



City of Plymouth Historic District Commission Regular Meeting Agenda

Wednesday, February 5, 2020 – 7:00 p.m.

Plymouth City Hall Commission Chambers

City of Plymouth
201 S. Main
Plymouth, Michigan 48170

www.plymouthmi.gov
cdd@plymouthmi.gov
Phone 734-453-1234 x 232

- 1) **CALL TO ORDER**
- 2) **CITIZENS COMMENTS**
- 3) **APPROVAL OF THE MINUTES**
 - a) Approval of the January 9, 2020 Meeting Minutes
- 4) **APPROVAL OF THE AGENDA**
- 5) **ELECTION OF OFFICERS**
- 6) **COMMISSION COMMENTS**
- 7) **OLD BUSINESS**
 - a) H19-10: Rear Porch at 260 S. Union. (Revised)
- 8) **NEW BUSINESS**
 - a) Commissioner Deal- City's Strategic Plan
 - b) 2020 Historic District Commission Goals and Training Discussion
- 9) **REPORTS AND CORRESPONDENCE**
 - a) Sharing Lessons Learned memo
- 10) **ADJOURNMENT**

Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues regarding items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

Persons with disabilities needing assistance with this should contact the City Clerk's office at 734-453-1234 Monday through Friday from 8:00 a.m. -4:30 p.m., at least 24 hours prior to the meeting. An attempt will be made to make reasonable accommodations.

City of Plymouth Strategic Plan 2017-2022

GOAL I - QUALITY OF LIFE

OBJECTIVES

1. Support the neighborhoods with high-quality customer service
2. Engage in collaboration with private entities and surrounding municipalities to implement the Joint Recreation Master Plan
3. Improve communication with the public across multiple platforms
4. Maintain a high level of cleanliness throughout the City
5. Support and host a diverse variety of events that foster community and placemaking

ONE YEAR TASKS 2019-2020

- Restore operations for recreation programs after Hines Park bridge repairs are completed
- Explore funding and partnership opportunities to increase and enhance pedestrian crossings
- Finalize City website update
- Develop and adopt a Master Plan for Kellogg Park, including the fountain
- Develop and implement strategy to market sponsorship opportunities to improve publicly owned assets
- Draft and approve amendments to Tree Ordinance to clarify implementation, enforcement, and scope

GOAL II - FINANCIAL STABILITY

OBJECTIVES

1. Approve balanced budgets that maintain fiscal responsibility
2. Advocate for increased revenue sharing with the State of Michigan
3. Encourage and engage in partnerships, both public and private, to share costs of services and equipment
4. Address the issue of legacy costs
5. Seek out and implement efficient and effective inter-departmental collaboration
6. Market our successes to attract new economic and investment opportunities

ONE YEAR TASKS 2019-2020

- Continue to support Michigan Municipal League (MML) efforts to coordinate state initiatives related to revenue sharing with municipalities
- Increase awareness of and support the MML Save MI City campaign
- Target revenue enhancements that support large capital projects, including grants and millages
- Explore internal and external potential for supplemental funding of legacy costs
- Develop a plan for capital improvement funding projects and purchases
- Explore enhanced investment opportunities

GOAL III - ECONOMIC VITALITY

OBJECTIVES

1. Continue to support and improve active, vibrant downtown branding
2. Support community and economic development projects and initiatives
3. Support a mix of industrial, commercial and residential development
4. Reference the Master Plan in economic decision-making

ONE YEAR TASKS 2019-2020

- Complete and approve the DDA Master Plan
- Address and implement recommendations in the Redevelopment Ready Communities baseline report
- Develop and approve city-wide economic development strategies (Saxton's property, parking system, connections between Old Village and the DDA, Bathey property remediation and development, 240 N. Main, Lumber Mart site)
- Identify other properties of significance to the economic development strategy
- Complete a community survey
- Increase collaborations with partners in the community
- Administer the City's Master Plan using implementation matrix (Appendix Table 5)

GOAL IV - SERVICE AND INFRASTRUCTURE

OBJECTIVES

1. Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention and succession planning
2. Support and deliver safe and responsive emergency services
3. Maintain a sophisticated and responsive technology to communicate and manage data
4. Continually record, maintain, update, and improve City infrastructure

ONE YEAR TASKS 2019-2020

- Begin implementation of parking recommendations for City parking system
- Develop and utilize consistent message and branding across all platforms
- Develop and approve of plan for future delivery of emergency services
- Implement infrastructure asset management plan
- Approve agreement on sanitary sewer with Western Township Utilities Authority (WTUA)



Plymouth Historic Distric Commission
Meeting Minutes
Thursday, January 9, 2020 – 7:00p.m.
Plymouth City Hall Commission Chambers

City of Plymouth
201 South Main Street
Plymouth, Michigan 48170

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

1. CALL TO ORDER

Vice-Chair Cole called the meeting to order at 7:00 p.m.

