



City of Plymouth Historic District Commission

Regular Meeting Agenda

Wednesday, August 5, 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

Join the meeting: <https://us02web.zoom.us/j/89063958645>

Meeting ID: 890 6395 8645

Passcode: 398638

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.

- 1) **CALL TO ORDER**
 - a) Roll Call

- 2) **CITIZEN COMMENTS**

- 3) **APPROVAL OF THE MINUTES**
 - a) Approval of the July 1, 2020 Meeting Minutes

- 4) **APPROVAL OF THE AGENDA**

- 5) **COMMISSIONER COMMENTS**

- 6) **OLD BUSINESS**

- 7) **NEW BUSINESS**
 - a) H20-06: Front porch and entryway repairs at 186 S. Main
 - b) H20-07: Wall signage at 388 S. Main

- 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, July 1, 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, 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. 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 7:01 p.m.

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

ABESENT: Linda Filipczak, Josh Mrozowski

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. May to approve the meeting minutes from May 6, 2020.

MOTION APPROVED UNANIMOUSLY 5-0

4. APPROVAL OF THE AGENDA

A motion was made by Comm. Borys and seconded by Comm. May to approve the agenda, as amended to move the agenda item to new business.

MOTION APPROVED UNANIMOUSLY 5-0

5. COMMISSIONER COMMENTS

None.

6. OLD BUSINESS

None.

7. NEW BUSINESS

a) H20-05: 260 S. Union-New Ground Sign

Michael Stephens, applicant, presented his case. He explained proposed non-illuminated post and panel ground sign. He explained the color tones were neutrals: white, navy, and light gray. He explained the sign area is 8 square feet and is 5 feet in height. He explained the sign is all aluminum construction and the text portion is an

additional applique.

Citizen Comments

None.

Board Discussion

Comm. Townsend asked if the proposed sign was an additional sign or a replacement. Mr. Stephens confirmed it was a replacement sign.

Comm. Townsend asked about the top of the posts. Mr. Stephens confirmed that the post was hollow with a thin metal cap, so water did not run into it. He explained there were decorative finials that were optional, but not proposed for this sign.

Comm. Cole asked if the posts were 3" by 3", square. Mr. Stephens confirmed.

Comm. Cole asked where the sign would be located compared to the existing sign. Mr. Stephens explained it would be nearly identical, depending on the location of the footings.

Comm. Cole asked about the depth of the sign. Mr. Stephens explained it was 3" to match the posts.

Chair Polin asked about proposed height and felt it could be reduced. Mr. Stephens explained that the proposed height above grade allows for weed whips or lawnmowers to have appropriate clearance and not hit or move the sign.

A motion was made by Comm. Townsend, supported by Comm. May, to approve the Certificate of Appropriateness for H20-04: 260 S. Union. The finding of facts is that the project meets Secretary of Interior Standards numbers 2, 5, 9, and 10 and give consideration to the City Ordinance review criteria numbers 1, 2, 3, and 4. The approval has the following conditions: the top of the sign shall not exceed 48 inches above grade and shall including finials on the posts.

MOTION APPROVED UNANIMOUSLY 5-0

8. REPORTS AND CORRESPONDENCE

Mr. Buzuvis told the Board Comm. Mrozowski's family welcomed their new baby that morning.

Comm. Polin encouraged the Board to read the Penn Theater's newest marquee message.

9. ADJOURNMENT

A motion was made by Comm. Borys, supported by Comm. Townsend, to adjourn the meeting at 7:35 PM.



Historic District Commission
201 S. Main Plymouth, MI 48170
Administrative Review of 186 S. Main
Case Number H20-06
Agenda Date: August 5, 2020

Address: 186 S. Main
Year Built: circa 1920
Historical Significance: Architecture

Proposed Changes: Repair front porch and entryway

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.

Application Review

Porch reconstruction or repair		YES	NO	N/A
1.	Completed application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Synopsis: description of the project in words	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Materials finish list	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Detailed justification of why the changes are necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Historic photographs of the building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Photographs of the building and site as they exist today	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Description of the existing porch material including location, size, material, color, and condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Scaled drawings to include existing and proposed site plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.	Scaled drawings to include existing and proposed floor plans	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	Scaled drawings to include existing and proposed elevations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.	Scaled drawings to include existing and proposed cross sections and other details as needed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12.	Cut sheets (manufacturer information) for proposed replacement porch materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13.	Material samples and colors for porch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

