours File, Ypsilanti Historical Society.

RECEIVED

FEB 05 2020



CITY OF YPSILANTI
BUILDING DEPARTMENT

**City of Ypsilanti
Historic District Commission
Work Permit Application**

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com

OFFICE USE ONLY
Date Filed:
Meeting Date:
Action Item/Study Item

To complete this application:

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

INCOMPLETE APPLICATIONS WILL NOT BE PLACED ON THE AGENDA

Property

Address

108 N. Adams St.

Applicant

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

Name

Devin O'Rourke

Address

[Redacted]

City

Ypsilanti

State

MI

Zip

48197

Phone / Fax

[Redacted]

E-Mail

[Redacted]

Contractor

Contractor Name & Contact Info

[Redacted]

Type of work

- | | | |
|--|--|--|
| <input type="checkbox"/> Roofing | <input type="checkbox"/> Porches | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Window/Door Replacement | <input checked="" type="checkbox"/> Sign | <input type="checkbox"/> Other |
| | <input type="checkbox"/> Fence (or other sitework) | <input type="checkbox"/> Application Amendment |

Complete Description of Proposed Work:

(see attached)

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

Permit Application Fee (action items only)

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

Construction Cost:

\$1000

Permit fee:

\$45 + _____ = \$45 + \$50 ADMIN

Signature

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

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

Signature:

[Redacted Signature]

Date:

2/4/20

Print Name:

DEVIN O'ROURKE

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

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

Project Details for 106 N. Adams St.:

The sign is made of oak and coated with exterior grade spar urethane. The arm is made of pine and painted with exterior grade latex-based paint. The sign is secured to the house using 5 steel lag screws, or lag bolts. The sign is hanging from the arm by stainless steel eye bolts and screw on chain links



The Harmony Collective
Hosting the Howard County Fair
25 West 12th St., Washington, MO 64787
Special Acknowledgement to the Howard County Fair

WED	THU	SUN
Gift Cards	Kitchen	Brunch
8:00-10:00	8:00-10:00	11:00-1:00

HISTORIC
STRUCTURE
1890
HOWARD COUNTY
HISTORICAL SOCIETY



Facing northeast to facade and south elevation, sign at center.



Facing southeast to facade and north elevation, sign at right.



HDC Demolition by Neglect Staff Report- Update

Property Address: 302 E Cross

Property History

The building was constructed ca. 1880. Based on a 2013 HDC review letter, a series of three rear additions were removed as they were a public safety hazard. Internal background research did not reveal additional information on the property history.

Property Significance

The house contributes to the Ypsilanti Historic District under Criterion C, architecture. The house is a ca. 1880 “Late Victorian” style residence. It has the vernacular Gabled Ell form, but stylistic features that reflect Queen Anne and Gothic Revival styles.

Demolition by Neglect Timeline

- 8/23/2018 Notice to Appear sent to property owner to attend HDC meeting discussion on Demolition by Neglect (DBN).
- 9/11/2018 HDC found the property to be a case of DBN.
- Staff had advised to wait to establish a timeline until the Building Department had a chance to visit the structure.
- 2/26/2019 The owner was approved to reroof the house.
- 4/2019 Planning and Building Departments Staff toured the property with the owner.
- 5/14/2019 The HDC and owner agreed on a timeline for repair.
- 10/7/2019 Staff discussed the project with the owner, who stated that the roof repairs are complete, the foundation repair is progressing from the interior, and the next steps are the siding and porches.
- 10/22/2019 The HDC approved a revised timeline for repairs and requested that the applicant come to the 11/12/2019 meeting with an update.
- 11/12/2019 The owner was unable to come to the meeting and the HDC requested that the open fenestration and walls of the building be covered for the winter. The HDC requested the owner's presence at the next meeting on 11/26/2019.
- The 11/26/2019 HDC meeting was canceled and agenda items moved to 12/10/2019
- 12/10/2019 The owner provided sample of original and replacement siding to work on west elevation. There was discussion of windows, decorative features, and doors. The HDC requested that the owner come to the 1/14/2020 meeting to provide a plan for the windows, including

which need to be replaced, and how; and documentation of the final closing of the exterior of the building; and an update on foundation work.

- 1/14/2020 Owner not present at the meeting, discussions postponed.
- 1/28/2020 Owner provided cost estimates of new windows vs. sash packs. Commission agreed that the applicant should provide window-by-window documentation and treatment plan. The owner agreed to allow a site visit by commissioners, and provide said documentation at the following meeting. Owner also stated that the west elevation is nearly finished being resided.

Revised Timeline

Temporary boarding, roof repairs, and a study item for window repair shall be completed and/or presented at the November 12, 2019 meeting; the property owner may use siding as presented at the October 22, 2019 meeting to clad the open wall areas on the west side of the house. Repairs to the east elevation foundation will be completed by the end of December, 2019 and foundation repairs on the west (Park Street) elevation shall be complete by the end of March, 2020. The property owner will meet with the HDC at the first meeting in April to reevaluate the timeline.

Next Steps

The owner and HDC should continue to address the outstanding items.

Outstanding Items to be Addressed by Owner's Proposed Timeline

These items were identified by the Building Department as deterrents to the building's safety and structural integrity.

- Roof completion- Appears to be complete.
- Foundation instability – All exterior foundation work appears to be completed.
- Damaged or missing siding – Infill replacement siding on west elevation to be completed as soon as possible.
- Damaged windows and doors –Window treatment plan due at 2/11/2020 meeting.
- Deterioration of porches on the façade and west elevation, including porch decking, ceiling, and eaves- TBD.

For 2/11/2020 Meeting

The owner is to provide a window-by-window plan for the windows on the property. The HDC shall work with the owner to determine which windows need to be addressed during the DBN process. While all windows may need treatment eventually, for this process, the HDC should focus on the window openings that make the building vulnerable to DBN. Once the HDC and owner reach a consensus on which windows need to be addressed and how, a timeline to address the issues can be discussed. The owner must file an official application before work begins. If there are no outstanding details, the HDC may offer to allow administrative approval of the window application, so long as the work matches what was presented as a study item.



Facing south-southeast to facade and west elevation



Facing southwest to facade and east elevation



Facing southwest to facade and east elevation.



Facing southwest to facade and west elevation



Facing east to west elevation.



Facing northeast to west and south elevations.



City of Ypsilanti

Community and Economic Development

January 17, 2020

Robert and Carrie Taylor
[REDACTED]

RE: HDC Work Permit Application (PDHC-19-0054) for 208 E Cross

Dear Mr. & Mrs. Taylor,

On Tuesday, June 25, 2019 the Historic District Commission (HDC) reviewed your request for work at 208 E Cross. Your application for approval of work already completed, including replacement of fiber cement clapboard with fiber cement shingles on the west elevation of the house was denied with the following findings:

The work is incompatible with the character of the building and does not match the replacement siding that was previously approved.

The opportunity to appeal this decision has expired. You must file a new application for consideration to correct the work already completed. **Failure to correct inappropriate unapproved work may result in further enforcement action.**

The HDC recommends you consider two options for the west elevation:

1. Restoration of the fiber cement clapboard across the entire elevation.
2. Restoration of the fiber cement clapboard across the two-story section of the west elevation, allowing the one-story section to remain shingled.

The HDC recommends that you present both options as study items before applying for a work permit. Your presence is requested at the upcoming HDC meeting on **Tuesday, February 11, 2020** to discuss the project. The meeting will be at 7:00 pm at City Hall, 1 S. Huron Street, Ypsilanti, MI 48197. Please notify staff if you are unable to attend this meeting so a new meeting can be scheduled.

Please contact me at (734) 483-9646 or through email at sslagor@cityofypsilanti.com with any questions.

Sincerely,
[REDACTED]

Scott E. Slagor, Preservation Planner
Community & Economic Development Department

CC: File, Building Department

Staff photo of 208 E Cross from February 7, 2020. Facing southeast to facade and west elevation





CITY OF

Ypsilanti

PRIDE | DIVERSITY | HERITAGE

Historic District Fact Sheet

Windows

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 Windows

Windows are the “eyes” of a building. Even the simplest of windows can be considered character-defining elements of a building. Historic windows are often unique in their size, dimension, and design; and therefore are not easily replicated. Additionally, historic windows are made from components that can be individually replaced; while if a component breaks on a replacement window, generally the whole unit must be replaced again. Preserving historic windows makes sense economically and environmentally. The Historic District Commission encourages rehabilitation or repair of historic windows and reviews replica or replacement windows on a case-by-case basis. This fact sheet provides guidance for common window questions.

CONTACT THE PRESERVATION PLANNER BEFORE YOUR WINDOW PROJECT.

Rehabilitation and Re-glazing Historic Windows

Window rehabilitation often results in considerable energy cost savings while at the same time preserving original architectural materials. Epoxy wood-consolidating materials and polyurethane glues make it possible to repair even badly deteriorated wood windows.

