



# City of Plymouth Historic District Commission

## Regular Meeting Agenda

Wednesday, July 1, 2020 – 7:00 p.m.  
ONLINE Zoom Meeting

City of Plymouth  
201 South Main Street  
Plymouth, Michigan 48170

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234  
Fax 734-455-1892

Join Zoom Meeting

<https://us02web.zoom.us/j/84453438365?pwd=TS84VTdOc0ZTNkJBaThheVBvNTdyZz09>

Meeting ID: 844 5343 8365

Password: 326795

Statement of explanation of the reason why the public body is meeting electronically:

On March 10, 2020 the Governor of the State of Michigan declared a State of Emergency across the State of Michigan under section 1 of Article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 – 421, and the Emergency Powers of the Governor Act of 1945, 1945 PA 302, as amended, MCL10.31 – 33. These sections provide the governor with broad powers and duties to cope with dangers to this state or to the people of the state.

As a part of the response to the emergency, the Governor has deemed it reasonable and necessary to temporarily suspend rules and procedures relating to physical presence at meetings and hearings of public bodies and other governmental entities in Michigan. These public bodies and entities must continue to conduct public business during this emergency.

- 1) **CALL TO ORDER**
  - a) Roll Call
- 2) **CITIZEN COMMENTS**
- 3) **APPROVAL OF THE MINUTES**
  - a) Approval of the May 6, 2020 Meeting Minutes
- 4) **APPROVAL OF THE AGENDA**
- 5) **COMMISSIONER COMMENTS**
- 6) **OLD BUSINESS**
  - a) H20-05: Ground sign at 260 S. Union
- 7) **NEW BUSINESS**
- 8) **REPORTS AND CORRESPONDENCE**
- 9) **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 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 2020-21

- Liquor/marijuana license review
- Rooftop seating review
- Adopt Downtown Development Authority (DDA) Master Plan and identify funding sources for implementation
- Begin implementation of Kellogg Park Master Plan with fountain replacement
- Establish format & requirements for public parks sponsorship
- Resident education programs on zoning basics, ordinance change and update, services, and recycling
- City webpage - create city-wide F.A.Q. "Index" page and push out link
- Increase social media presence – 1k new followers/subscribers/etc.
- Review and evaluate City truck routes
- Complete update to Special Events Policy

## 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 2020-21

- Actively promote and participate in the 2020 census
- Explore internal and external supplemental funding of legacy costs
- Target revenue enhancements for large-scale capital projects, including grants and millage
- Assist the Michigan Municipal League (MML) in facilitating and increasing support for state revenue sharing initiatives
- Redesign Capital Improvement Plan and evaluate future funding process for Equipment Fund
- Create a rate card for payment in lieu of paid parking
- Develop financial plan for public safety model
- Identify cost estimates, timeframe and potential funding sources for central parking deck
- Complete road bond sale – phase one

## 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 2020-21

- Continued administration of development projects and proposals including Wilcox Mill, Saxton's, Pulte, Starkweather School, Lumber Mart, and various residential builds
- Branding – consistency across all communications (email, letterhead, agenda)
- Provide annual process and risk-management training to all boards and commissions
- Continue implementing Redevelopment Ready Community (RRC) plan to achieve certification
- Develop list of transitional properties and utilize Michigan Economic Development Corporation (MEDC), Wayne County, others to market
- Explore marketing partnerships (schools, Chamber, hotels, available publications etc.)

## 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 2020-21

- Administration to make parking recommendation to City Commission by end of first quarter
- Implement updates to parking system according to direction given by City Commission
- Actively engage employees for further career development for succession planning with special focus on the depth of Cultural Center staffing
- Continue Asset Management Plan
- Review Insurance Services Office (ISO) Report and International City/County Management Association (ICMA) Study & begin meeting to discuss viable options for the future delivery of emergency services
- Approve third version of agreement on sanitary sewer with Western Township Utilities Authority (WTUA) based on delay by Wayne County
- Develop multi-modal transportation policy to City Commission
- Implement 2020 street repairs
- Restore Commercial Motor Vehicle (CMV) enforcement
- Continue geographic information system (GIS) mapping of the City
  - Define process/educate citizenry/pursue adoption/Implement form-based codes



# City of Plymouth Historic District Commission Meeting Minutes

Wednesday, May 6, 2020 – 7:00 p.m.  
Online Zoom Meeting

City of Plymouth  
201 South Main Street  
Plymouth, Michigan 48170

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

Statement of explanation of the reason why the public body is meeting electronically: On March 10, 2020 the Governor of the State of Michigan declared a State of Emergency across the State of Michigan under section 1 of Article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 – 421, and the Emergency Powers of the Governor Act of 1945, 1945 PA 302, as amended, MCL 10.31 – 33. These sections provide the governor with broad powers and duties to cope with dangers to this state or to the people of the state.