PRESENT: Linda Filipczak, Linda May, Joshua Mrozowski, John Townsend, Stan Cole

ABESENT: Jeremy Borys, Colleen Polin

Also present was Community Development Director, John Buzuvis and City Commission Liaison, Suzi Deal.

2. CITIZEN COMMENTS

None.

3. APPROVAL OF THE MEETING MINUTES

A motion was made by Comm. Townsend and seconded by Comm. Filipczak to approve the meeting minutes from December 4, 2019.

MOTION PASSED 4-0 (Cole abstained as he was not in attendance)

4. APPROVAL OF THE AGENDA

A motion was made by Comm. Townsend and seconded by Comm. May to approve the agenda as presented.

MOTION PASSED 5-0

5. ELECTION OF OFFICERS

A motion was made by Comm. Filipczak and seconded by Comm. May to postpone the election of officers until the next meeting.

MOTION PASSED 5-0

6. COMMISSIONER COMMENTS

None.

7. OLD BUSINESS

a) H19-10: Rear Porch at 260 S. Union

Bob Bake, owner, presented his case. He explained that the wood railing system on the back porch has been compromised by weather over twenty-six years. He explained that he's proposing a composite railing system with identical spacing and balustrades to replace the existing wood.

Citizen Comments

None.

Board Discussion

Comm. Townsend explained that the Secretary of Interior Standards for preservation require porches to be replaced in kind. He explained that it should match the old for material, design scale, color, and finish.

Mr. Bake explained that the porch is more decorative than usable. He did not believe replacing the railings with wood was a good long-term solution for the porch, regardless of what the Secretary of Interior requests. He believed that the Commission was too harsh to only consider a like for like replacement when the composite option mimics the original material.

Vice Chair Cole agreed with Comm. Townsend. He believed it was important to preserve and maintain the historic character. He explained the Secretary of Interior recognizes porches as a character defining feature and that they say replacement of the entire feature should be in kind with the same material i.e. wood for wood. He did not believe the Commission could accept composite material substitution when there are products readily available to replace with what currently exists.

Comm. May felt that Secretary of Interior Standards very clearly do not support replacement with synthetic material.

A motion was made by Comm. Townsend, supported by Comm. May, to approve a Certificate of Appropriateness for H19-10, 260 S. Union, to replace the rear porch railing system. The finding of facts is that the Secretary of the Interior Standards number 6 is not met and that the project as presented would not consider the City of Plymouth Ordinance review criteria numbers 3 and 4.

MOTION DENIED 4-1

b) H19-06: New construction at 686 Maple and 674 Maple. Landscaping, paving, and exterior modifications at 587 W. Ann Arbor Trail.

Mark Abanatha, architect, presented his case. He explained that all the details match now and explained changes to the plans, as requested by the Planning Commission. He explained the front porches are larger and will have columns. He explained the rear dormer has been modified to be a terrace with more outdoor living space and match the front porches. Mr. Abanatha explained that the sunshades will only be installed over the entrances and over the stairway, which would have a new door.

Dan Schneider, preservation architect, presented his report. He explained that the goal is to make sure the Jewell building is energy efficient and has a uniform appearance across the three sides of the building that are visible from the street.

Board Questions

Vice Chair Cole expressed disappointment in the late submission of the window and door report. He asked that the Board go through each section with Mr. Schneider to discuss. He asked Mr. Schneider to clarify that all the windows would be replaced because they are beyond repair. Mr. Schneider confirmed. Vice Chair Cole asked about the color of the windows and the addition of mullions. Mr. Schneider confirmed that the windows would be black and that mullions were proposed. Vice Chair Cole explained that the proposed replacement condition did not match the historic character of the building. He explained that he had operated some of the windows and asked why they all had to be replaced. Mr. Schneider explained that they intend to have a uniform appearance.

Comm. Mrozowski clarified that three out of 26 windows were operable. Mr. Schneider confirmed.

Vice Chair Cole read that they plan to keep the storefront glass except where plywood panels are currently located which will be replaced with transom glass. He read that the tile on the east side is going to be maintained, preserved, and restored while the west side tile is going to be replaced with a tile to match. Mr. Schneider confirmed.