Repair Process

- Remove the sash and lay it on a flat surface.
- Examine the exterior window frame, especially the sill, for rot or other deterioration.
- Dig out and replace bad sections with new wood or epoxy repair material. The epoxy works like auto body filler or spackle. Mix it up and pack it tightly into any depression or hollow in the wood. When hardened, it can be sanded, primed and painted.
- Then remove paint or varnish on both interior and exterior of the sash, re-glue where necessary, replace cracked glass and loose or missing glazing putty.
- Sand, apply a coat of linseed oil, prime with oil-based primer, and paint the sash with latex paint.
- Replace sash cord if windows are counterweighted.
- Return sash to window.
- Nail stops back into place.

For more information on wood window rehabilitation, see NPS Preservation Brief 9: The Repair of Historic Wooden Windows, available at <http://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>.

Be aware of the dangers of lead in window repair, and take the necessary precautions. See [https://www.mhpn.org/wp-content/uploads/2012/12/MHPN - Lead_Resource_Guide_FINAL.pdf](https://www.mhpn.org/wp-content/uploads/2012/12/MHPN-Lead_Resource_Guide_FINAL.pdf) for more information.

Energy Efficiency and Historic Windows

In most cases, home energy loss from window openings is 10-15% of the total loss. The often promised savings of modern replacement windows seldom outweigh the cost of installation. Before undertaking the expense of window replacement, check first that the attic is well insulated. Often, air loss through windows can be mitigated by simple nonintrusive measures, such as interior or exterior storm windows; curtains; or reglazing.

Screen Windows and Storm Windows

Any new screen or storm must be compatible with the window it is covering.

Metal combination screen/storms are permitted, although wood screens and storms are encouraged for better appearance and more efficient energy conservation. **If a metal-framed screen/storm is installed, it must fit within the exterior trim.** The metal frame must be either painted or factory-finished, not mill (raw metal) finish. Re-caulking and weather stripping are required and will improve the thermal efficiency.

Shutters

Wood shutters are permitted as a way to close off an unnecessary window. They must be hinged, fit within the window frame and painted. Non-functioning shutters may be permitted on a case-by-case basis, if they are considered appropriate for the structure and must match the opening size of the window.

Creating New Windows or Doors

New openings transform a building's character, often threatening historic integrity, and are not generally allowed. **New openings are considered on a case-by-case basis.**

Requirements for a Window Replacement Application

In some cases, replacement windows are approved by the Historic District Commission. *In order for the commission to approve replacement windows, the applicant must provide detailed information and meet certain conditions.*

1. If the existing windows are historic to the building, i.e. over 50 years old, every effort should be made to preserve them. If the applicant is citing poor condition as a reason for replacement, then they must provide documentation to that extent. At minimum, this should include detailed photos of each window proposed for replacement. Close-up shots showing the damage should be provided.
2. Large projects, particularly for commercial rehabilitation, may require a third party condition assessment of windows.
 - a. This assessment should be made by an unbiased professional, such a tradesperson, or historic architect, who will provide a report on the condition and reparability of windows.
 - b. The assessment cannot be made by a replacement window company or contractor.
3. If the applicant claims keeping historic windows will cause undue financial hardship, a cost comparison of replacement windows vs. repairing the originals by qualified tradespersons must be submitted as well.

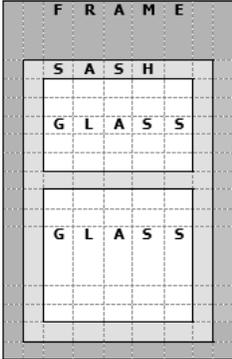
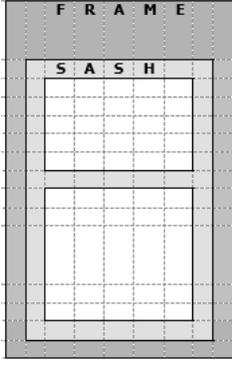
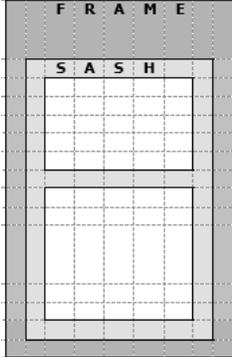
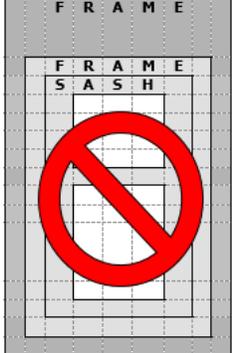
Requirements for Appropriate Window Replacements

Approval for replacement windows will be granted on a case by case basis. In all cases, the Commission will require an installation which does not reduce the glass area of any window. Wood replacement windows are preferred. Wood windows clad in aluminum or fiberglass may be approved in some cases. If the applicant is proposing a new material, **such as composite windows**, they are encouraged to include photos of it in use and bring a sample. *Solid vinyl and vinyl clad windows will not be approved.*

The new window shall be the same configuration as the window it is replacing. For example, three panes over one, one over one, etc. Panes of glass in the replacement must match the size and shape of the original. The exterior trim installed after replacement must match the original. In cases of replacement windows where the glass is not physically divided into panes by muntins, the Commission will require that muntins be permanently adhered to the exterior of the window to replicate the appearance of the original windows.

Clear glass is considered appropriate for the district; smoked or tinted glass may be approved on a case-by-case basis.

Breakdown of Window Rehabilitation and Replacement Methods

Frame Type	Description	Result	Can it be Permitted?
<p>#1 Original Window</p>  <p>The diagram shows a window with a rectangular frame. Inside the frame, there is a sash that holds two glass panes. The words 'FRAME', 'SASH', and 'GLASS' are labeled in the diagram.</p>	<p>Original frame and sash are intact. Routine maintenance is done to preserve the window, including regular painting and infilling damage wood with such materials as epoxy.</p>	<p>The building retains its historic character-defining elements and there is no loss to historic integrity.</p>	<p>YES- General repairs to the window may not require a permit, however full rehabilitations may be reviewed by the HDC. Contact the Preservation Planner to find out if your project requires a permit.</p>
<p>#2 Sash Kit installed in Old Frame/Replica Wood Sash</p>  <p>The diagram shows a window with a rectangular frame. A new sash kit is installed inside the frame, holding two glass panes. The words 'FRAME' and 'SASH' are labeled in the diagram.</p>	<p>Sash kits consist of a sash replacement only. The sash is the part of the window that holds the glass and moves up and down within the frame. Sash kits are installed by removing the old sash, leaving the old frame in place, and inserting the new sash in the old frame. Replica sashes that match the originals are also an option.</p>	<p>The windows retain some of their historic fabric and the original glass area is preserved.</p>	<p>YES- This installation is appropriate and can be approved on a case-by-case basis.</p>
<p>#3 Full Frame Replica installed in a Rough Opening</p>  <p>The diagram shows a window with a rectangular frame. A new full frame replica is installed inside a rough opening. The words 'FRAME' and 'SASH' are labeled in the diagram.</p>	<p>The old sash and the old frame are removed. The replacement window, ideally designed to replicate the historic window is inserted in the <u>rough opening</u>. The <u>glass area is not reduced</u></p>	<p>Although the historic fabric of the windows is lost, the overall historic integrity of the building is retained because the replacements match the original.</p>	<p>YES- This installation is appropriate and can be approved on a case-by-case basis.</p>
<p>#4 Full Frame Replacement Installed in Old Frame</p>  <p>The diagram shows a window with a rectangular frame. A new full frame replacement is installed inside the old frame. A red prohibition sign (a circle with a diagonal line) is overlaid on the diagram, indicating that this method is not permitted.</p>	<p>The old sash is removed, but the old frame is left in place. The replacement window (sash and frame) is inserted in the old frame. This results in two frames, the old frame and the replacement frame. The glass area is reduced</p>	<p>Although some historic fabric remains, the reduction of glass area substantially alters the historic character of the building.</p>	<p>NO- This installation diminishes the historic integrity of the building and is not generally permitted.</p>



MINUTES

City of Ypsilanti
HISTORIC DISTRICT COMMISSION MEETING
Ypsilanti City Hall – 1 S Huron Street
Ypsilanti, Michigan 48197

Tuesday, January 28, 2020
7:00 P.M.

CALL TO ORDER AND ROLL CALL

Alex Pettit Interim Chair 7:01 PM

Commissioners Present: Alex Pettit, Hank Prebys, Amy Swift, James Chestnut

Commissioners Absent: Anne Stevenson, Erika Lindsay, Ron Rupert

Staff Present: Scott Slagor, Preservation Planner
Nancy Hare-Dickerson, Commission Recording Secretary

APPROVAL OF AGENDA

Motion: Prebys (second: Swift) moved to approve the agenda as submitted.

Approval: Unanimous. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS- Two public comments were submitted to the Commission in writing.

PUBLIC HEARING—none

OLD BUSINESS—none

NEW BUSINESS

24 N Huron

**Installation of concrete block barriers.*

Applicant: Bessie Pappas, owner- present.

Discussion: Pettit: Asked applicant to describe, for the Commission, the work being asked to be done in the application.