RECEIVED

JUL 21 2020

CITY OF PLYMOUTH
COMMUNITY DEVELOPMENT

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

H20-06 186 S. Main
Front Porch & Entranceway Repairs
HD Mtg 8/5/20

I. Site/Project Information

Site Address 186 S. Main St., Plymouth, MI 48170	<input type="checkbox"/> Contributing structure <input checked="" type="checkbox"/> Non-contributing structure	Date of Application 7-21-2020
Name of Property Owner Vince Mucci	Phone Number 734-453-4555	
Mailing Address 7676 Ronda Drive	Email Address (Required) vmucci@mamamuccispasta.com	
City Canton	State MI	Zip Code 48187

II. Applicant and Contact Information

Indicate Who the Applicant Is. If Property Owner, Skip to Section III.	Architect	Developer	Engineer	Lessee
Applicant/Company Name Steven Soave/ Villanova Construction Co., Inc.	Phone Number 248-476-5122			
Applicant/Company Address 20765 Parker St.	City Farmington Hills	State MI	Zip Code 48393	
Email Address (Required) steven.soave@villanovaconstruction.com				

III. Site Plan Designer and Contact Information

Site Plan Designer Company Name	Phone Number			
Company Address	City	State	Zip Code	
Registration Number	Expiration Date	Email Address (Required)		

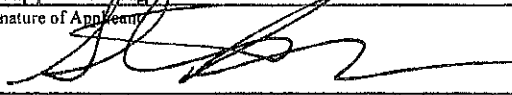
IV. Type of Project (Please Select All that Apply)

<input type="checkbox"/> New Construction	<input type="checkbox"/> Window Replacement	<input 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 checked="" type="checkbox"/> Porch Reconstruct/Repair	<input type="checkbox"/> Roof Replacement	<input type="checkbox"/> Landscaping Install or Replacement	


V. Description of Work

Repair front porch/ entry way

VI. Applicant Signature

Signature of Applicant 	Date 7/8/2020
-------------------------------------------------------------------------------------------------------------	------------------

VII. Property Owner Signature

Signature of Property Owner  VINCE M. COLE	Date 7-8-2020
--------------------------------------------------------------------------------------------------------------------------------	------------------

VIII. Submittal Checklist

Please include the following applicable information		YES	NO	N/A
Porch reconstruction or repair				
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.	Description of the existing porch material including location, size, material, color, and condition	[]	[]	[]
8.	Scaled drawings to include existing and proposed site plan	[]	[]	[]
9.	Scaled drawings to include existing and proposed floor plans	[]	[]	[]
10.	Scaled drawings to include existing and proposed elevations	[]	[]	[]
11.	Scaled drawings to include existing and proposed cross sections and other details as needed	[]	[]	[]
12.	Cut sheets (manufacturer information) for proposed replacement porch materials	[]	[]	[]
13.	Material samples and colors for porch	[]	[]	[]

Check List Item 2 - Synopsis

VILLANOVA

Villanova Construction Co., Inc

Est. 1973

PROPOSAL

Project: Front Entrance Renovation
186 S. Main St., Plymouth, MI 48170

Scope of Work:

- Demo existing:
 - Brick retaining walls – QTY (2)
 - Salvage bricks if possible
 - Bushes will need to be trimmed back in order for work to be performed
 - Concrete steps
 - Salvage railing for re-use
 - Concrete door sill
 - Concrete sidewalk section in front of steps – QTY (1)
- Re-build brick retaining walls to match existing conditions as close as possible – QTY (2)
- Install new concrete door sill
- Install new concrete steps
- Install new concrete sidewalk section in front of steps – QTY (1)
- Re-install salvaged railing
 - Railing to be sanded and re-painted to match existing as close as possible
- Re-finish front entrance door to match existing as close as possible

Check List Item 3 - Material Finish List

- Concrete - All concrete to be 3,500psi strength concrete
- Railing - Re-use exiting railing and paint black to match existing color
- Retaining wall Bricks - Brick to match existing as close as possible see Check List Item 13. Also, we will re-use as many existing bricks that we can.
- Retaining wall caps - Limestone