Mr. Schneider explained that the center doors appear to be original and will be restored. He explained the door on the west side has been altered and may need to be replaced. He explained any replacement door would match the historic character of the building.

Comm. Mrozowski asked for clarification on which doors would be replaced. Mr. Schneider answered that only

the exterior doors on the east/west sides would be replaced, if necessary. Vice Chair Cole asked for specifications on the replacement door, should it be replaced.

Vice Chair Cole was glad the proposed canopies were removed for the second floor. He expressed concern with the material being metal instead of fabric like what was seen throughout the district. He clarified that the cables for the canopies would be attached to mortar joints only not brick. Mr. Schneider confirmed.

Comm. Townsend asked about the location of signage on the canopies. The Board discussed that signage needed to be presented to them for approval.

Vice Chair Cole asked about the recessed down lights. He explained that this type of light never existed on the storefront and as such should not be proposed. He stated the Board would look for a surface mounted light or pendant fixture like what exists over the east and west entrances.

Mr. Abanatha explained that they would try to clean up the façade to have clean looking surface. He showed samples of the brick and where on the building each type would go.

Comm. Townsend asked about the logos on the west side of the building. He asked if restoration is planned.

Mr. Abanatha explained that there was no plan to restore the logos or remove them.

Vice Chair Cole asked about how the brick would be cleaned. Mr. Schneider confirmed that no chemicals would be used and that painted surfaces would be avoided if there's any question.

Vice Chair Cole asked about the MEP system. Mr. Abanatha explained they have not discussed that yet, but if a rooftop unit was proposed they would come back to the Board.

Comm. Mrozowski asked about the new windows. A sample of the window material was shown to the Board.

Vice Chair Cole asked Mr. Schneider about how the proposed window compared to the existing windows. Mr. Schneider explained that the proposed windows are within the parameters that are considered acceptable to the Secretary of the Interior.

Vice Chair Cole asked about townhouse materials. He clarified the following: the railings on the porch will be aluminum; entry doors will be insulated metal door; porch columns will be metal wrapped wood or hearty trim; soffits will be MDO. Mr. Abanatha confirmed.

Mr. Abanatha explained the lighting plan: front porches will have lantern lights, rear porches will have soffit lights, garages where terrace projects out in front of the garage will have soffit lights, and the retaining wall will have recessed lights along drive.

Comm. Mrozowski asked about the overall height of the retaining wall height. Mr. Abanatha explained that the height ranges from 6.5 feet to 2 feet.

Vice Chair Cole confirmed that no vinyl or plastic materials was proposed. Mr. Abanatha confirmed.

Citizen Comments

Bill Lincoln, 606 Maple, spoke in support of the project.

Bob Bake, 1303 Park Place, asked about the City's approach to the privately owned property at the southeast corner.

Mr. Buzuvis explained that the property is not part of this proposal. He explained that it will be addressed at the time that the development of the parking lot property moves forward.

Mr. Bake wanted to see the City work with that property owner. He asked about trash removal for the townhouses and did not want to see trash carts on Maple Street. He expressed concern over the proposed loss of large trees on the Maple Street properties. He wanted the Board to ensure the street trees on Maple remain.

Board Discussion

Vice Chair Cole asked about the status of approvals for the townhouses. Mr. Buzuvis explained that they will be in front of the Planning Commission in February.

Comm. Townsend explained to the Board that the City Commission approved the purchase agreement to sell

the property on Monday, January 6, 2020. He explained the contract is contingent upon the Boards' approvals. Vice Chair Cole asked whose purview the tree demolition was. Mr. Buzuvis explained that the tree ordinance would govern the tree removal. Vice Chair Cole asked if they could condition their approval on the trees remaining.

Vice Chair Cole explained that the townhouses are non-contributing and will be reviewed up the City's ordinance criteria. He felt that the proposed materials were durable, met historic character, and accepted the proposed townhouse construction, but had questions about the lighting.

Comm. Filipczak asked about the lighting on the backside of the townhouses and if the amount of lighting would deter from downtown area.

Comm. Mrozowski asked about the perspective and the garages. He asked if it would feel like he was staring at a garage from the park. Mr. Abanatha explained that the garages were depressed to maximize the buildable area for the City property and create a buffer between the properties.

The Board discussed lighting on the Jewell building.

Vice Chair Cole explained there were some discrepancies between the plans submitted and what was received and cautioned the Board on clear conditions if an approval motion was made.