As a part of the response to the emergency, the Governor has deemed it reasonable and necessary to temporarily suspend rules and procedures relating to physical presence at meetings and hearings of public bodies and other governmental entities in Michigan. These public bodies and entities must continue to conduct public business during this emergency. Due to the emergency situation and the request of the Governor to not gather in groups of 10 or more it is necessary for some public boards to meet electronically.

## 1. CALL TO ORDER

Chair Polin called the meeting to order at 7:00 p.m.

PRESENT: Linda Filipczak, Jeremy Borys, Linda May, John Townsend, Josh Mrozowski, Stan Cole, Colleen Polin

ABSENT: None

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

## 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 April 1, 2020.

MOTION APPROVED UNANIMOUSLY 7-0

## 4. APPROVAL OF THE AGENDA

A motion was made by Comm. Filipczak and seconded by Comm. May to approve the agenda.

MOTION APPROVED UNANIMOUSLY 7-0

## 5. COMMISSIONER COMMENTS

None.

## 6. OLD BUSINESS

a) H20-02: 271 S. Main addition, windows, doors, paving, painting, and landscaping

Joe Philips, applicant, presented his case. He explained the material samples that were provided. He explained they are not painting the balance of the building. He explained the brick pavers is “granite” color. He explained the proposed light fixtures.

### Citizen Comments

None.

### Board Discussion

Comm. Townsend asked if the scope of the project has been determined yet. Mr. Phillips answered no.

Comm. Townsend asked about the film on the glass of the waiting room. Mr. Phillips explained they will select clear glass with blinds or other window treatments.

Comm. Townsend asked about the scope of the landscape changes. Mr. Phillips explained that most of the existing landscape will remain, and new landscaping will include the new pavers. He explained the landscaped beds including the sign may have to be moved a few inches to accommodate the new front double doors.

Comm. Townsend asked about the brick on the rear of the proposed addition. Mr. Phillips explained that they have selected brick.

Comm. Cole asked about updated renderings or updated exterior elevations. Mr. Phillips explained they had not been updated. Comm. Cole asked to confirm the location of each material. Mr. Phillips referred to sheet PD3 which shows field brick and accent brick (beige with the spec) and explained the sills, the arches of the windows, and the two bands along the top is where the accent brick will be installed. He explained the lighter color is the sand color the yellow beige is going to remain the other color is the coping the top of the beige wall which will be matched to the new canopy in front.

Comm. Cole asked if the mortar color would be natural. Mr. Phillips answered yes.

Comm. Cole asked about the coping. Mr. Phillips explained it would be the beige brick or the salsalito color.

Comm. Cole asked about the light fixtures. Mr. Phillips explained the only light by the center door will be the coach light. He confirmed there will be four up-pointing lights and three down-pointing lights underneath the canopy that will be functional, not ornamental.

Comm. Cole felt that the proposed lighting was not totally period appropriate and felt obvious.

Comm. Mrozowski asked if the lower lights could be landscape lights shining onto the building. Mr. Phillips responded that his concern was that the lights would be different especially related to color temperature.

Comm. Mrozowski asked if the lighting could be more symmetrical. Mr. Phillips responded that the intention was to illuminate the entire building and have an ornamental light.

The Board suggested and discussed additional lighting options.

Comm. Mrozowski felt that because the light fixture was dark it would blend into the canopy better, but its height of eight inches made it more noticeable.

Comm. Filipczak asked if the canopy would be black. It was confirmed both the canopy and the light fixture would be a darker color, but not identical.

Comm. Cole was concerned that the lights as proposed would look “tacked on”.

Comm. Townsend wanted the lights to be nearly invisible to the street.

The Board discussed the two addition options and what approval of one or both might look like.

Chair Polin explained the building is non-contributing and called for a motion.