Check List Item 4 - Detailed justification of why the changes are necessary

- Concrete trip hazards exist
- Retaining wall is falling apart

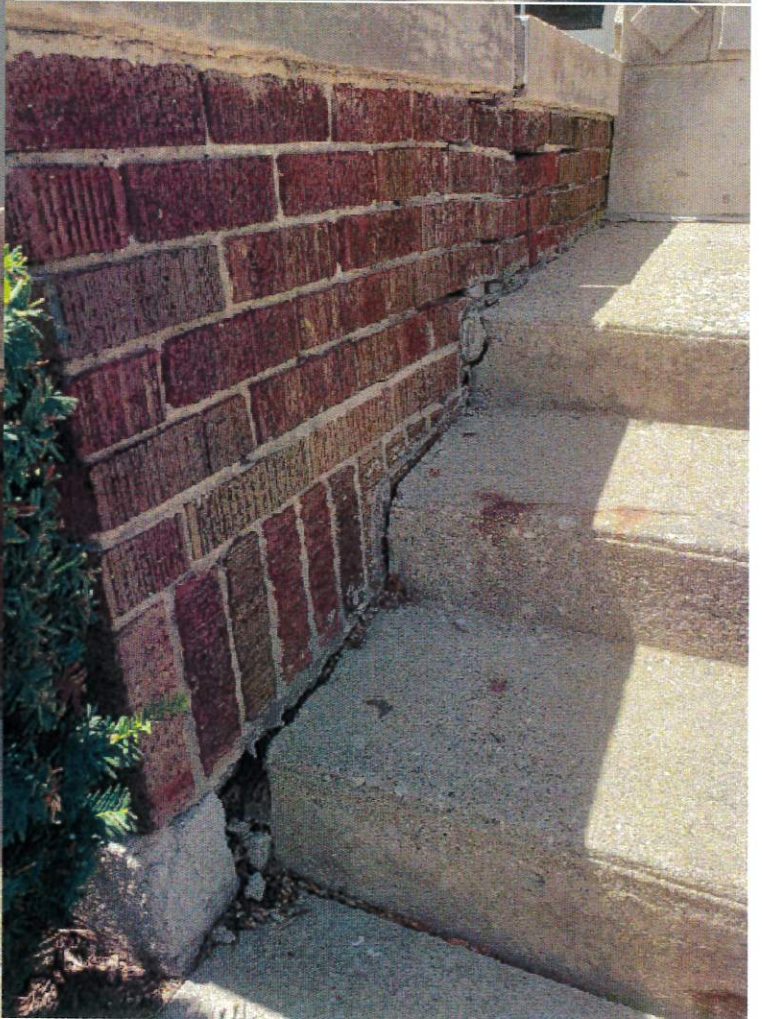
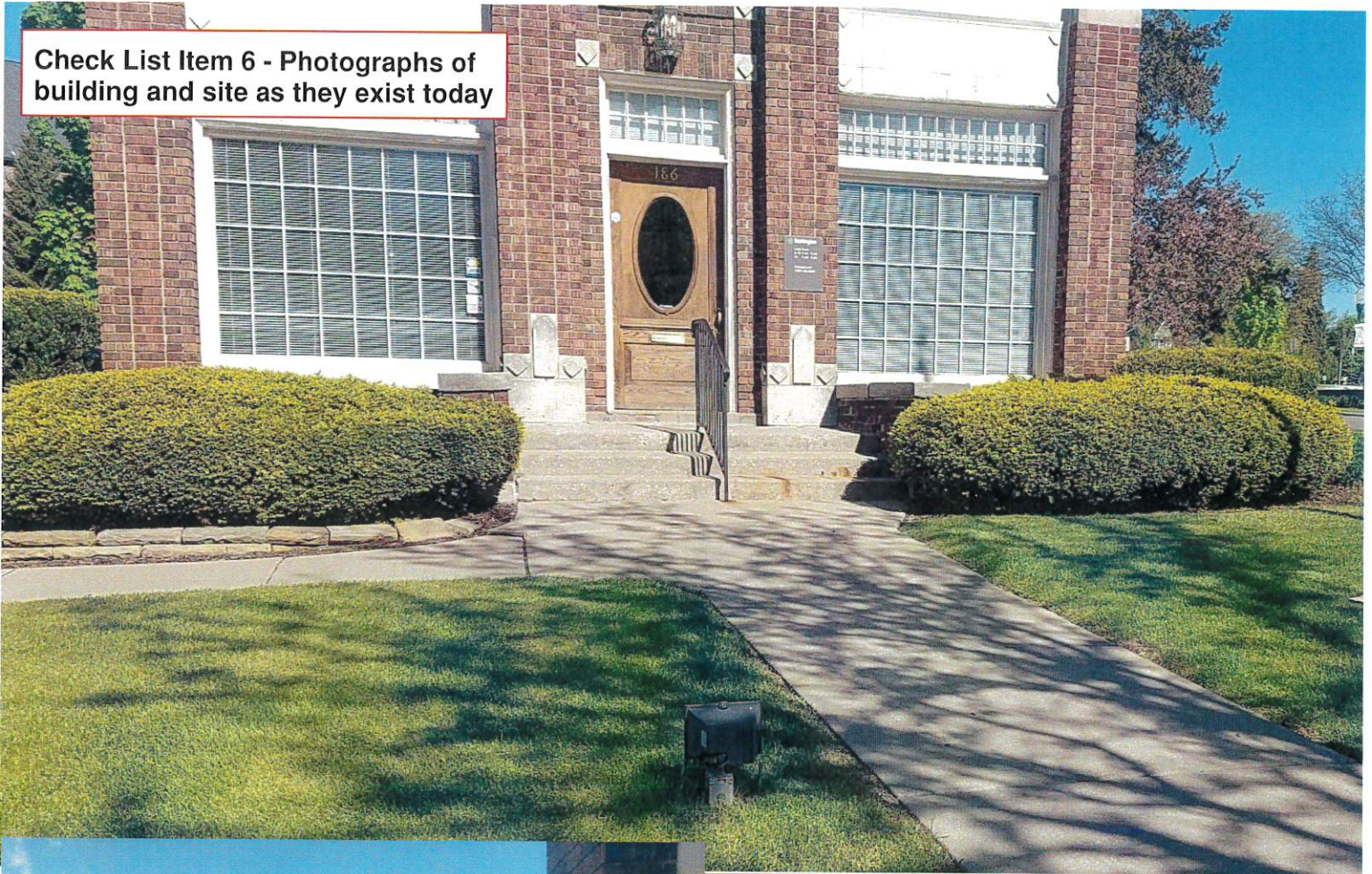
Check List Item 5 - Historic photographs of building