Pappas: Indicated a request for approval of three concrete blocks that applicant explained were installed to prevent trespassing from a neighboring property owner. *[Applicant explained several past attempts to enclose the lot]*

[Reference packet materials, discussion ensued regarding materials used]

Motion: Prebys (second: Swift) Moved to deny the work already completed at 24 N Huron, as submitted in the application dated January 10, 2020, as the concrete blocks are a style of barrier inappropriate for the Historic District that diminishes the integrity of the setting.

Secretary of the Interior Standards:

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

Approval: Unanimous. Motion carried.

Pettit: *[Upon query by applicant, clarified the reason for denial of the application]*

317 N Washington

**Canopy sign replacement.*

Applicant: Sara Mheisen, contractor for Bazo Construction - present.

Discussion: Pettit: Asked applicant to walk the Commission through the application.

Mheisen: Stated that the site is a Citgo Gas Station. Stated that the site would remain a fueling station but that the brand is being converted to Sunoco. Indicated that with that change, comes the need for new Sunoco decals and signs that would go up on the canopy and on the pumps. Indicated that all of the dimensions for the signage are in the materials that were provided.

Pettit: Asked if it is only for the canopy signage and not the freestanding sign.

Mheisen: Confirmed.

Prebys: Asked if any lights are involved.

Mheisen: Confirmed. Stated that they are illuminated signs.

[Discussion ensued to clarify type of illuminated signs]

Mheisen: Indicated that illumination would be coming through the Sunoco name itself, just the letters – the yellow portion *[reference photo materials]*.

Swift: Asked if the lighting would be similar to the existing signage.

Mheisen: Confirmed.

[Reference photo materials, discussion continued as to illumination considerations]

Motion: Prebys (second: Swift) Moved to approve and issue a Certificate of Appropriateness for the work at 317 N Washington, as submitted in the application dated January 17, 2020, for the replacement of the surfaces on the gas station canopy, as specified; which will include illumination only behind the "Sunoco" logo.

Secretary of the Interior Standards:

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

#10 – New work shall be removable.

Approval: Unanimous. Motion carried.

STUDY ITEMS

302 E Cross

**Demolition by Neglect Timeline for Repair – windows, foundation and siding update.*

Applicant: Max Ziebarth, owner – present.

Discussion: Pettit: Indicated that the Commission expectation was that applicant would bring in details about window replacement and completing closing up the structure. Indicated that applicant was to prepare an inventory of all the windows previously discussed – as to the plan for each window specifically and documentation of the proposed windows for replacement. Stated that if applicant planned to remove original material from the house, that the Commission wished to see some justification for it.

Ziebarth: *[Applicant discussed the condition of the windows]*

Swift: *[Explained conditions that the Commission would consider in terms of approving a replacement over restoration or repair]*

[Applicant continued discussion as to repair issues]

[Offer of commissioner on-site assistance to help with documentation; applicant acknowledged acceptance of offer]

[Procedural discussion ensued]

Pettit: Asked if there are any openings that are not currently closed to the elements.

Ziebarth: Stated that he “pretty much closed everything off”. *[Discussed materials used]*

Pettit: Asked about plans regarding the siding.

Ziebarth: *[Discussed issues involved in not having siding work completed; discussed condition of porch/installation plans]*

Pettit: Asked about applicant’s progress estimates as to siding.

Ziebarth: Stated that the timeframe would be February.

[Discussion continued as to clarifying timeline considerations]

[Discussion continued addressing window/porch/siding repairs; scheduling time for applicant to return]

Slagor: Summarized the discussion-- that a site visit is going to be scheduled. Indicated that following the site visit, possibly having a study item on February 11th pertaining to windows with all the specific details. Indicated that the windows, porches and siding will continue to be addressed sometime in February/March.

Swift: Clarified that the anticipation is that by late February, the siding will be complete. Stated that the Commission would like to touch base again and make sure that that timeline is on track and, then, if the window discussion needs to be revisited, that discussion can continue towards approvals.

Motion: Prebys (second: Swift) Moved to add 301 S Washington to the agenda as a study item.

Approval: Unanimous. Motion carried.

301 S Washington

**Potential garage*

Applicant: Hugo McMenamin, potential owner – present.

Discussion: McMenamin: Stated that he would like to understand the application process and requirements for possibly building a new garage. Stated that it is a corner lot and the front door sits on Catherine.

[Query/requirements/possible ideas were discussed]

ADMINISTRATIVE APPROVALS

1. **117 E Forest** Roof
2. **35 S Huron** Roof

Motion: Prebys (second: Swift) Moved to accept the administrative approvals for 117 E Forest and 35 S Huron, both for roof replacement.

Approval: Unanimous. Motion carried.

OTHER BUSINESS

1. Windows Fact Sheet Update

[Commissioners reviewed and discussed potential revisions of the Windows Fact Sheet]

2. Property Monitoring

Commissioner comments/query/discussion as to property monitoring.

3. Commissioner Comments

Commissioner Prebys shared that this will be his last HDC meeting after almost thirty years. Insights were shared and commissioners and staff thanked him for his longstanding service.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS- none

HOUSEKEEPING BUSINESS

1. Approval of the minutes of January 14, 2020

Motion: Prebys (second: Swift) moved to approve the minutes of January 14, 2020 as submitted.

Approval: Unanimous. Motion carried.

ADJOURNMENT

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

MEETING ADJOURNED at 8:45 p.m.

Full Minutes Prepared By: Nancy Hare-Dickerson

CITY OF YPSILANTI
Agenda
Historic District Commission
Tuesday, February 11, 2020 - 7:00 p.m.
Ypsilanti City Hall, 1 S Huron St.
Ypsilanti, MI 48197

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

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

I. CALL TO ORDER AND ROLL CALL

Alex Pettit, Interim-Chair	P	A
Anne Stevenson, Vice Chair	P	A
Erika Lindsay	P	A
Ron Rupert	P	A
Amy Swift	P	A
James Chesnut	P	A
VACANT		

II. APPROVAL OF AGENDA

III. PUBLIC COMMENTS ON AGENDA ITEMS

IV. PUBLIC HEARING—none

V. BUSINESS SESSION

A. OLD BUSINESS- none

B. NEW BUSINESS

1. **101 W Michigan** Sign and Lighting
2. **116-118 W Michigan** Storefront windows and doors
3. **106 N Adams** Sign

C. STUDY ITEMS

1. **302 E Cross** Progress update and window proposal
2. **208 E Cross** Correction of unapproved siding replacement

D. ADMINISTRATIVE APPROVALS—none

E. OTHER BUSINESS

1. **Windows Fact Sheet Update**
2. **Property monitoring**
3. **Commissioner comments**

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

1. **Nominations for Chair and Vice Chair**
2. **Approval of meeting minutes, January 28, 2020**

VIII. ADJOURNMENT

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

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

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

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

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

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

3. Do not imitate earlier styles.

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

4. Preserve significant changes acquired over time.

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

5. Preserve distinctive features.

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

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

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

7. Clean building gently—no sandblasting.

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

8. Preserve archaeological resources.

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

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

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

10. New work shall be removable.

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



HDC Work Permit Staff Review

Property address: 101 W Michigan

Property History: The property includes three-story Italianate-style commercial building that is contributing to the Historic District. The building was erected in 1858 as a new location for the King Store.ⁱ The King Store was one of Ypsilanti's first grocery stores, established by George King in 1838. The business remained in the King name for several decades, changing names to reflect the various partners; G. & E. King, King & Son, and Charles King & Co. In 1913, Charles E. King, son of founder George King, died and the business was succeeded by his partner John G. Lamb, and his son, Charles King Lamb; changing business the name to G. Lamb & Son. They remained in business until closing in July 1942- after four generations and 104 years of operation.

The building storefront has changed multiple times during its 162-year history. The nineteenth-century storefront was remodeled in the early 1920s to make better use of display windows.ⁱⁱ In the mid-century, blue metal panels were added to the storefront; presumably after the King Store closed in 1942. The current rehabilitation is a tax credit project to return the building to its early twentieth century appearance, featuring large display windows and Italianate details. The applicant was approved for two different design proposals on April 23, 2018.

Date of Application: February 3, 2020

Date of Review: February 4, 2020

Date of Meeting: February 11, 2020

Proposed work: Signage and lighting.

Materials: Wood signboard and light fixtures.

Staff review:

1. The application is for new signage and exterior lighting, which was not part of the original rehabilitation approval.

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.**

2. The plan has already been approved by the State Historic Preservation Office to meet Federal Historic Tax Credit qualifications.

Sign

3. The applicant proposes a wood sign attached to the signboard over the.
 - a. The façade sign will match the location and size of the original storefront sign. Staff included a photo as part of this application.
 - b. The applicant hopes to have a matching sign approved for the east elevation, extending the length of three bays from the northeast corner of the building
 - c. The signs will be painted in a matte finish to match the existing trim on the building, dark and light brown.
 - d. The applicant does not have a specific sign proposal at this time, but is hoping to get approval for the material, size, and locations.
4. Staff advised the applicant to provide specific dimensions of the sign, a sketch of where it will be going, and how it will be mounted to the building.