The Board discussed options to ensure compliance with what was discussed and to ensure that the applicant submits exactly what was promised.

Vice Chair Cole briefly went over the components of replacement and repair on the Jewell building. He felt that the Board should not approve the lights and the signage and if any exterior modifications for the MEP system requires Board approval prior to completion.

The Board discussed some of the items that were still in question including windows, doors, protection of the painted sign.

Mr. Abanatha asked about the aluminum railing. Vice Chair Cole did not see an issue with the proposed railing.

The Board discussed the windows and the mullions.

Leo Gonzales, applicant, discussed the color of the windows and he felt that the black sash would not compete with the character of the brick.

The Board discussed the window colors.

Vice Chair Cole explained the Standards say that the color must be matched, and the evidence states that the windows were white.

Mr. Gonzales asked that the Board to allow them to do further investigation into the historical color of the windows.

A motion was made by Comm. Townsend, supported by Comm. Filipczak, to approve a Certificate of Appropriateness for H19-06, new construction at 686 Maple and 674 Maple and landscaping, paving, and exterior modifications at 587 W. Ann Arbor Trail, with conditions. The finding of facts is that the Secretary of the Interior Standards number 2, 5, 6, and 7 are met and that the project as presented gives consideration to the City of Plymouth Ordinance review criteria numbers 1, 2, 3 and 4. The conditions for the Jewell building are as follows: further investigation shall be conducted for the window color prior to final approval, ceiling mounted lighting that is not recessed shall be used in both storefronts, replacement tile and signage including lighting shall be presented to HDC for final approval, the MEP system shall be presented to HDC for final approval, the center door shall be preserved, if the two storefront doors cannot be repaired and replacement is required then the specifics shall be presented to the HDC for final approval, the painted logo on the west property line shall be protected. The conditions for the townhomes are as follows: no vinyl or plastic materials shall be installed on the exterior of the townhouse building and the project shall meet the specification as listed the documentation dated January 6, 2020 and December 19, 2019.

MOTION APPROVED 5-0

8. NEW BUSINESS

a) H20-01: Sculpture at 381 S. Main, Kellogg Park (triangle area formerly known as Vet's Park)

Lisa Howard, Plymouth Community Arts Council, presented her case. She explained they seek approval for the siting and construction of a public arts sculpture as part of the public private partnership with the DIA. She explained the elements of the sculpture: that the brick base will be made from 1880s John Smith Haggerty (JSH) bricks from the former Daisy wall, the trellis will be from metal, rocks sourced from Plymouth land, living vines, handmade clay tiles with leaf impressions, and a replica 1939 Plymouth hood ornament.

Board Questions

Comm. Filipczak asked about the durability of the sculpture and vandalism.

Vito Valdez explained that the materials selected are well suited to ensure the sculpture survives long term and stays low maintenance.

Ms. Howard explained that the flower bed is intended to deter vandals and to catch water from the vines.

Vice Chair Cole asked about the wall. Ms. Howard explained it was a short brick wall with a concrete base with flowers along the edge.

Mr. Valdez explained the construction of the sculpture and how it would be reinforced to ensure safety and weather protection.

Comm. Filipczak asked about lighting. Ms. Howard explained that lighting would be incidental from the nearby streetlights.

Citizen Comments

None.

Board Discussion

Vice Chair Cole explained that he reviewed the Secretary of Interior Standards for siting and explained that an addition to the site should be unobtrusive and compatible with the historic character. He believed that the location and the height was appropriate.

A motion was made by Comm. Filipczak, supported by Comm. Townsend, to approve a Certificate of Appropriateness for H20-01, 381 S. Main, installation of a sculpture, as presented. The finding of facts is that the project as presented gives consideration the City of Plymouth Ordinance review criteria numbers 1, 2, 3, and 4.

MOTION APPROVED 5-0

9. REPORTS AND CORRESPONDENCE

None.

10. ADJOURNMENT

A motion was made by Comm. Filipczak, supported by Comm. Townsend, to adjourn the meeting at 9:31 PM.



City of Plymouth Historic District Commission
201 S. Main Plymouth, MI 48170
Administrative Review of 260 S. Union
Case Number H19-10
Agenda Date: February 5, 2020

Address: 260 S. Union

Year Built: Unknown, Remodeled 1923

Historical Significance: Architecture

Proposed Changes: Replace Railings/Balusters on Rear Porch

Standards for Rehabilitation

1. 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. 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. 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. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. 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. 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. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. 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 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.