- Owner and lessee are unable to obtain any historic photographs

Check List Item 6 - Photographs of building and site as they exist today



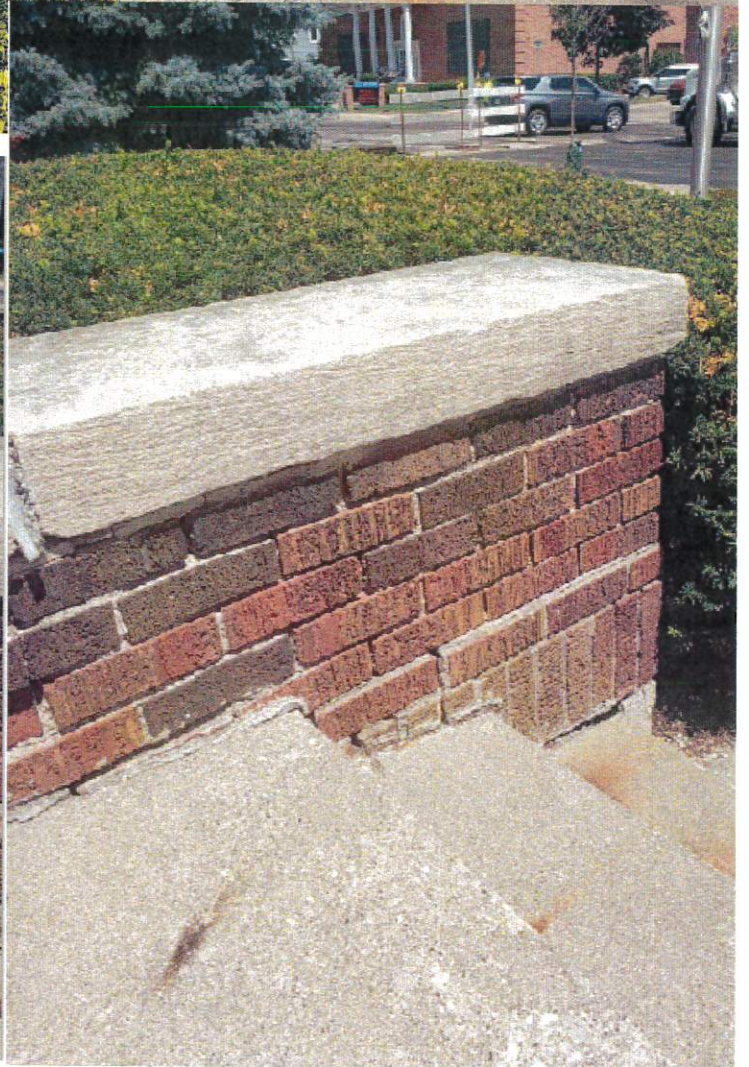
Check List Item 6 - Photographs of building and site as they exist today



Check List Item 6 - Photographs of building and site as they exist today

Check List Item 7 - Existing Materials

- Concrete - Standard Concrete
- Railing - Iron
- Retaining wall Bricks - Brick
- Retaining wall caps - Limestone



Existing / Demo

Check List Item 8

- Demo existing front entrance
- Concrete door sill
- Brick retaining walls
- Concrete steps
- 1 sidewalk section in front of steps

