

1. Historic District Commission Virtual Meeting

Documents:

[HISTORIC DISTRICT COMMISSION - 23 MAR 2021 - AGENDA - PDF.PDF](#)



# AGENDA

## Historic District Commission Meeting

7:00pm - March 23, 2021  
Virtual via Zoom

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	Page
1. CALL TO ORDER	
2. ROLL CALL	
Alex Pettit, Chair Anne Stevenson, Vice Chair Erika Lindsay James Ratzlaff Amy Swift James Chesnut VACANT Scott Slagor, Staff	
3. APPROVAL OF AGENDA	
4. PUBLIC COMMENT ON AGENDA ITEMS	
5. PUBLIC HEARINGS	
6. BUSINESS SESSION	
6.1. OLD BUSINESS	
6.2. NEW BUSINESS	
6.3. STUDY ITEMS	
6.4. ADMINISTRATIVE APPROVALS	
6.5. OTHER BUSINESS	3 - 6
1. Design Criteria Review	
2. Acquiring architectural documents for property owners	
3. Property monitoring	
4. Updates from staff	
5. Commissioner comments	
<a href="#">Design Criteria and SOI Standards</a>	
7. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS	
8. HOUSEKEEPING BUSINESS	
8.1. Approval of meeting minutes 03/09/2021	7 - 10
<a href="#">Historic District 3-9-2021 Full Minutes</a>	
9. ADJOURNMENT	
March 23, 2021 HDC Regular Meeting ID:838 7023 9620 Link: <a href="https://us02web.zoom.us/j/83870239620">https://us02web.zoom.us/j/83870239620</a> Toll-free phone: 888 475 4499 or 877 853 5257	



**Sec. 54-82. Design criteria.**

The historic district commission shall be further guided by the following design criteria:

- 1) The proposed height should be within ten percent of the average height of the existing adjacent historic resources.
- 2) The proposed setback should not be more than five percent in front of or behind the existing setback of adjacent historic resources.
- 3) The relationship of the height to the width of the front facade should be consistent with the pattern established by existing adjacent historic resources.
- 4) The relationship of the height to the width of windows, doors and other openings should be consistent with the pattern established by existing adjacent historic resources.
- 5) The rhythm of structural mass to voids (openings) across the front facade should be consistent with the pattern established by existing adjacent historic resources.
- 6) The rhythm of structural mass to open space between structures should be consistent with the pattern established by existing adjacent historic resources.
- 7) The rhythm created by the placement of sidewalks, entrances, steps, porches and canopies should be consistent with the pattern established by existing adjacent historic resources.
- 8) The proposed construction materials should be the same type as those that have already been heavily used in existing adjacent historic resources.
- 9) The proposed textures of the building materials should relate to and complement the predominant textures of the materials used in existing adjacent historic resources.
- 10) The proposed colors, whether of natural materials, such as brick and stone, or applied colors, such as paint and pre colored siding, should relate to and complement the colors used on existing adjacent historic resources.
- 11) No specific architectural style shall be required for the construction of a new building, addition or other structure. The proposed architectural details, including, but not limited to, cornices, lintels, arches, balustrades, chimneys, porches, bays, railings, cupolas, gable ends, brackets and iron work, should be appropriate for the style of the structure on which they are to be used and compatible with other structures in the historic district and particularly to historic resources and sites to which they may be visually related.
- 12) The proposed roof shape and profile should relate to the predominant styles of existing adjacent historic resources.
- 13) The proposed landscape designs and choices of plant material should be appropriate to the character of the historic district and that of the involved historic resources.
- 14) The proposed paving (i.e., brick, block, concrete, slate, etc.) should be of the same types as those already heavily used around existing adjacent historic resources.

15) The proposed design shall not conflict with the building code as it relates to the welfare or safety of the occupants.

(Code 1983, § 5.333; Ord. No. 1001, 3-1-2005)

## SECRETARY OF INTERIOR STANDARDS FOR REHABILITATION

### **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 archeological resources.**

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

Reprinted from the National Park Service website:  
[http://www.cr.nps.gov/hps/tps/standguide/rehab/rehab\\_standards.htm](http://www.cr.nps.gov/hps/tps/standguide/rehab/rehab_standards.htm)

**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 a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*



# MINUTES

## City of Ypsilanti HISTORIC DISTRICT COMMISSION Virtual Meeting held via Zoom

Tuesday, March 9, 2021  
7:00 P.M.