SAMPLE MOTION LANGUAGE

1. Motion to Approve Application

I move that the Commission issue a Certificate of Appropriateness for application number ___. The Findings of Fact are as follows: (list facts of finding). The work as proposed meets the Secretary of the Interior's Standards for Rehabilitation standard number(s) ___ and would give consideration and/or significance to the City of Plymouth Ordinance review criteria number(s) ___. Vote "Yes" to approve application. Vote "No" to deny application.

2. Motion to Approve Application with Conditions

I move that the Commission issue a Certificate of Appropriateness for application number ___, provided that the following conditions are met: (list conditions). The Findings of Fact are as follows: (list facts of finding). The work would then meet the Secretary of the Interior's Standards for Rehabilitation, standard number(s) ___ and would give consideration and/or significance to the following City of Plymouth Ordinance review criteria number(s) ___. Vote "Yes" to approve application with conditions. Vote "No" to deny application with conditions.

3. Motion to Postpone Review

I move that the Commission Postpone Review of application number ___ until the next regular meeting scheduled for ___. Vote "Yes" to approve postponing the review. Vote "No" to deny postponing the review.

4. Motion to Deny Application

I move that the Commission issue a Certificate of Appropriateness for application number ___. The Findings of Fact are as follows: (list findings of facts that do not warrant the project's approval). The work as proposed does not meet the Secretary of the Interior's Standards for Rehabilitation, standard number(s) ___ and would not give consideration and/or significance to the following City of Plymouth Ordinance review criteria number(s) ___. Vote "No" to deny the application. Vote "Yes" to approve the application.

Note: Voting "No" to positively framed motion is the easiest way to deny an application's request for a Certificate of Appropriateness. FYI: Making a motion for approval and then voting "No" to deny is the same as making a motion to deny an application and then voting "Yes".

5. Motion to Issue a Notice to Proceed

May be used in special conditions or emergencies.

I move that the Commission issue a Notice to Proceed for application number ___. The Findings of Fact are as follows: (list facts of finding). The work as proposed does (not) meet the Secretary of the Interior's Standards for Rehabilitation, standard number(s) ___ and would (not) give consideration and/or significance to the following City of Plymouth Ordinance review criteria number(s) ___. The work which is approved with this Notice to Proceed is as follows: (list approved work). The work that is not approved/not appropriate requires the following conditions to be met: (list conditions). The proposed work will substantially improve or correct the following: (list notice to proceed options). Additional work desired which is not approved within this Notice to Proceed is to be resubmitted for a Certificate of Appropriateness. Vote "Yes" to approve notice to proceed. Vote "No" to deny notice to proceed.

APPLICATION FOR DETERMINATION OF APPROPRIATENESS

Please consult the following submittal checklist to ensure you submit a complete application and supporting information about the type of work proposed.

RECEIVED

Property Location (Address of Work): 260 S. Union

JAN 23 2020

Contributing Structure Non-Contributing Structure

CITY OF PLYMOUTH
COMMUNITY DEVELOPMENT

Building Owner: BOB BAKE

Building Owner Address: 1303 Park Plce, Plymouth

Phone: 734 649 2175 Email: harbor Bobbakel@gmail.com

Applicant: Bob Bake / Joseph Phillips 455 8354

Phone: 734 649 2175 Email: _____

Applicant's Role: Building Owner Architect Contractor Other _____

TYPE OF WORK PROPOSED (Check all that apply):

rear porch railing components replaced

- | | | |
|---|--|---|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Sign / Awning Install / Replacement | <input checked="" type="checkbox"/> Porch Reconstruction/Repair |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Fence Install / Replacement | <input type="checkbox"/> Paint Color Change |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Paving Install / Replacement | <input type="checkbox"/> Building Cleaning |
| <input type="checkbox"/> Window Replacement | <input type="checkbox"/> Wall Install / Replacement | <input type="checkbox"/> Other |
| <input type="checkbox"/> Door Replacement | <input type="checkbox"/> Landscaping Install / Replacement | |
| <input type="checkbox"/> Roof Replacement | | |
| <input type="checkbox"/> Siding Replacement | | |

Application Deadline: The Historic District Commission typically meets the first Wednesday of each month. Please confirm meeting date as meeting schedules may change due to holidays or other unforeseen circumstances. Application material must be completed and submitted to the Community Development Department by 3:00PM on the third Monday of the previous month in order to be placed on the agenda for the following month's meeting. Please check the city's website for exact submission deadlines.

PLEASE PROVIDE TEN (10) COPIES OF ALL SUBMITTALS

Submittal must include index of sheets (what is included) and all sheets must be numbered and dated.