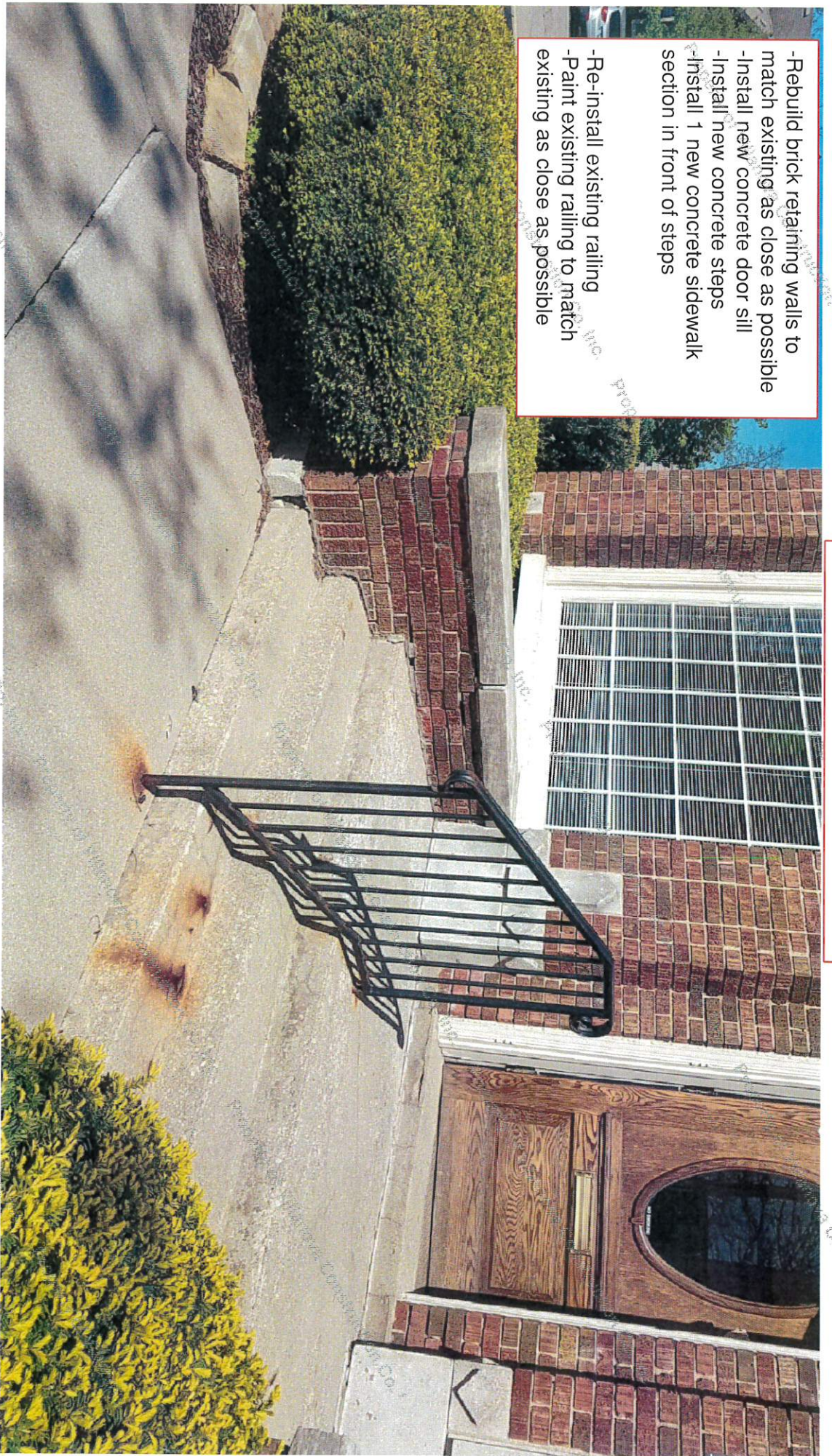


Property of Villanova Construction Co. Inc. Property of Villanova Construction Co. Inc. Property of Villanova Construction Co. Inc. Property of Villanova Construction Co. Inc.

Proposed

- Rebuild brick retaining walls to match existing as close as possible
- Install new concrete door sill
- Install new concrete steps
- Install 1 new concrete sidewalk section in front of steps
- Re-install existing railing
- Paint existing railing to match existing as close as possible

Check List Item 8



Property of Villanova Construction Co., Inc.

Property of Villanova Construction Co., Inc.

Property of Villanova Construction Co., Inc.