A motion was made by Comm. Borys, supported by Comm. Townsend, to approve the Certificate of Appropriateness for H20-02: 271 S. Main. The finding of facts is that the project meets City Ordinance Section 18-654 numbers 3 and 4. The approval has the following conditions: the lighting is excluded from this approval and shall be presented to the Board at a later meeting.

MOTION APPROVED UNANIMOUSLY 7-0

## **7. NEW BUSINESS**

None.

## **8. REPORTS AND CORRESPONDENCE**

City Comm. Deal explained they still intend to implement standardization but will discuss further when meetings are in-person.

## **9. ADJOURNMENT**

A motion was made by Comm. Filipczak, supported by Comm. May, to adjourn the meeting at 7:51 PM.



Historic District Commission  
201 S. Main Plymouth, MI 48170  
Administrative Review of 260 S. Union  
Case Number H20-05  
Agenda Date: July 1, 2020

Address: 260 S. Union

Year Built: Unknown, Remodeled 1923

Historical Significance: Architecture

Proposed Changes: New ground sign

**Sec. 18-654. - Duties and powers.**

(a) It shall be the duty of the historic district commission to review all plans for the construction, addition, alteration, repair, moving, excavation or demolition of structures in the historic district and it shall have the power to pass upon such plans before a permit for such activity can be granted. In reviewing the plans, the commission shall follow the U.S. Secretary of the Interior's standards for rehabilitation and guidelines for rehabilitating historic buildings, as set forth in 36 CFR 67, or their equivalent as approved or established by the state bureau of history of the department of state, and shall also give consideration and significance to:

- (1) The historical or architectural value and significance of the historic resource and its relationship to the historic value of the surrounding area;
- (2) The relationship of the exterior architectural features of such historic resource to the rest of the resources and to the surrounding area;
- (3) The general compatibility of the exterior design, arrangement, texture and materials proposed to be used;
- (4) To any other factor, including aesthetics, which it deems pertinent;
- (5) The proposed major changes to open spaces in a historic district. The HDC shall review plans for major changes to these open spaces, such as the removal of large trees (over 12 inches in diameter as measured four feet above ground) or the making of major contour changes in terrain features. The HDC may use its discretion to decide if proposed changes are major in nature or not.

(b) The HDC shall review and act upon exterior features of a resource, and shall not review and act upon interior arrangements unless interior work will cause visible changes to the exterior of the historic resource. The HDC shall not disapprove applications except in regard to considerations as set forth in subsection (a) of this section.

(c) The HDC may delegate the issuance of certificates of appropriateness for specified minor classes of work to its staff, to the inspector of buildings, or to another delegated authority. The HDC shall provide to such delegated authorities specific written standards for issuing the certificates of appropriateness under this subsection. Such delegated authorities shall come before the next regularly scheduled HDC meeting and the HDC shall review the certificates of appropriateness so issued. These reviews are to serve the purpose of keeping the HDC informed as to what certificates of appropriateness for minor work have been issued since the last HDC meeting. On a quarterly basis, the HDC shall review the certificates of appropriateness, if any, issued by the aforesaid delegated authority to determine whether or not the delegated responsibilities should be continued.

## Application Review

<b>Sign and awning installation or replacement</b>	YES	NO	N/A
Completed application	X		
Synopsis: description of the project in words including			X
Materials finish list		X	
Detailed justification of why signage and/or awning installation or replacement is necessary			X
Historic photographs of the building		X	
Description of the existing signage/awning material including location, size, material, color, and condition	X		
Photographs of the building as it exists today	X		
Scaled and dimensioned front and side elevations showing the size and location of signage and/or awning	X		
Scaled cross-section of building elevation indicating proposed signage and/or awning			X
Identification of all materials used in the construction of signage and/or awning		X	
Material samples including number, letter, font size, and colors of signage and/or awning		X	

H20-05 260 S. Union  
 Ground Sign  
 HD Mtg 7/1/20

CITY OF PLYMOUTH  
 HISTORIC DISTRICT COMMISSION APPLICATION

Community Development Department  
 201 S. Main Street Plymouth, MI 48170  
 Ph. 734-453-1234 ext. 232  
 www.plymouthmi.gov