Robert W Bob

1-22-20

Applicant's Signature

Date

I, as the Building Owner, confirm with my signature below that I am aware of and approve the work proposed.

Robert W Bob

1-22-20

Building Owner's Signature

ate

H19-10 260 S. Union
Rear Porch Repair (Revised)
HD Mtg 2/5/20

Door and Garage Door Replacement:

- The information listed under Proposed Replacement Projects as well as:
- Number of doors to be replaced
- Dimensions of all doors especially frame width and thickness
- Photographs of all four sides of the existing building indicating affected doors
- Photographs of other projects incorporating these replacement components

Does not apply

Roof Replacement:

- The information listed under Proposed Replacement Projects as well as:
- Material samples (for asphalt shingles, a 3"x3" piece is sufficient)
- Dimensions of proposed replacement roof
- Detailed description of proposed work, including related work such as gutters, soffit and fascia
- Photographs of other projects incorporating these replacement components

Does not apply

Siding Replacement:

- The information listed under Proposed Replacement Projects as well as:
- Material samples
- A set of scaled and dimensioned elevations
- Dimensions of proposed replacement siding
- Detail description of proposed work, including related work such as trim and details
- Photographs of other projects incorporating these replacement components

Does not apply

Sign and Awning Installation/Replacement:

- Completed Application for Determination of Appropriateness
- Synopsis: description of the project in words
- Completed materials finish list
- Detailed justification of why signs/awnings need to be replaced/installed
- Historic photographs of the site and building
- Photographs of site and building as they exist today
- Number / letter, font size, color and material sample
- Scaled and dimensioned drawing of the front and side elevations indicating size and location of the proposed signage / awning
- Scaled cross-section drawing of building elevation indicating proposed signage / awning
- Detailed description including the colors, materials and location(s) of existing signs
- Identification of all materials to be used in the construction of the sign and / or awning

Does not apply

Building Cleaning:

- Completed Application for Determination of Appropriateness
- Synopsis: description of the project in words
- Completed materials finish list
- Historic photographs of the site and building
- Photographs of the site and building as they exist today
- A description of the cleaning method, including the names of chemicals and the pressure of any washes or application(s)
- Brochures for cleaning agents
- A description of the surface treatment after cleaning (i.e. material, color, brick / mortar)

*Does
not
apply*

1. Synopsis: description of the project in words.

This work is to replace only the weathered/damaged wood balusters and/or portion of handrails on an open-air porch on the west elevation of 260 S. Union. This is a replacement of porch components approved by the HDC in 1994 and installed in 1994. The open-air porch was added in 1994 and functions as an entrance for owners or employees only. This replacement of railing components is minor in nature and as stated in my email of October 30th is proposed to be composite mirroring the existing 1994 HDC approved renovation of the structure. The proposed replacement will go unnoticed by the public.