Villanova

Construction

Check List Item 9, 10, 11, & 12 - N/A

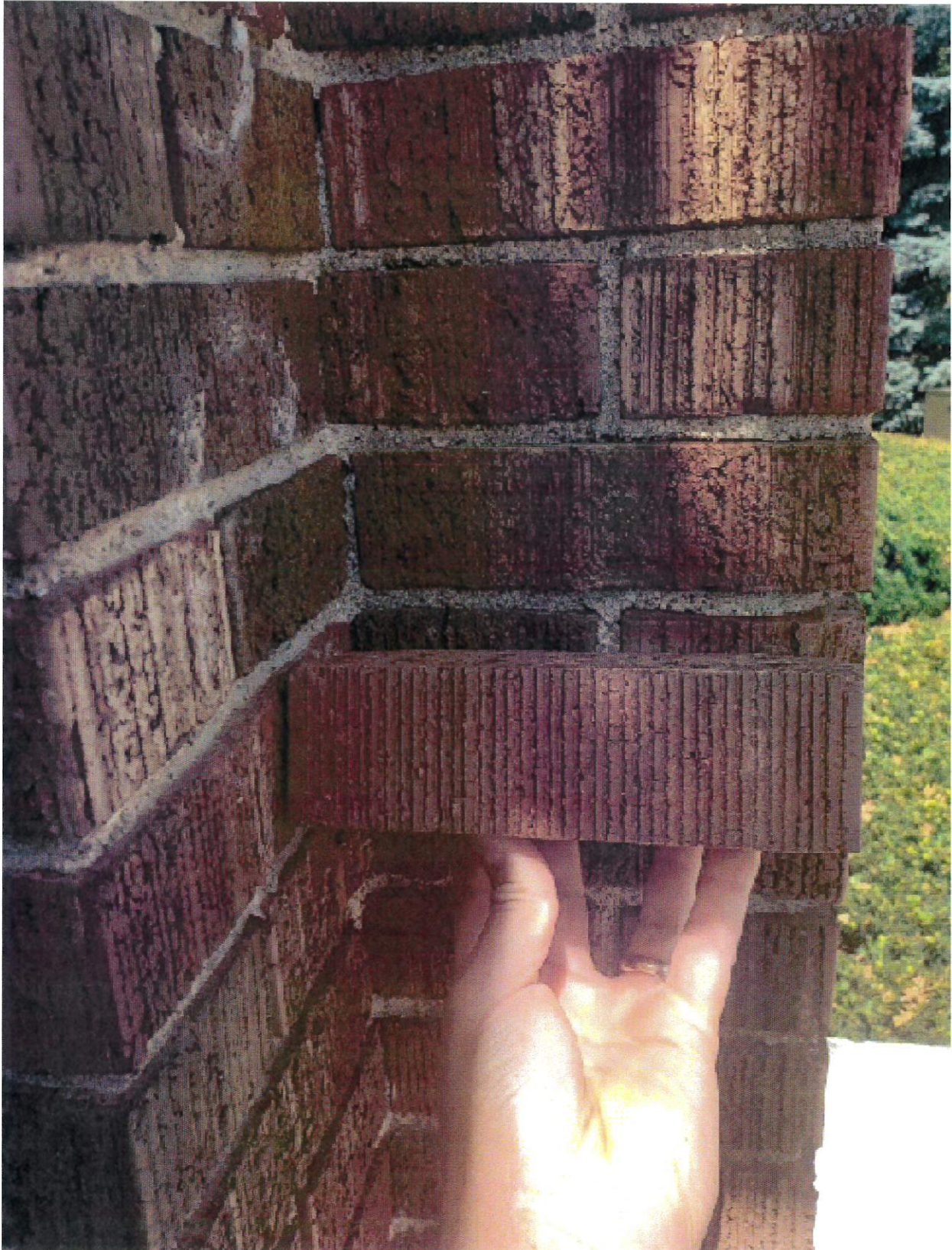
Check List Item 13 - Material Samples

Brick Sample in the Sun



Check List Item 13 - Material Samples

Brick Sample in the Shade





Historic District Commission
201 S. Main Plymouth, MI 48170
Administrative Review of 388 S. Main
Case Number H20-0
Agenda Date: August 5, 2020

Address: 388 S. Main

Year Built: 1930

Historical Significance: Non-contributing

Proposed Changes: Repair front porch and entryway

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

Sign and awning installation or replacement	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	

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.

H20-07 388 S. Main
 Wall Signage
 HD Mtg 8/5/20

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
 JUL 27 2020
 CITY OF PLYMOUTH
 COMMUNITY DEVELOPMENT

I. Site/Project Information

Site Address 388 S Main St. Plymouth MI		<input type="checkbox"/> Contributing structure <input type="checkbox"/> Non-contributing structure	Date of Application 6/29/2020
Name of Property Owner Sun to Snow 3 Wheels N Motion		Phone Number 734-820-1215	
Mailing Address 388 S Main St.		Email Address (Required) chaloudesigns@att.net	
City Plymouth	State MI	Zip Code 48170	

II. Applicant and Contact Information

Indicate Who the Applicant Is. If Property Owner, Skip to Section III.				Architect	Developer	<input checked="" type="checkbox"/> Engineer	Lessee
Applicant/Company Name 4 Tech Signs				Phone Number 734-820-1215			
Applicant/Company Address 13300 Foley St.				City Detroit	State MI	Zip Code 48227	
Email Address (Required) chaloudesigns@att.net							

III. Site Plan Designer and Contact Information

Site Plan Designer Company Name Same as Applicant			Phone Number		
Company Address			City	State	Zip Code
Registration Number	Expiration Date	Email Address (Required)			

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

<input checked="" type="checkbox"/> New Construction	<input type="checkbox"/> Window Replacement	<input checked="" type="checkbox"/> Sign/Awning Install or Replacement	<input type="checkbox"/> Color Change
<input checked="" 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

Please see attached information.