Light Fixtures

5. The applicant proposes nine new light fixtures.
 - a. Three down-lights on the façade.
 - b. One over the façade entry door.
 - c. Three over sign on the east elevation.
 - d. One over each door on the east elevation.
6. Applicant refers to these fixtures as "barn lights." Based on conversations with staff, these will be similar to the gooseneck down-facing light fixtures next-door at 10 S Huron. Photo attached.
7. Staff advised applicant to provide more information, including:
 - a. A cut-sheet of the light fixtures
 - b. A sketch of their locations and how they will be mounted to the building
 - c. Staff also informed the applicant of light temperature requirements.

Recommended Motions:

Move to table action on the proposed work at 101 West Michigan so the applicant may provide additional information on the location and dimensions of the proposed signs, and the style, location, and mounting of the proposed light fixtures.

Move to approve and issue a Certificate of Appropriateness for the work at 101 W Michigan, as submitted in the application dated February 3, 2020 for the installation of a wood sign on the Michigan Avenue storefront, and nine down-light fixtures. The façade sign shall match the dimensions and location of the original sign, and the light fixtures are to meet the lighting standards on the lighting fact sheet.

Relevant Secretary of the Interior's Standards:

#9 #10

Prepared by:

Scott E. Slagor, Preservation Planner

ⁱ Laura Bein "Before Ypsilanti's First Supermarket," *Ann Arbor News*, (MLive: September 18, 2009).

ⁱⁱ Ibid.

R.26815 #1510
PHDC-20-0009



RECEIVED
FEB 03 2020
CITY OF YPSILANTI
BUILDING DEPARTMENT

**City of Ypsilanti
Historic District Commission
Work Permit Application**
One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com

OFFICE USE ONLY
Date Filed:

Meeting Date:

Action Item/Study Item

To complete this application:

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

INCOMPLETE APPLICATIONS WILL NOT BE PLACED ON THE AGENDA

Property

Address
101 W Michigan Ave Ypsilanti, MI 48197

Applicant

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

Name
SHELTER BAY REALTY LLC

Address
101 W. Michigan Ave

City: Ypsilanti State: MI Zip: 48197

Phone / Fax: [Redacted] E-Mail: [Redacted]

Contractor

Contractor Name & Contact Info
Rick Muszynski

Type of work

- | | | |
|--|--|--|
| <input type="checkbox"/> Roofing | <input type="checkbox"/> Porches | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Window/Door Replacement | <input checked="" type="checkbox"/> Sign | <input type="checkbox"/> Other |
| | <input type="checkbox"/> Fence (or other sitework) | <input type="checkbox"/> Application Amendment |

Complete Description of Proposed Work:

RESTAURANT SIGN HORON + MICHIGAN AVE
APPROVED IN ACCORDANCE TO SHPO.
EX. LIGHTING APPROVED IN ACCORDANCE
TO SHPO.
LIGHTING :- 3 DOWN LIGHTS ON MICHIGAN
- 1 OVER ENTRY DOOR
- 3 OVER HORON SIGN
- TWO OVER HORON DOORS

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

SAME POINT AS CURRENT STORE FRONT.
PT-3 (DARK BROWN)
PT-5 (LIGHT BROWN)

Permit Application Fee (action items only)

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

Construction Cost: \$1,000.00	Permit fee: \$45 + _____ =
-------------------------------	----------------------------

Signature

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

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

Signature: [Redacted]	Date: 2-3-20
Print Name: [Redacted]	

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

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



UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

OMB Approved
No. 1024-0009
Form 10-168
Rev. 2014

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
AMENDMENT / ADVISORY DETERMINATION**

PHDC-20-0009

NPS Project Number

Instructions: This page must bear the applicant's original signature and must be dated.

1. Property name 101 West Michigan Avenue
Property address 101 West Michigan Avenue, Ypsilanti, Michigan

2. This form includes additional information requested by NPS for an application currently on hold.
 updates applicant or contact information.
 amends a previously submitted Part 1 Part 2 Part 3 application.
 requests an advisory determination that phase _____ of _____ phases of this rehabilitation project meets the Secretary of the Interior's Standards for Rehabilitation. Phase completion date _____
 Estimated rehabilitation costs of phase (QRE) _____

Summarize information here; continue on following page if necessary.

The Part 2 application is to be amended as follows, the windows on the front of the building (facing Michigan Avenue) are to add in the historic muttins matching the windows on the rest of the building. A new sign is to be added to match the historic sign in location and size on the Michigan Avenue and Huron Street side.

3. Project Contact (if different from applicant)
Name Cody Newman Company Driven Design Studio
Street _____ City Battle Creek State MI
Zip 49017 Telephone _____ Email Address _____

4. Applicant
 I hereby attest that the information I have provided is, to the best of my knowledge, correct. I further attest that [check one or both boxes, as applicable] (1) I am the owner of the above-described property within the meaning of "owner" set forth in 36 CFR § 67.2 (2011), and/or (2) if I am not the fee simple owner of the above-described property, the fee simple owner is aware of the action I am taking relative to this application and has no objection, as noted in a written statement from the owner, a copy of which (i) either is attached to this application form and incorporated herein, or has been previously submitted, and (ii) meets the requirements of 36 CFR § 67.3(a)(1) (2011). For purposes of this attestation, the singular shall include the plural wherever appropriate. I understand that knowing and willful falsification of factual representations in this application may subject me to fines and imprisonment under 18 U.S.C. § 1001, which, under certain circumstances, provides for imprisonment of up to 8 years.

Name Richard Muszynski Signature _____ Date 8/7/2019
 Applicant Entity Shelter Bay Realty SSN _____ or TIN _____
 Street _____ City Ann Arbor State MI
 Zip 481059571 Telephone _____ Email Address _____
 Applicant, SSN, or TIN has changed since previously submitted application.

NPS Official Use Only

The National Park Service has reviewed this amendment to the Historic Preservation Certification Application and has determined that the amendment:

- meets the Secretary of the Interior's Standards for Rehabilitation.
 will meet the Secretary of the Interior's Standard for Rehabilitation if the attached conditions are met.
 does not meet the Secretary of the Interior's Standards for Rehabilitation.
 updates the information on file and does not affect the certification.

Advisory Determinations:

- The National Park Service has determined that the work completed in this phase is consistent with the Secretary of the Interior's Standards for Rehabilitation. This determination is advisory only. A formal certification of rehabilitation can be issued only after all rehabilitation work and any associated site work or new construction have been completed. This approval could be superseded if it is found that the overall rehabilitation does not meet the Secretary's Standards. A copy of this form will be provided to the Internal Revenue Service.

Date _____ National Park Service Authorized Signature _____

NPS conditions or comments attached

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
AMENDMENT / ADVISORY DETERMINATION**

Property name _____ NPS Project Number _____

Property address _____

The historic muttins running horizontally in the windows on Michigan Avenue are to be added back to the windows which were historically in the windows. The original windows are being restored and the windows on Huron Avenue do have the original muttins in them so the new muttins on Michigan Avenue will be recreated per the size and specifications of the existing muttins in the windows on Huron Street.

Two new exterior signs will be added to the building. One centered on the front of the building on Michigan Avenue to match the historic sign in size, material (wood), and location (centered on band above doorway). The sign will have a matte finish. There are to be three arched barn style lights centered over the sign on Michigan Avenue as well as the Huron Street side.

Two arched barn style lights are to be added to either side of the entryway to the upper levels on Huron Street to illuminate the entryway and sidewalk in that area.

MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

October 25, 2019

Mr. Antonio Aguilar, Reviewer
National Park Service
Technical Preservation Services
1849 C Street NW, Mail Stop 7243
Washington DC 20240

PROJECT: 101 W Michigan Ave, Ypsilanti, Washtenaw Co, MI 48197
MI Project #: TX18-1019 NPS Project #: 39486

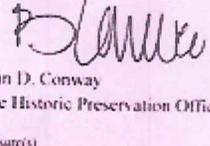
Dear Mr. Aguilar:

The Historic Preservation Certification Application, Part 2 amendment #2, for the above project is enclosed, together with the State Review Sheet.

The proposed rehabilitation amendment appears to be in conformance with the *Secretary of the Interior's Standards for Rehabilitation*. We recommend the approval of this request for preliminary certification of the rehabilitation Part 2 application amendment.

Please contact Robbert McKay (517) 335-2727 if you have any questions regarding this review.