2. Detailed justification of why item needs to be replaced:

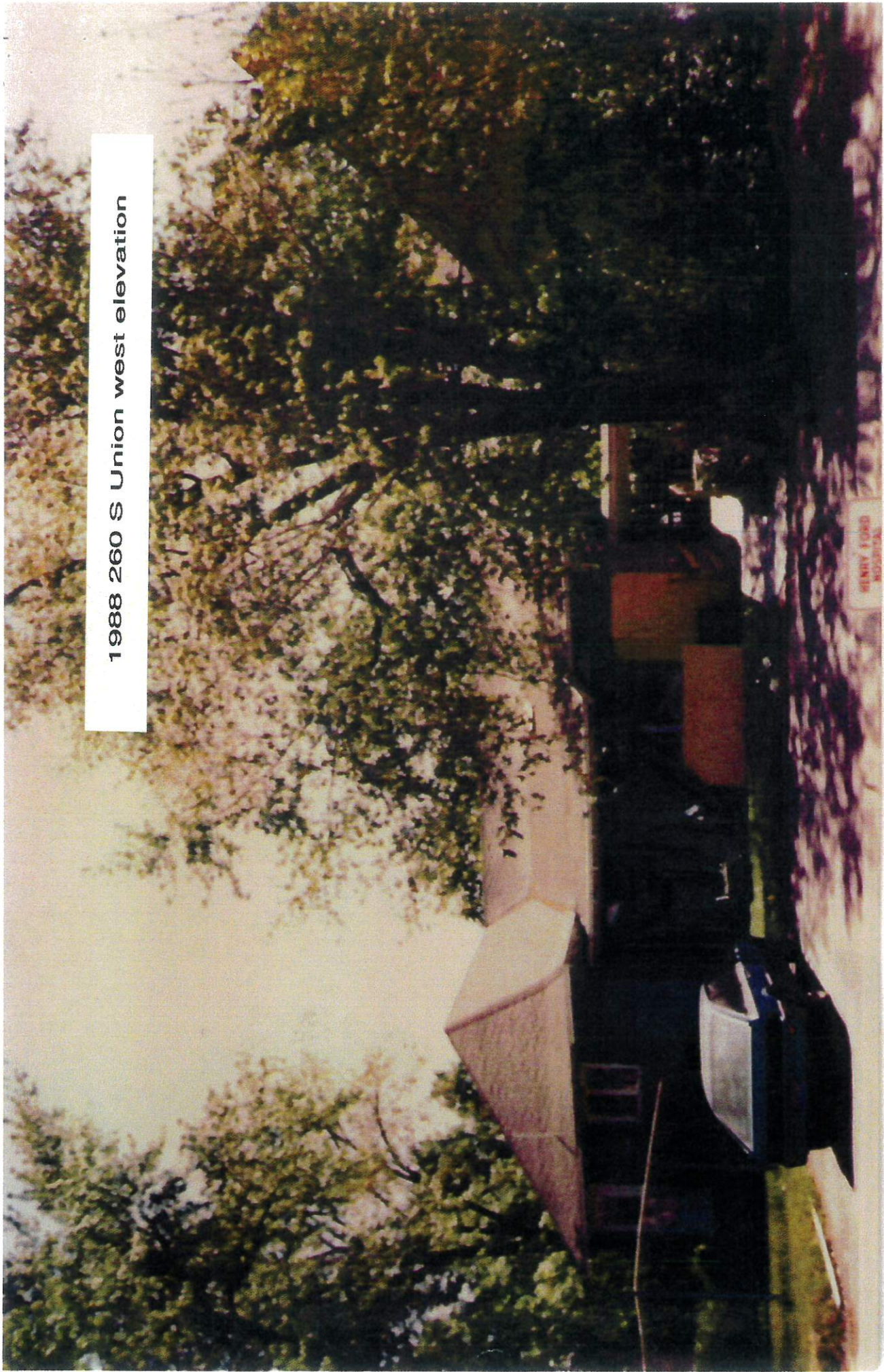
An up-close physical viewing would confirm the minor nature of the work proposed and the deterioration of the existing wood railing system.



Deteriorated wood railing damage.



1988 260 S Union west elevation



COLONNADE

Porch posts provide the industry's easiest installation.
Rated at 5,400# load-bearing capacity.

Size

5" x 5" x 108"