VI. Applicant Signature

Signature of Applicant <i>Heidi Parent Ipu</i>	Date 7-24-20
---------------------------------------------------	-----------------



VII. Property Owner Signature

Signature of Property Owner <i>Heidi Parent</i>	Date 7-25-20
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VIII. Submittal Checklist

Please include the following applicable information YES NO N/A

Demolition, new construction, additions, and alterations

- 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 [] [] []

X Proposed window replacement project

- 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 [] [] []

Please include the following applicable information		YES	NO	N/A
9.	Cut sheets (manufacturer information) for all replacement windows	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	Material samples and colors of windows	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.	Number of windows to be replaced	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.	Dimensions of windows including frame thickness and frame width	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.	Photographs of other projects incorporating the window replacement component	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X Proposed door or garage door replacement				
1.	Completed application	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Synopsis: description of the project in words	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Materials finish list	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Detailed justification of why door replacement is necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Historic photographs of the building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	Description of the existing door material including color and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Photographs of the affected doors as they exist today	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Photographs of the building with proposed changes indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.	Cut sheets (manufacturer information) for all replacement doors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	Material samples and colors of doors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.	Number of doors to be replaced	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.	Dimensions of doors including frame thickness and frame width	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.	Photographs of other projects incorporating the door replacement component	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X Proposed roof replacement				
1.	Completed application	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Synopsis: description of the project in words including related work such as gutters, soffit, and fascia	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Materials finish list	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Detailed justification of why roof replacement is necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Historic photographs of the building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	Description of the existing roof material including color and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Photographs of the roof as it exists today	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Photographs of the building with proposed changes indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.	Cut sheets (manufacturer information) for replacement roof	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	Material samples and colors of roof	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.	Dimensions of replacement roof	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.	Photographs of other projects incorporating the roof replacement component	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X Proposed siding replacement				
1.	Completed application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Synopsis: description of the project in words including related work such as soffits, fascia, gutters, and trim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Materials finish list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please include the following applicable information		YES	NO	N/A
4.	Detailed justification of why siding replacement is necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Historic photographs of the building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	Description of the existing siding material including width, color, and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Photographs of the siding as it exists today	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Photographs of the building with proposed changes indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.	Scaled and dimensioned elevations showing the replacement siding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	Cut sheets (manufacturer information) for replacement siding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.	Material samples and colors of siding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.	Dimensions including full profile of replacement siding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.	Photographs of other projects incorporating the roof replacement component	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

X Sign and awning installation or replacement

1.	Completed application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Synopsis: description of the project in words including related work such as soffits, fascia, gutters, and trim	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Materials finish list	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Detailed justification of why signage and/or awning installation or replacement is necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Historic photographs of the building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.	Description of the existing signage/awning material including location, size, material, color, and condition	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Photographs of the building as it exists today	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Scaled and dimensioned front and side elevations showing the size and location of signage and/or awning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.	Scaled cross-section of building elevation indicating proposed signage and/or awning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	Identification of all materials used in the construction of signage and/or awning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.	Material samples including number, letter, font size, and colors of signage and/or awning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

X Site improvements: fence, walls, paving, or landscaping installation

1.	Completed application	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Synopsis: description of the project in words	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Materials finish list	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Detailed justification of why site improvement is necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Historic photographs of the building and site	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	Photographs of the building and site as it exists today	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Scaled and dimensioned site plan showing existing lot lines	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Scaled and dimensioned site plan showing existing buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.	Scaled and dimensioned site plan showing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	Identification of all materials used in the construction of signage and/or awning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.	Material samples including number, letter, font size, and colors of signage and/or awning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please include the following applicable information		YES	NO	N/A
Porch reconstruction or repair				
1.	Completed application	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Synopsis: description of the project in words	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Materials finish list	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Detailed justification of why the changes are necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Historic photographs of the building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	Photographs of the building and site as they exist today	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Description of the existing porch material including location, size, material, color, and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Scaled drawings to include existing and proposed site plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.	Scaled drawings to include existing and proposed floor plans	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	Scaled drawings to include existing and proposed elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.	Scaled drawings to include existing and proposed cross sections and other details as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.	Cut sheets (manufacturer information) for proposed replacement porch materials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.	Material samples and colors for porch	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paint color change				
1.	Completed application	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Synopsis: description of the project in words	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Materials finish list	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Detailed justification of why the changes are necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Historic photographs of the building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	Photographs of the building and site as they exist today	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Samples of the proposed paint color (paint chip)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Photographs and/or diagrams showing the locations and colors where paint will be applied	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Building cleaning				
1.	Completed application	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Synopsis: description of the project in words	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Materials finish list	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Detailed justification of why the changes are necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Historic photographs of the building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	Photographs of the building and site as they exist today	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Description of the cleaning method including the names of chemicals and the pressure of any washes or applications	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Brochure for cleaning agents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.	Description of the treatment of the building exterior (surface) after cleaning – painting, sealing, tuck pointing, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