Sincerely,



Brian D. Conway
State Historic Preservation Officer

Enclosure(s)

C. Richard Maszynski, Shelter Bay Realty LLC, 5848 Pinecrest Estates Dr, Ann Arbor, MI 48105
Cody Newman, Driven Design Studios PC, 11 Carlyle St, Battle Creek, MI 49017

BDC:REM

STATE HISTORIC PRESERVATION OFFICE

205 North Washington Square Lansing, MI 48913 888.672.0107

RECEIVED

JUL 29 2019



UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
AMENDMENT / ADVISORY DETERMINATION**

OAHB Approved
No. 1024-0009
Form 10-168
Rev. 2014

AUG 14 2019

NPS Project Number

39486

Instructions: This page must bear the applicant's original signature and must be dated

1. Property name 101 West Michigan Avenue
Property address 101 West Michigan Avenue, Ypsilanti, Michigan TX18-1019

2. This form Includes additional information requested by NPS for an application currently on hold.
 updates applicant or contact information.
 amends a previously submitted Part 1 Part 2 Part 3 application.
 requests an advisory determination that phase _____ of _____ phases of this rehabilitation project meets the Secretary of the Interior's Standards for Rehabilitation. Phase completion date _____
Estimated rehabilitation costs of phase (QRE) _____

Summarize information here; continue on following page if necessary.

The Part 2 application is to be amended as follows, the windows on the front of the building (facing Michigan Avenue) are to add in the historic muttins matching the windows on the rest of the building. A new sign is to be added to match the historic sign in location and size on the Michigan Avenue and Huron Street side.

3. Project Contact (if different from applicant)
Name Cody Newman Company Driven Design Studio
Street _____ City Battle Creek State MI
Zip 49017 Telephone _____ Email Address _____

4. Applicant
I hereby attest that the information I have provided is, to the best of my knowledge, correct. I further attest that [check one or both boxes, as applicable] (1) I am the owner of the above-described property within the meaning of "owner" set forth in 36 CFR § 67.2 (2011), and/or (2) if I am not the fee simple owner of the above-described property, the fee simple owner is aware of the action I am taking relative to this application and has no objection, as noted in a written statement from the owner; a copy of which (i) either is attached to this application form and incorporated herein, or has been previously submitted, and (ii) meets the requirements of 36 CFR § 67.3(a)(1) (2011). For purposes of this attestation, the singular shall include the plural wherever appropriate. I understand that knowing and willful falsification of factual representations in this application may subject me to fines and imprisonment under 18 U.S.C. § 1001, which, under certain circumstances, provides for imprisonment of up to 5 years.
Name Richard Muszynski Signature [Signature] Date 8/7/2019
Applicant Entity Shelter Bay Realty SSN 207-92-0675 or TIN _____
Street 5048 Pinecrest Estates Drive City Ann Arbor State MI
Zip 481059571 Telephone 917548880 Email Address shelterbayrealty@hotmail.com
 Applicant, SSN, or TIN has changed since previously submitted application

NPS Official Use Only

The National Park Service has reviewed this amendment to the Historic Preservation Certification Application and has determined that the amendment:
 meets the Secretary of the Interior's Standards for Rehabilitation
 will meet the Secretary of the Interior's Standard for Rehabilitation if the attached conditions are met
 does not meet the Secretary of the Interior's Standards for Rehabilitation.
 updates the information on file and does not affect the certification

Advisory Determinations:

The National Park Service has determined that the work completed in this phase is consistent with the Secretary of the Interior's Standards for Rehabilitation. This determination is advisory only. A formal certification of rehabilitation can be issued only after all rehabilitation work and any associated site work or new construction have been completed. This approval could be superseded if it is found that the overall rehabilitation does not meet the Secretary's Standards. A copy of this form will be provided to the Internal Revenue Service.

Date _____ National Park Service Authorized Signature _____

NPS conditions or comments attached



Facing south-southwest to facade



Facing east-southeast to east elevation



Detail of east elevation doors



Detail of east elevation storefront window



Detail of facade storefront

I | C. KING & SON. | I



SEEDS

WHEAT
RICE
BARLEY

WHEAT
RICE
BARLEY

Photo showing lighting design desired for 101 W Michigan





HDC Work Permit Staff Review

Property address: 116-118 W Michigan

Property History: The property includes two historically separate buildings that have since been combined on the interior to form one space.

The building at 116 W Michigan is a brick vernacular commercial building with minimal decorative elements. It is believed to date to ca. 1851-52, having been constructed after a fire destroyed much of downtown.ⁱ Readily available history is scant on this building. In the mid-twentieth century a metal veneered façade was placed over the original. It was removed and rehabilitated for the Ypsi Cycle shop in the 1980s.

The building at 118 W Michigan was erected ca. 1851-52 following a fire that destroyed many of the downtown buildings.ⁱⁱ Research did not reveal its earliest function, however it had become a drug store by the 1880s. The building remained a drug store with various names and owners until 1972.ⁱⁱⁱ In the mid-twentieth century the Gothic Revival façade was covered over by a metal veneer. This was removed and the original façade rehabilitated in the mid-1980s when it was purchased by Paul A. Nucci for Ypsi Cycle.^{iv}

The current project is part of an ongoing rehabilitation.

Date of Application: February 3, 2020

Date of Review: February 4, 2020

Date of Meeting: February 11, 2020

Proposed work: Storefront fenestration.

Materials: Aluminum-framed storefront windows and doors.

Staff review:

1. The application is an amendment to already approved work and has been partially completed.

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.

- a. On May 22, 2018, the Commission approved a rehabilitation plan for the facade that included residential-grade storefront windows in the color "Fossil."
 - b. The applicant came with to the commission with multiple study items in March, June, and August 2019. On August 27, 2019 the HDC voted to allow administrative approval of an aluminum storefront system if it matched the drawings submitted as a study item (see attached).
2. The applicant has been in communication with staff but neglected to submit an amended application prior to completing work.
3. The work completed is slightly different than presented on August 27, 2019, and therefore cannot be approved administratively.
 - a. The work discussed on August 27 included sidelights flanking both sides of each entry door.
 - b. The work completed has two entry doors, each with a singular sidelight.
4. In staff opinion, the proposed amendment is a minor deviation from what was originally approved.

Recommended Motions:

Move to approve and issue a notice to proceed for the work at 116-118 W Michigan, as submitted in the application dated February 3, 2020 for the installation of an aluminum storefront system, as specified in the submitted drawings.

Relevant Secretary of the Interior's Standards:

#9

Prepared by:

Scott E. Slagor, Preservation Planner

ⁱ Robert O. Christensen, National Register of Historic Places Registration Form: Ypsilanti Historic District (Boundary Increase) (Lansing: Bureau of History, 1988).

ⁱⁱ Natalie Thomas, "A Profile of Ypsilanti Historic Properties, 118 West Michigan Avenue." Eastern Michigan University Historic Preservation Program, 2005.

ⁱⁱⁱ Ibid. 6.

^{iv} Ibid. 7.



**City of Ypsilanti
Historic District Commission
Work Permit Application**

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com

OFFICE USE ONLY Date Filed: Meeting Date: Action Item/Study Item
--

To complete this application:

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

INCOMPLETE APPLICATIONS WILL NOT BE PLACED ON THE AGENDA

Property

Address 118 W Michigan Ave

Applicant

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

Name Adam Tasselmyer		
Address [REDACTED]		
[REDACTED]		
City Ypsilanti	State MI	Zip 48197
Phone / Fax [REDACTED]	E-Mail [REDACTED]	

Contractor

Contractor Name & Contact Info Daniels Glass / Jeff Kapler [REDACTED]
--

Type of work

- | | | |
|---|--|---|
| <input type="checkbox"/> Roofing | <input type="checkbox"/> Porches | <input type="checkbox"/> Painting |
| <input checked="" type="checkbox"/> Window/Door Replacement | <input type="checkbox"/> Sign | <input type="checkbox"/> Other |
| | <input type="checkbox"/> Fence (or other sitework) | <input type="checkbox"/> <u>Application Amendment</u> |

Complete Description of Proposed Work:

SEE ATTACHED PAGES

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

Permit Application Fee (action items only)

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

Construction Cost:

Permit fee:

\$45 + _____ =

Signature

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

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

Signature:

[Redacted Signature]

Date:

10/25/2019

Print Name:

ADAM TASSEUMYER

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

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



DANIELS GLASS, INC.

21250 W. Seven Mile Road
Detroit, Mich. 48219
(313) 538-2746 Fax (313) 538-1221

September 19, 2019

Job Name: **118 W. Michigan AVE**
Contractor: **Rexall Prop**

We Propose to Provide All Necessary Material, Labor and Equipment Required for the Completion of the Following Scope of Work for the Lump Sum of: **\$ 26,951.00**

SCOPE OF WORK TO INCLUDE:

- 1.) Furnish and install new 2" X 4 1/2" thermally broken clear anodized aluminum storefront manufactured by Tubelite Corp. and glazed with 1" clear insulated SN-68 Low-E glass; safety tempered where required by codes. TU24000 storefront
- 2.) Furnish and install 2 new 3'6" X 7'0" clear anodized aluminum "Medium" style door manufactured by Tubelite Corp. Door to have continuous hinge, push pad panic hardware, heavy duty LCN 4040 closers, ADA 10" bottom rail, and glazed with 1" clear insulated SN-68 Low-E safety tempered glass.
- 3.) Furnish and install 2 new 4'0" X 7'0" clear anodized aluminum "Medium" style door manufactured by Tubelite Corp. Door to have continuous hinge, push pad panic hardware, heavy duty LCN 4040 closers, ADA 10" bottom rail, and glazed with 1" clear insulated SN-68 Low-E safety tempered glass.
- 4.) Furnish and install frosted glass in North Entry.
- 5.) Lead time 5 to 6 weeks.