RECEIVED

JUN 12 2020

CITY OF PLYMOUTH  
 COMMUNITY DEVELOPMENT

I. Site/Project Information

Site Address 260 S Union	<input type="checkbox"/> Contributing structure <input type="checkbox"/> Non-contributing structure	Date of Application 6-10-20
Name of Property Owner NKBisk Properties LLC	Phone Number 734-730-6971	
Mailing Address 250 Auburn	Email Address (Required) nicholasbiskebnis@gmail.com	
City Plymouth	State MI	Zip Code 48170

II. Applicant and Contact Information

Indicate Who the Applicant Is. If Property Owner, Skip to Section III.	<input checked="" type="checkbox"/> Architect	<input type="checkbox"/> Developer	<input type="checkbox"/> Engineer	<input type="checkbox"/> Lessee
Applicant/Company Name Mike Stephens / Signarama, Troy	Phone Number 248-585-6880			
Applicant/Company Address 1017 Naughten	City Troy	State MI	Zip Code 48083	
Email Address (Required) mike@michigansignshops.com				

III. Site Plan Designer and Contact Information

Site Plan Designer Company Name Mike Stephens / Signarama, Troy	Phone Number 248-585-6880		
Company Address 1017 Naughten	City Troy	State MI	Zip Code 48083
Registration Number	Expiration Date	Email Address (Required) mike@michigansignshops.com	


IV. Type of Project (Please Select All that Apply)

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

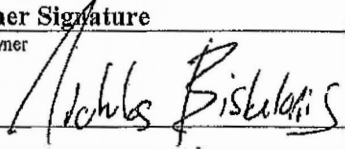
V. Description of Work

Installation of non-illuminated post & panel sign for business identification. Sign will be aluminum construction and have graphic image on both sides. Color scheme soft neutral colors consisting of Navy, Grey, and white.
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**VI. Applicant Signature**

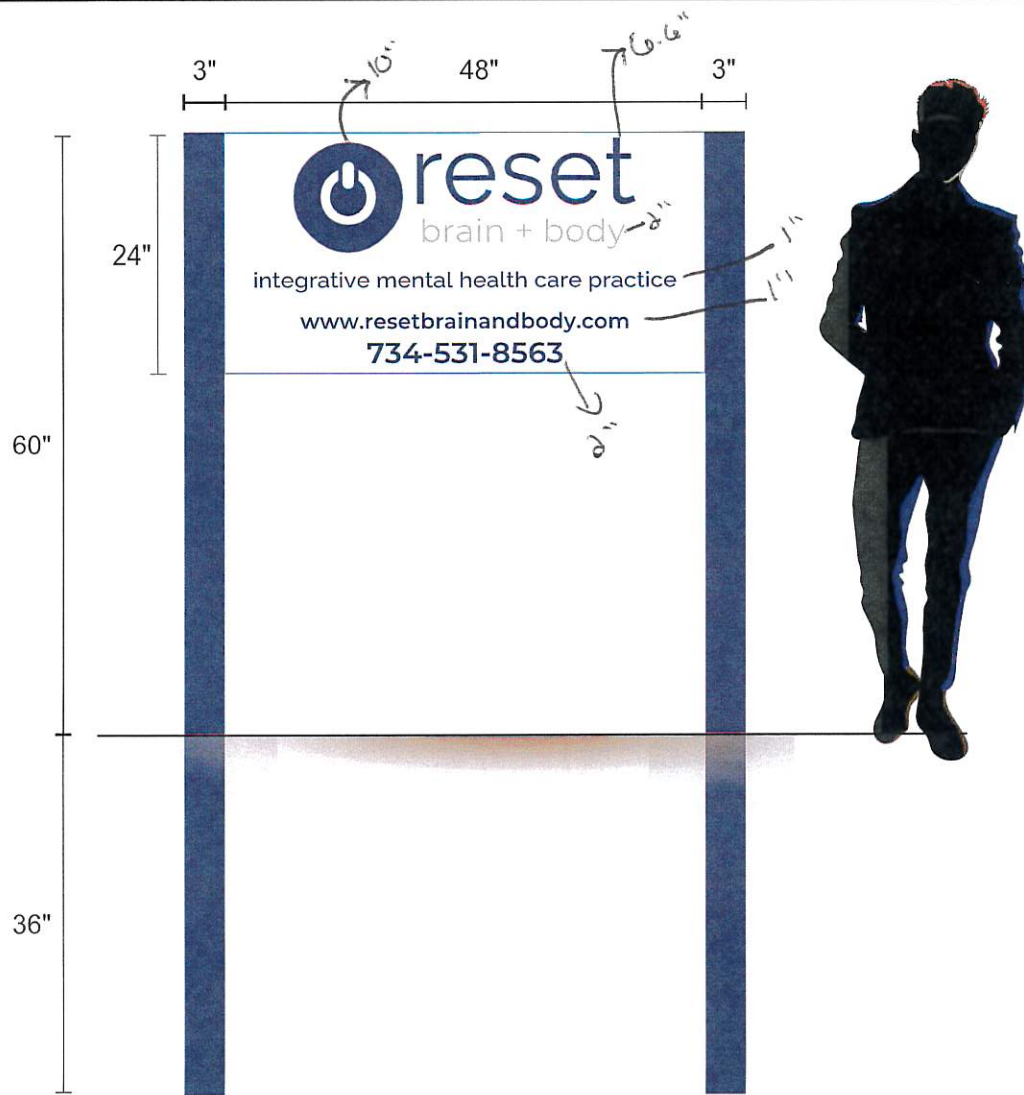
Signature of Applicant 	Date 6-10-20
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**VII. Property Owner Signature**