Colors



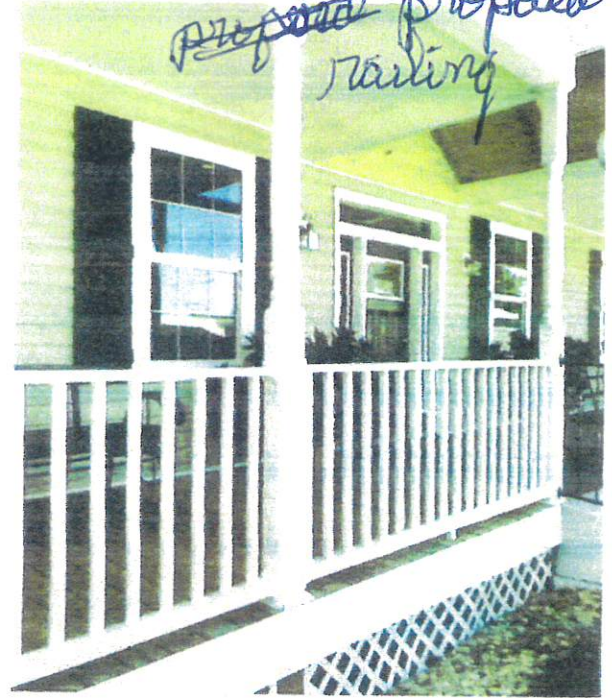
Polar White



White *thru* Tan



Clay



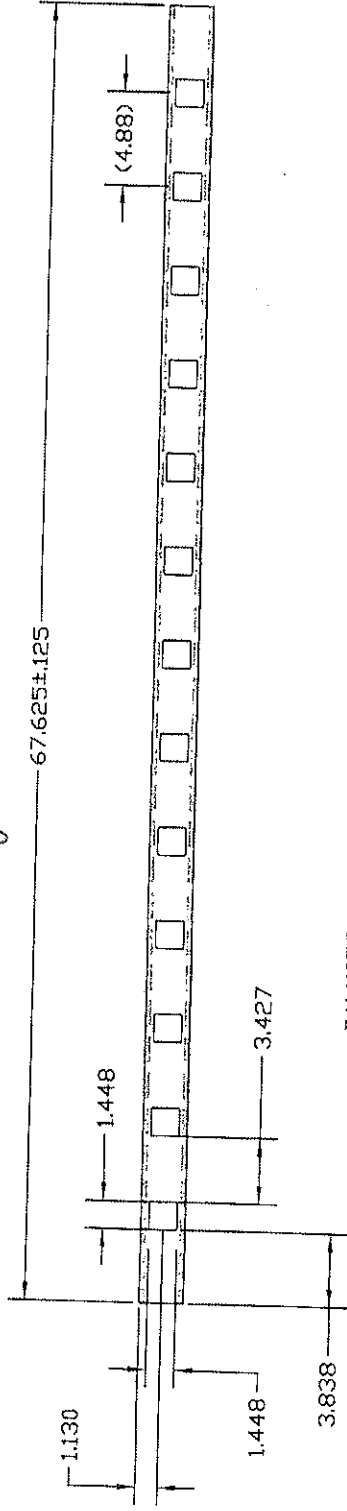
NOT THIS

1994 260 S Union west elevation



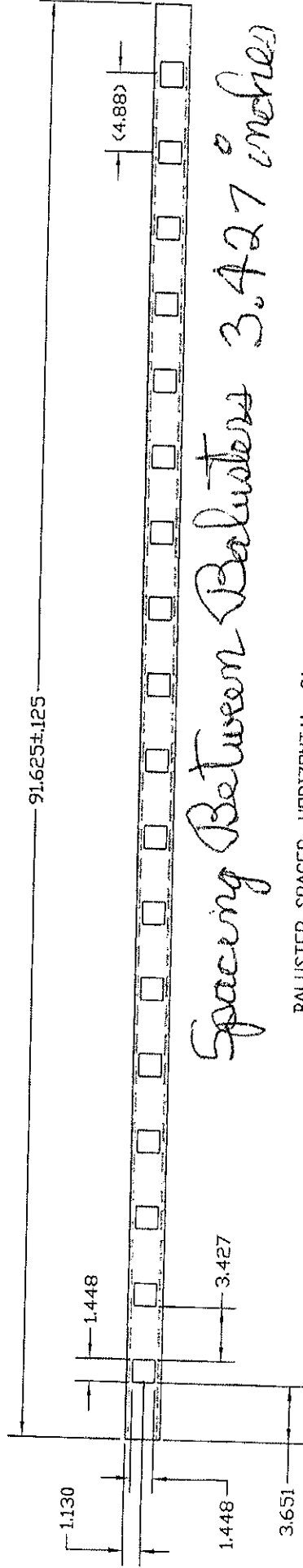


260 S. Union Baluster Spacing and Dimensions



BALUSTER SPACER, HORIZONTAL, 6'

Top Square Baluster 1.448 inches



BALUSTER SPACER, HORIZONTAL, 8'

Spacing Between Balusters 3.427 inches



CITY OF PLYMOUTH
COMMUNITY DEVELOPMENT
201 South Main Street Plymouth, MI 48170
Ph. 734-453-1234 ext. 232
Website: www.plymouthmi.gov

TO: All Commissioners
FROM: Greta Bolhuis, AICP, Assistant Community Development Director
DATE: January 16, 2020
RE: Sharing Lessons Learned from Training Sessions

As you are aware the City is engaged in the Redevelopment Ready Communities program. The RRC certification process requires the city to evaluate policies and procedures to meet the six best practices. One of the best practices is Education and Training. A step to complete this best practice is to share lessons learned from training sessions and conferences across elected and appointed officials, and staff.

This memo has been written to formalize the communication that is already occurring between elected and appointed boards and between the boards and administration. At the conclusion of each training session or conference it is expected that a single page synopsis shall be presented to the other boards that may share an interest in the topic(s) covered. This synopsis could include key takeaways, questions that were asked and answered, something that was surprising, or any other lessons learned. It is expected that when "Lessons Learned" are presented, it will be part of each board's reports and correspondence agenda item whether an individual is presenting the synopsis, or it is just presented in written form.

Should you have any questions regarding this agenda item, please contact me directly.