Daniels Glass quote is based on our interpretation of information supplied. It is the customer's responsibility to qualify quote. Daniels Glass is not responsible for providing materials different and/or over and above quantities quoted. Pricing subject to change for partial orders.

NOT INCLUDED IN SCOPE:

Protection, Final Cleaning, Liquidated Damages, Testing, Demolition and / or Mock-Ups.
Replacement of Broken Glass or Other Damaged Materials, Unless Damaged by Daniels Glass Workforce.

50% Deposit Required Prior to Placing Order, Balance Due Upon Completion..
This proposal may be withdrawn by us if not accepted within 30 days

ALTERNATE:

Warranty on Labor and Material Shall be for a Period of One Year from Date of Substantial Completion. Any Contract Award Shall Specify that Design, Architectural and Engineering Services are the Responsibility of Others. We have not included any Professional Liability Errors and Omissions Insurance.

Payments to be upon completion if complete in less than 30 days, or progressive monthly payments of percentage complete if greater than 30 days. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. The owner/representative signed below, expressly waives the right of subrogation against Daniels Glass Co., Inc., their agents and employees.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED:

NAME: _____
TITLE: _____
DATE: _____

SUBMITTED:

NAME: Jeff Kapler
TITLE: Project Manager / Estimator
DATE: September 19, 2019



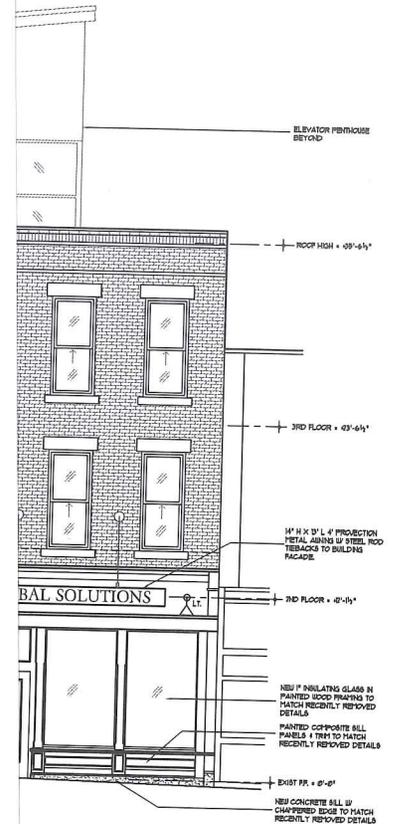
SOUTH ELEVATION C4
SCALE: 1/4" = 1'-0"



SOUTH ELE
 SCALE: 1/4" = 1'-0"

ELEVATION C2

*NOTH
 4/20/19*



ON G

Originally, both entry doors at 116 and 118 W Michigan were to have two sidelights instead of one.

Scott Slagor

From: Adam Tasselmyer [REDACTED]
Sent: Monday, February 03, 2020 12:22 PM
To: Scott Slagor
Subject: Re: South elevation C3
Attachments: elevation c4 12-2-19 (1).pdf; BRW5CEA1D570130_0000001389.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.







On Thu, Jan 30, 2020 at 3:10 PM Scott Slagor <sslagor@cityofypsilanti.com> wrote:

Thank you!

Scott Slagor

Preservation Planner

City of Ypsilanti

734.483.9646 Office

sslagor@cityofypsilanti.com

www.cityofypsilanti.com

From: Adam [mailto:]

Sent: Thursday, January 30, 2020 3:10 PM



Facing north to facade.



Facing north, detail of facade storefronts.



Facing northeast, detail of facade storefronts



Facing northwest, detail of facade storefronts.



Facing north, detail of facade storefront.





HDC Work Permit Staff Review

Property address: 106 N Adams

Property History: The property a Queen Anne-style house erected in ca.1893 that is contributing to the historic district. The building was erected for Dr. Thomas Shaw to use as his family home and office.¹ After Dr. Shaw's death his daughter, Mary Shaw, ran a haberdashery in the building.

Date of Application: February 4, 2020

Date of Review: February 5, 2020

Date of Meeting: February 11, 2020

Proposed work: Sign.

Materials: Wood and stainless steel bolts/screws.

Staff review:

1. The application is for work already completed without filing for permits.
2. Work includes a wood sign attached to a porch post.
 - a. The sign is a compatible material.
 - b. The sign style is clearly contemporary and differentiated from the 19th century house.
3. The work appears to meet the guidelines prescribed in the sign fact sheet.

Recommended Motions:

Move to issue a notice to proceed for the work already completed at 106 N Adams, as submitted in the application dated February 4, 2020 for the installation of a wood sign as specified.

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

Prepared by:

Scott E. Slagor, Preservation Planner

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.

ⁱ "Ypsilanti Historical House Tour 1980"- Home Tours File, Ypsilanti Historical Society.

RECEIVED

FEB 05 2020



CITY OF YPSILANTI
BUILDING DEPARTMENT

City of Ypsilanti
Historic District Commission
Work Permit Application

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com

OFFICE USE ONLY	
Date Filed:	
Meeting Date:	
Action Item/Study Item	

To complete this application:

- Complete this form.
- Attach the following documents:
 - Photo(s) showing all locations where work is proposed (can be emailed).
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 - 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.
- Applications and materials must be received by the Building Department **no later** than 4pm on the Tuesday one week prior to the meeting.

INCOMPLETE APPLICATIONS WILL NOT BE PLACED ON THE AGENDA

Property

Address

108 N. Adams St.

Applicant

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

Name

Devin O'Rourke

Address

[Redacted]

City

Ypsilanti

State

MI

Zip

48197

Phone / Fax

[Redacted]

E-Mail

[Redacted]

Contractor

Contractor Name & Contact Info

[Redacted]

Type of work

- | | | |
|--|--|--|
| <input type="checkbox"/> Roofing | <input type="checkbox"/> Porches | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Window/Door Replacement | <input checked="" type="checkbox"/> Sign | <input type="checkbox"/> Other |
| | <input type="checkbox"/> Fence (or other sitework) | <input type="checkbox"/> Application Amendment |

Complete Description of Proposed Work:

(see attached)

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

Permit Application Fee (action items only)

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

Construction Cost:

\$1000

Permit fee:

\$45 + _____ =

\$45

+\$50 ADMIN

90

Signature

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

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

Signature:

[Redacted Signature]

Date:

2/4/20

Print Name:

DEVIN O'ROURKE

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

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

Project Details for 106 N. Adams St.:

The sign is made of oak and coated with exterior grade spar urethane. The arm is made of pine and painted with exterior grade latex-based paint. The sign is secured to the house using 5 steel lag screws, or lag bolts. The sign is hanging from the arm by stainless steel eye bolts and screw on chain links



The Harmony Collective
Hostage the Wooded Collective
25 West 1st St. | Minneapolis, MN 55401
Sunday - Saturday 10:00 AM - 5:00 PM

WED	THU	SUN
Gift Cards	Kitchen	Branch
8:00 PM	6:00 PM	11 AM

HISTORIC STRUCTURE
1890
MINNAPOLIS, MINN.
1000 W. 1ST ST.



Facing northeast to facade and south elevation, sign at center.



Facing southeast to facade and north elevation, sign at right.



HDC Demolition by Neglect Staff Report- Update

Property Address: 302 E Cross

Property History

The building was constructed ca. 1880. Based on a 2013 HDC review letter, a series of three rear additions were removed as they were a public safety hazard. Internal background research did not reveal additional information on the property history.

Property Significance

The house contributes to the Ypsilanti Historic District under Criterion C, architecture. The house is a ca. 1880 “Late Victorian” style residence. It has the vernacular Gabled Ell form, but stylistic features that reflect Queen Anne and Gothic Revival styles.

Demolition by Neglect Timeline

- 8/23/2018 Notice to Appear sent to property owner to attend HDC meeting discussion on Demolition by Neglect (DBN).
- 9/11/2018 HDC found the property to be a case of DBN.
- Staff had advised to wait to establish a timeline until the Building Department had a chance to visit the structure.
- 2/26/2019 The owner was approved to reroof the house.
- 4/2019 Planning and Building Departments Staff toured the property with the owner.
- 5/14/2019 The HDC and owner agreed on a timeline for repair.
- 10/7/2019 Staff discussed the project with the owner, who stated that the roof repairs are complete, the foundation repair is progressing from the interior, and the next steps are the siding and porches.
- 10/22/2019 The HDC approved a revised timeline for repairs and requested that the applicant come to the 11/12/2019 meeting with an update.
- 11/12/2019 The owner was unable to come to the meeting and the HDC requested that the open fenestration and walls of the building be covered for the winter. The HDC requested the owner's presence at the next meeting on 11/26/2019.
- The 11/26/2019 HDC meeting was canceled and agenda items moved to 12/10/2019
- 12/10/2019 The owner provided sample of original and replacement siding to work on west elevation. There was discussion of windows, decorative features, and doors. The HDC requested that the owner come to the 1/14/2020 meeting to provide a plan for the windows, including

which need to be replaced, and how; and documentation of the final closing of the exterior of the building; and an update on foundation work.