Signature of Property Owner 	Date 6-8-20
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**VIII. Submittal Checklist**

Please include the following applicable information		YES	NO	N/A
<b>Demolition, new construction, additions, and alterations</b>				
1.	Completed application	[ ]	[ ]	[ ]
2.	Synopsis: description of the project in words	[ ]	[ ]	[ ]
3.	Materials finish list	[ ]	[ ]	[ ]
4.	Detailed justification of why the changes are necessary	[ ]	[ ]	[ ]
5.	Historic photographs of the building	[ ]	[ ]	[ ]
6.	Photographs of the building and site as they exist today	[ ]	[ ]	[ ]
7.	Scaled drawings to include existing and proposed site plan including property lines, easements, setbacks, and landscape features	[ ]	[ ]	[ ]
8.	Scaled drawings to include existing and proposed floor plans	[ ]	[ ]	[ ]
9.	Scaled drawings to include existing and proposed elevations	[ ]	[ ]	[ ]
10.	Scaled drawings to include existing and proposed cross sections and other details as needed	[ ]	[ ]	[ ]
11.	Cut sheets (manufacturer information) for all exterior materials including windows, doors, garage, doors, exterior lighting, fencing, etc.	[ ]	[ ]	[ ]
12.	Material samples and colors for roofing, siding, and trim	[ ]	[ ]	[ ]
13.	Statement of impact of the project on surrounding properties and buildings. Statement shall include items such as architectural character, building scale, vehicular and pedestrian traffic, mass, form, proportion, configuration, location on site, landscaping, and visual appearance.	[ ]	[ ]	[ ]
14.	Time frame for the project including approximate start date and dates for exterior completion, landscaping completion, and final occupancy	[ ]	[ ]	[ ]
15.	Color rendering of exterior elevation	[ ]	[ ]	[ ]
16.	New construction requires a streetscape view (to scale) with the proposed project inserted	[ ]	[ ]	[ ]
<b>Proposed window replacement project</b>				
1.	Completed application	[ ]	[ ]	[ ]
2.	Synopsis: description of the project in words	[ ]	[ ]	[ ]
3.	Materials finish list	[ ]	[ ]	[ ]
4.	Detailed justification of why window replacement is necessary	[ ]	[ ]	[ ]
5.	Historic photographs of the building	[ ]	[ ]	[ ]
6.	Description of the existing window material including color and condition	[ ]	[ ]	[ ]
7.	Photographs of the affected windows as they exist today	[ ]	[ ]	[ ]
8.	Photographs of the building with proposed changes indicated	[ ]	[ ]	[ ]



#334265

**PANTONE MATCH NEEDED  
FOR PAINT COLOR**

PLEASE NOTE:

Due to color code provided, Signarama cannot  
guarantee a perfect color match when printing your project.

Signarama will reasonable effort to print your product as close to the colors you have provided as possible

AN ARTIST REPRESENTATION - Image is for illustration purposes only. Objects in reality may be larger or smaller than depicted.