### CALL TO ORDER AND ROLL CALL

Chairperson Pettit                      Video/telephone usage instructions given for potential attendees  
Meeting called to order at 7:09pm

Commissioners Present:                Alex Pettit – Washtenaw County, City of Ypsilanti  
Anne Stevenson - Washtenaw County, City of Ypsilanti  
Erika Lindsay - Washtenaw County, City of Ypsilanti  
Amy Swift – Washtenaw County, City of Ypsilanti  
James Chesnut – Washtenaw County, City of Ypsilanti  
James Ratzlaff – Washtenaw County, City of Ypsilanti

Commissioners Absent:                None

Also Present:                              Jennifer Symanns, Council Liaison

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

### APPROVAL OF AGENDA

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

Roll Call Vote - Ayes:    Commissioners Pettit, Stevenson, Lindsay, Swift, Chesnut, Ratzlaff  
Nays:    None  
Absent: None  
Motion carried.

**PUBLIC COMMENT ON AGENDA ITEMS**—none

**PUBLIC HEARING**—none

**OLD BUSINESS**—none

### NEW BUSINESS

#### 114 Woodward

*\*Garage addition, window and garage door.*



Applicants: Alan and Eileen Young, owners - present

Discussion: *[Excerpt from Staff Review Notes: An application which was reviewed by the HDC at the November 24, 2020 meeting which sought approval for a small addition to a carriage barn, a new window and new garage door, was denied by the HDC with the following language: "The replacement window and the overhead door as installed do not meet the HDC guidelines as cited in the Windows and Doors Fact Sheets. Specifically, vinyl windows are not compatible with the historic character of the building and are not allowed in the District; and the faux-wood grain finish on the steel door is not compatible."*

*Sixty (60) days have passed since the denial and the original application cannot be amended nor appealed. To that extent, the applicant has submitted a new application to address the work.]*

Pettit: Acknowledged the November 24, 2020 discussion regarding applicants' requested proposed work. Asked applicants to discuss the new application submission.

E Young: Explained that a new application was submitted for the shed addition to the back, which is five-foot-by-twelve-foot, has an original door from the barn, with new hardware which can be lockable. Stated that it has a slightly sloped roof and is sitting on a cement slab. *[Discussed past issues with damage/deterioration of the structure]*

Stated that the window is on the west wall just to the right of the door *[reference photo materials]*. Indicated that they found an old window in the barn and the proposal is to refurbish/repair the window and use it to replace the previously proposed vinyl window.

Indicated that the garage door is a dark door and no real detail can be seen *[reference photo materials]*. Stated that as you walk up, you can tell that the door is dark and that it is framed but you cannot tell that it has a wood grain *[reference November HDC discussion]*. Indicated that they were granted to use the full alley as their driveway, which provides a lot of shade.

Pettit: Asked if commissioners had questions regarding the proposed shed addition work. *[None raised]*.

Asked if commissioners had questions regarding the proposed window refurbishment work.

Swift: Asked if the window will be made operable.

A Young: Stated that the goal is to make it operable so they can open and shut it.

Ratzlaff: Stated that he is glad that the original materials are being used. *[Commission consensus]*

Pettit: Asked if commissioners had questions regarding the proposed door.

Swift: Asked if the original alley/driveway is still a public-access alley.

A/E Young: Confirmed that the alley is not a public-access alley.

*[Further confirming discussion re: the non-public-access alley, reference photo materials]*

Stevenson: *[Initiated procedural discussion]*

Motion: Stevenson (second: Swift) moved to issue a Certificate of Appropriateness for the work at 114 Woodward as submitted in the application dated March 3, 2021, for work to the carriage barn as specified; including the addition to the north elevation, restoration of the historic window on the west elevation, and the bay infill with a new overhead garage door on the east elevation. The garage door does have a faux-wood finish. The Commission is going to allow that to proceed because the visibility of that finish from the street, or public right-of-way, is minimal and so could not be seen unless a person was standing very close.

Secretary of the Interior Standards:

#2- Do not destroy original character.

#5- Preserve distinctive features.

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

Roll Call Vote - Ayes: Commissioners Pettit, Stevenson, Lindsay, Swift, Chesnut, Ratzlaff

Nays: None

Absent: None

Motion carried.

**STUDY ITEMS**—none

**ADMINISTRATIVE APPROVALS**—none

**OTHER BUSINESS**

**1. Property Monitoring**—none

**2. Updates from Staff**

Re: Michigan Historic Preservation Network – Upcoming training and conference opportunities

Re: Historical Society Virtual Tour – Sunday, March 21, 2021 at 2pm

**3. Commissioner Comments**

Commissioners discussed decision-making processes.

**AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS**—none

**HOUSEKEEPING BUSINESS**

**Approval of the minutes of February 23, 2021**

Motion: Chesnut (second: Ratzlaff) moved to approve the minutes of February 23, 2021, as submitted.

Roll Call Vote - Ayes: Commissioners Pettit, Stevenson, Lindsay, Swift, Chesnut, Ratzlaff

Nays: None

Absent: None

Motion carried.

**ADJOURNMENT**

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

**MEETING ADJOURNED at 7:52 p.m.**

Full Minutes Prepared By: Nancy Hare-Dickerson