- 1/14/2020 Owner not present at the meeting, discussions postponed.
- 1/28/2020 Owner provided cost estimates of new windows vs. sash packs. Commission agreed that the applicant should provide window-by-window documentation and treatment plan. The owner agreed to allow a site visit by commissioners, and provide said documentation at the following meeting. Owner also stated that the west elevation is nearly finished being resided.

Revised Timeline

Temporary boarding, roof repairs, and a study item for window repair shall be completed and/or presented at the November 12, 2019 meeting; the property owner may use siding as presented at the October 22, 2019 meeting to clad the open wall areas on the west side of the house. Repairs to the east elevation foundation will be completed by the end of December, 2019 and foundation repairs on the west (Park Street) elevation shall be complete by the end of March, 2020. The property owner will meet with the HDC at the first meeting in April to reevaluate the timeline.

Next Steps

The owner and HDC should continue to address the outstanding items.

Outstanding Items to be Addressed by Owner's Proposed Timeline

These items were identified by the Building Department as deterrents to the building's safety and structural integrity.

- Roof completion- Appears to be complete.
- Foundation instability – All exterior foundation work appears to be completed.
- Damaged or missing siding – Infill replacement siding on west elevation to be completed as soon as possible.
- Damaged windows and doors –Window treatment plan due at 2/11/2020 meeting.
- Deterioration of porches on the façade and west elevation, including porch decking, ceiling, and eaves- TBD.

For 2/11/2020 Meeting

The owner is to provide a window-by-window plan for the windows on the property. The HDC shall work with the owner to determine which windows need to be addressed during the DBN process. While all windows may need treatment eventually, for this process, the HDC should focus on the window openings that make the building vulnerable to DBN. Once the HDC and owner reach a consensus on which windows need to be addressed and how, a timeline to address the issues can be discussed. The owner must file an official application before work begins. If there are no outstanding details, the HDC may offer to allow administrative approval of the window application, so long as the work matches what was presented as a study item.



Facing south-southeast to facade and west elevation



Facing southwest to facade and east elevation



Facing southwest to facade and east elevation.



Facing southwest to facade and west elevation



Facing east to west elevation.



Facing northeast to west and south elevations.



CITY OF

Ypsilanti

PRIDE | DIVERSITY | HERITAGE

Historic District Fact Sheet

Windows

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 Windows

Windows are the “eyes” of a building. Even the simplest of windows can be considered character-defining elements of a building. Historic windows are often unique in their size, dimension, and design; and therefore are not easily replicated. Additionally, historic windows are made from components that can be individually replaced; while if a component breaks on a replacement window, generally the whole unit must be replaced again. Preserving historic windows makes sense economically and environmentally. The Historic District Commission encourages rehabilitation or repair of historic windows and reviews replica or replacement windows on a case-by-case basis. This fact sheet provides guidance for common window questions.

CONTACT THE PRESERVATION PLANNER BEFORE YOUR WINDOW PROJECT.

Rehabilitation and Re-glazing Historic Windows

Window rehabilitation often results in considerable energy cost savings while at the same time preserving original architectural materials. Epoxy wood-consolidating materials and polyurethane glues make it possible to repair even badly deteriorated wood windows.

Repair Process

- Remove the sash and lay it on a flat surface.
- Examine the exterior window frame, especially the sill, for rot or other deterioration.
- Dig out and replace bad sections with new wood or epoxy repair material. The epoxy works like auto body filler or spackle. Mix it up and pack it tightly into any depression or hollow in the wood. When hardened, it can be sanded, primed and painted.
- Then remove paint or varnish on both interior and exterior of the sash, re-glue where necessary, replace cracked glass and loose or missing glazing putty.
- Sand, apply a coat of linseed oil, prime with oil-based primer, and paint the sash with latex paint.
- Replace sash cord if windows are counterweighted.
- Return sash to window.
- Nail stops back into place.

For more information on wood window rehabilitation, see NPS Preservation Brief 9: The Repair of Historic Wooden Windows, available at <http://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>.

Be aware of the dangers of lead in window repair, and take the necessary precautions. See [https://www.mhpn.org/wp-content/uploads/2012/12/MHPN - Lead Resource Guide FINAL.pdf](https://www.mhpn.org/wp-content/uploads/2012/12/MHPN-Lead_Resource_Guide_FINAL.pdf) for more information.

Energy Efficiency and Historic Windows

In most cases, home energy loss from window openings is 10-15% of the total loss. The often promised savings of modern replacement windows seldom outweigh the cost of installation. Before undertaking the expense of window replacement, check first that the attic is well insulated. Often, air loss through windows can be mitigated by simple nonintrusive measures, such as interior or exterior storm windows; curtains; or reglazing.

Screen Windows and Storm Windows

Any new screen or storm must be compatible with the window it is covering.

Metal combination screen/storms are permitted, although wood screens and storms are encouraged for better appearance and more efficient energy conservation. **If a metal-framed screen/storm is installed, it must fit within the exterior trim.** The metal frame must be either painted or factory-finished, not mill (raw metal) finish. Re-caulking and weather stripping are required and will improve the thermal efficiency.

Shutters

Wood shutters are permitted as a way to close off an unnecessary window. They must be hinged, fit within the window frame and painted. Non-functioning shutters may be permitted on a case-by-case basis, if they are considered appropriate for the structure and must match the opening size of the window.

Creating New Windows or Doors

New openings transform a building's character, often threatening historic integrity, and are not generally allowed. **New openings are considered on a case-by-case basis.**

Requirements for a Window Replacement Application

In some cases, replacement windows are approved by the Historic District Commission. *In order for the commission to approve replacement windows, the applicant must provide detailed information and meet certain conditions.*

1. If the existing windows are historic to the building, i.e. over 50 years old, every effort should be made to preserve them. If the applicant is citing poor condition as a reason for replacement, then they must provide documentation to that extent. At minimum, this should include detailed photos of each window proposed for replacement. Close-up shots showing the damage should be provided.
2. Large projects, particularly for commercial rehabilitation, may require a third party condition assessment of windows.
 - a. This assessment should be made by an unbiased professional, such a tradesperson, or historic architect, who will provide a report on the condition and reparability of windows.
 - b. The assessment cannot be made by a replacement window company or contractor.
3. If the applicant claims keeping historic windows will cause undue financial hardship, a cost comparison of replacement windows vs. repairing the originals by qualified tradespersons must be submitted as well.

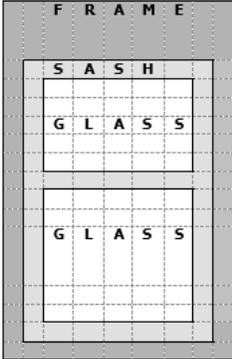
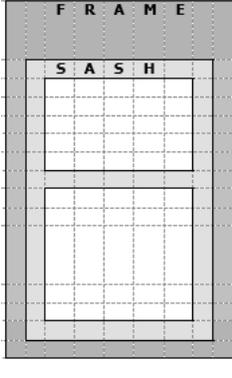
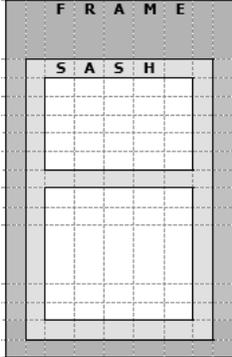
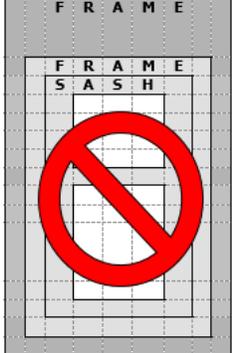
Requirements for Appropriate Window Replacements

Approval for replacement windows will be granted on a case by case basis. In all cases, the Commission will require an installation which does not reduce the glass area of any window. Wood replacement windows are preferred. Wood windows clad in aluminum or fiberglass may be approved in some cases. If the applicant is proposing a new material, **such as composite windows**, they are encouraged to include photos of it in use and bring a sample. *Solid vinyl and vinyl clad windows will not be approved.*

The new window shall be the same configuration as the window it is replacing. For example, three panes over one, one over one, etc. Panes of glass in the replacement must match the size and shape of the original. The exterior trim installed after replacement must match the original. In cases of replacement windows where the glass is not physically divided into panes by muntins, the Commission will require that muntins be permanently adhered to the exterior of the window to replicate the appearance of the original windows.

Clear glass is considered appropriate for the district; smoked or tinted glass may be approved on a case-by-case basis.