**DETAIL**

- Post & Panel Sign
- 3mm Dibond Sign Face with Printed Vinyl Graphic Overlay
- Sign Panel Box Painted White, Poles Custom Painted Blue: TBD

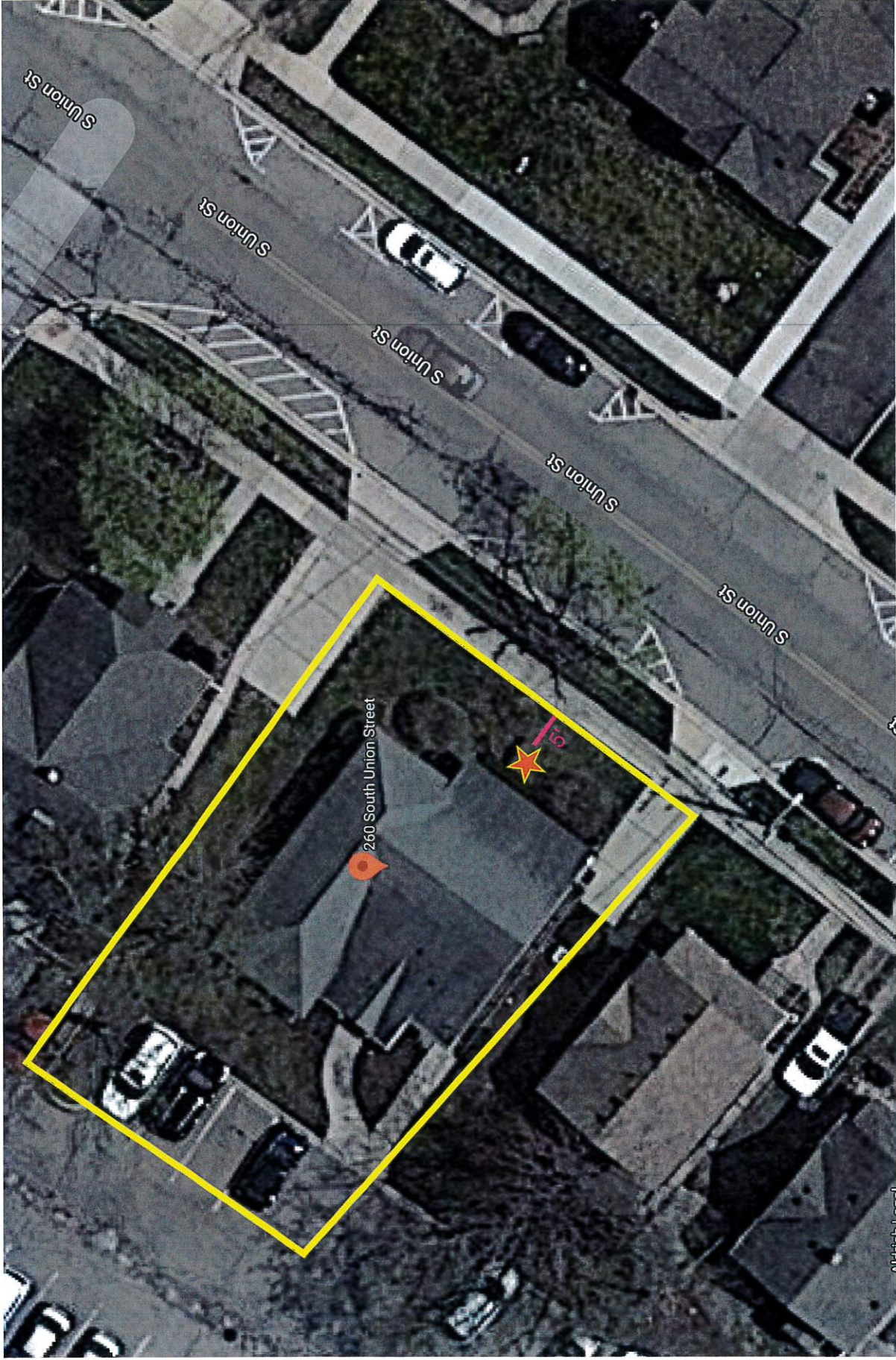
**QTY 1**

SALES: Mike S | mike@michigansignshops.com

DRAWING: Marissa D.

CREATED: 03/02/2020

REVISED: 03/04/2020



5' setback from property line



## 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) \_\_\_.

*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".

Vote "No" to deny the application. Vote "Yes" to approve the application.

### **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.