Breakdown of Window Rehabilitation and Replacement Methods

Frame Type	Description	Result	Can it be Permitted?
<p>#1 Original Window</p>  <p>The diagram shows a window with a rectangular frame. Inside the frame, there is a sash that holds two glass panes. The words 'FRAME', 'SASH', and 'GLASS' are labeled in the diagram.</p>	<p>Original frame and sash are intact. Routine maintenance is done to preserve the window, including regular painting and infilling damage wood with such materials as epoxy.</p>	<p>The building retains its historic character-defining elements and there is no loss to historic integrity.</p>	<p>YES- General repairs to the window may not require a permit, however full rehabilitations may be reviewed by the HDC. Contact the Preservation Planner to find out if your project requires a permit.</p>
<p>#2 Sash Kit installed in Old Frame/Replica Wood Sash</p>  <p>The diagram shows a window with a rectangular frame. A new sash kit is installed inside the frame, holding two glass panes. The words 'FRAME' and 'SASH' are labeled in the diagram.</p>	<p>Sash kits consist of a sash replacement only. The sash is the part of the window that holds the glass and moves up and down within the frame. Sash kits are installed by removing the old sash, leaving the old frame in place, and inserting the new sash in the old frame. Replica sashes that match the originals are also an option.</p>	<p>The windows retain some of their historic fabric and the original glass area is preserved.</p>	<p>YES- This installation is appropriate and can be approved on a case-by-case basis.</p>
<p>#3 Full Frame Replica installed in a Rough Opening</p>  <p>The diagram shows a window with a rectangular frame. A new full frame replica is installed inside a rough opening. The words 'FRAME' and 'SASH' are labeled in the diagram.</p>	<p>The old sash and the old frame are removed. The replacement window, ideally designed to replicate the historic window is inserted in the <u>rough opening</u>. The <u>glass area is not reduced</u></p>	<p>Although the historic fabric of the windows is lost, the overall historic integrity of the building is retained because the replacements match the original.</p>	<p>YES- This installation is appropriate and can be approved on a case-by-case basis.</p>
<p>#4 Full Frame Replacement Installed in Old Frame</p>  <p>The diagram shows a window with a rectangular frame. A new full frame replacement is installed inside the old frame. A red prohibition sign (a circle with a diagonal line) is overlaid on the diagram, indicating that this method is not permitted.</p>	<p>The old sash is removed, but the old frame is left in place. The replacement window (sash and frame) is inserted in the old frame. This results in two frames, the old frame and the replacement frame. The glass area is reduced</p>	<p>Although some historic fabric remains, the reduction of glass area substantially alters the historic character of the building.</p>	<p>NO- This installation diminishes the historic integrity of the building and is not generally permitted.</p>



MINUTES

City of Ypsilanti
HISTORIC DISTRICT COMMISSION MEETING
Ypsilanti City Hall – 1 S Huron Street
Ypsilanti, Michigan 48197

Tuesday, January 28, 2020
7:00 P.M.

CALL TO ORDER AND ROLL CALL

Alex Pettit Interim Chair 7:01 PM

Commissioners Present: Alex Pettit, Hank Prebys, Amy Swift, James Chestnut

Commissioners Absent: Anne Stevenson, Erika Lindsay, Ron Rupert

Staff Present: Scott Slagor, Preservation Planner
Nancy Hare-Dickerson, Commission Recording Secretary

APPROVAL OF AGENDA

Motion: Prebys (second: Swift) moved to approve the agenda as submitted.

Approval: Unanimous. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS- Two public comments were submitted to the Commission in writing.

PUBLIC HEARING—none

OLD BUSINESS—none

NEW BUSINESS

24 N Huron

**Installation of concrete block barriers.*

Applicant: Bessie Pappas, owner- present.

Discussion: Pettit: Asked applicant to describe, for the Commission, the work being asked to be done in the application.

Pappas: Indicated a request for approval of three concrete blocks that applicant explained were installed to prevent trespassing from a neighboring property owner. *[Applicant explained several past attempts to enclose the lot]*

[Reference packet materials, discussion ensued regarding materials used]

Motion: Prebys (second: Swift) Moved to deny the work already completed at 24 N Huron, as submitted in the application dated January 10, 2020, as the concrete blocks are a style of barrier inappropriate for the Historic District that diminishes the integrity of the setting.

Secretary of the Interior Standards:

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

Approval: Unanimous. Motion carried.

Pettit: *[Upon query by applicant, clarified the reason for denial of the application]*

317 N Washington

**Canopy sign replacement.*

Applicant: Sara Mheisen, contractor for Bazo Construction - present.

Discussion: Pettit: Asked applicant to walk the Commission through the application.

Mheisen: Stated that the site is a Citgo Gas Station. Stated that the site would remain a fueling station but that the brand is being converted to Sunoco. Indicated that with that change, comes the need for new Sunoco decals and signs that would go up on the canopy and on the pumps. Indicated that all of the dimensions for the signage are in the materials that were provided.

Pettit: Asked if it is only for the canopy signage and not the freestanding sign.

Mheisen: Confirmed.

Prebys: Asked if any lights are involved.

Mheisen: Confirmed. Stated that they are illuminated signs.

[Discussion ensued to clarify type of illuminated signs]

Mheisen: Indicated that illumination would be coming through the Sunoco name itself, just the letters – the yellow portion *[reference photo materials]*.

Swift: Asked if the lighting would be similar to the existing signage.

Mheisen: Confirmed.

[Reference photo materials, discussion continued as to illumination considerations]

Motion: Prebys (second: Swift) Moved to approve and issue a Certificate of Appropriateness for the work at 317 N Washington, as submitted in the application dated January 17, 2020, for the replacement of the surfaces on the gas station canopy, as specified; which will include illumination only behind the "Sunoco" logo.

Secretary of the Interior Standards:

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

#10 – New work shall be removable.

Approval: Unanimous. Motion carried.

STUDY ITEMS

302 E Cross

**Demolition by Neglect Timeline for Repair – windows, foundation and siding update.*

Applicant: Max Ziebarth, owner – present.

Discussion: Pettit: Indicated that the Commission expectation was that applicant would bring in details about window replacement and completing closing up the structure. Indicated that applicant was to prepare an inventory of all the windows previously discussed – as to the plan for each window specifically and documentation of the proposed windows for replacement. Stated that if applicant planned to remove original material from the house, that the Commission wished to see some justification for it.

Ziebarth: *[Applicant discussed the condition of the windows]*

Swift: *[Explained conditions that the Commission would consider in terms of approving a replacement over restoration or repair]*

[Applicant continued discussion as to repair issues]

[Offer of commissioner on-site assistance to help with documentation; applicant acknowledged acceptance of offer]

[Procedural discussion ensued]

Pettit: Asked if there are any openings that are not currently closed to the elements.

Ziebarth: Stated that he “pretty much closed everything off”. *[Discussed materials used]*

Pettit: Asked about plans regarding the siding.

Ziebarth: *[Discussed issues involved in not having siding work completed; discussed condition of porch/installation plans]*

Pettit: Asked about applicant’s progress estimates as to siding.

Ziebarth: Stated that the timeframe would be February.

[Discussion continued as to clarifying timeline considerations]

[Discussion continued addressing window/porch/siding repairs; scheduling time for applicant to return]

Slagor: Summarized the discussion-- that a site visit is going to be scheduled. Indicated that following the site visit, possibly having a study item on February 11th pertaining to windows with all the specific details. Indicated that the windows, porches and siding will continue to be addressed sometime in February/March.

Swift: Clarified that the anticipation is that by late February, the siding will be complete. Stated that the Commission would like to touch base again and make sure that that timeline is on track and, then, if the window discussion needs to be revisited, that discussion can continue towards approvals.

Motion: Prebys (second: Swift) Moved to add 301 S Washington to the agenda as a study item.

Approval: Unanimous. Motion carried.

301 S Washington

**Potential garage*

Applicant: Hugo McMenamin, potential owner – present.

Discussion: McMenamin: Stated that he would like to understand the application process and requirements for possibly building a new garage. Stated that it is a corner lot and the front door sits on Catherine.

[Query/requirements/possible ideas were discussed]

ADMINISTRATIVE APPROVALS

1. **117 E Forest** Roof
2. **35 S Huron** Roof

Motion: Prebys (second: Swift) Moved to accept the administrative approvals for 117 E Forest and 35 S Huron, both for roof replacement.

Approval: Unanimous. Motion carried.

OTHER BUSINESS

1. Windows Fact Sheet Update

[Commissioners reviewed and discussed potential revisions of the Windows Fact Sheet]

2. Property Monitoring

Commissioner comments/query/discussion as to property monitoring.

3. Commissioner Comments

Commissioner Prebys shared that this will be his last HDC meeting after almost thirty years. Insights were shared and commissioners and staff thanked him for his longstanding service.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS- none

HOUSEKEEPING BUSINESS

1. Approval of the minutes of January 14, 2020

Motion: Prebys (second: Swift) moved to approve the minutes of January 14, 2020 as submitted.

Approval: Unanimous. Motion carried.

ADJOURNMENT

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

MEETING ADJOURNED at 8:45 p.m.

Full Minutes Prepared By: Nancy Hare-Dickerson