City of Plymouth Historical Permit Information for Sun & Snow & Wheels n Motion

Address: 388 S Main St, Plymouth, MI, 48170

Cross Street: W Ann Arbor Trail

Synopsis:

Add two backlight signs to the S Main St side of building. For exact detailed of each sign please see the attached artwork. Both signs will be wall mounted.

Materials Finish List:

The 2 signs will be fabricated with brushed aluminum. The Sun & Snow sign will be brushed aluminum, and the Wheels n Motion will be brushed aluminum. Please see the attached drawings for more clarification.

Detailed Justification:

The justification for the signage is the line of sight issue for the businesses. On the side of W Ann Arbor Trail there are numerous trees that would block the businesses signs. On the S Main St side there are no line of sight issues. The businesses need signage to make it clear where they are located.

308.69"

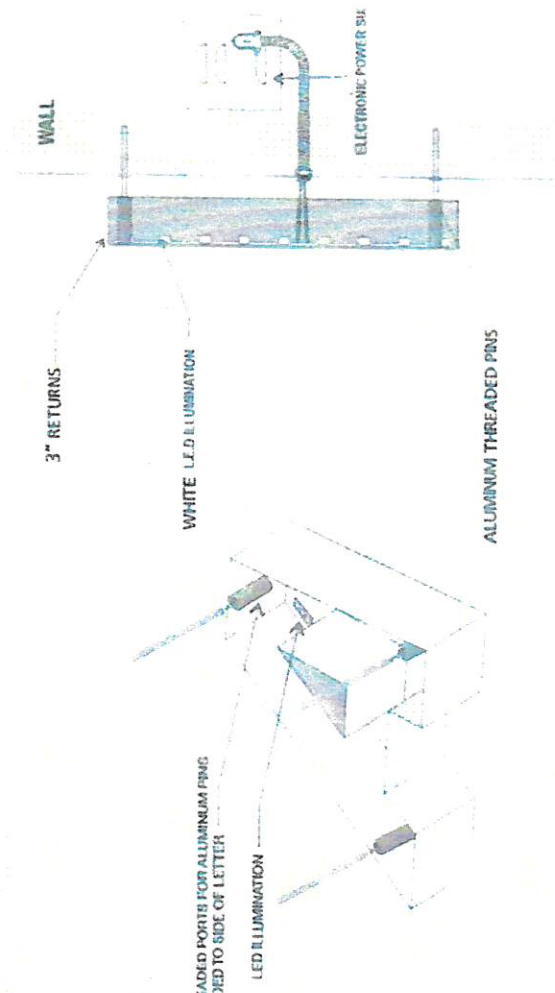
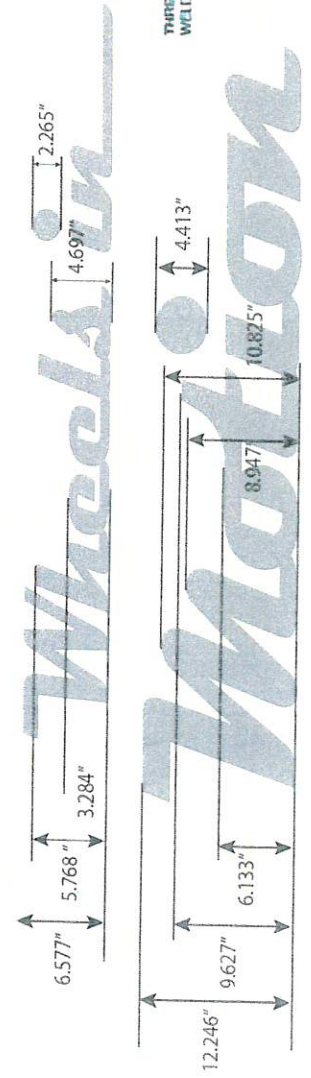
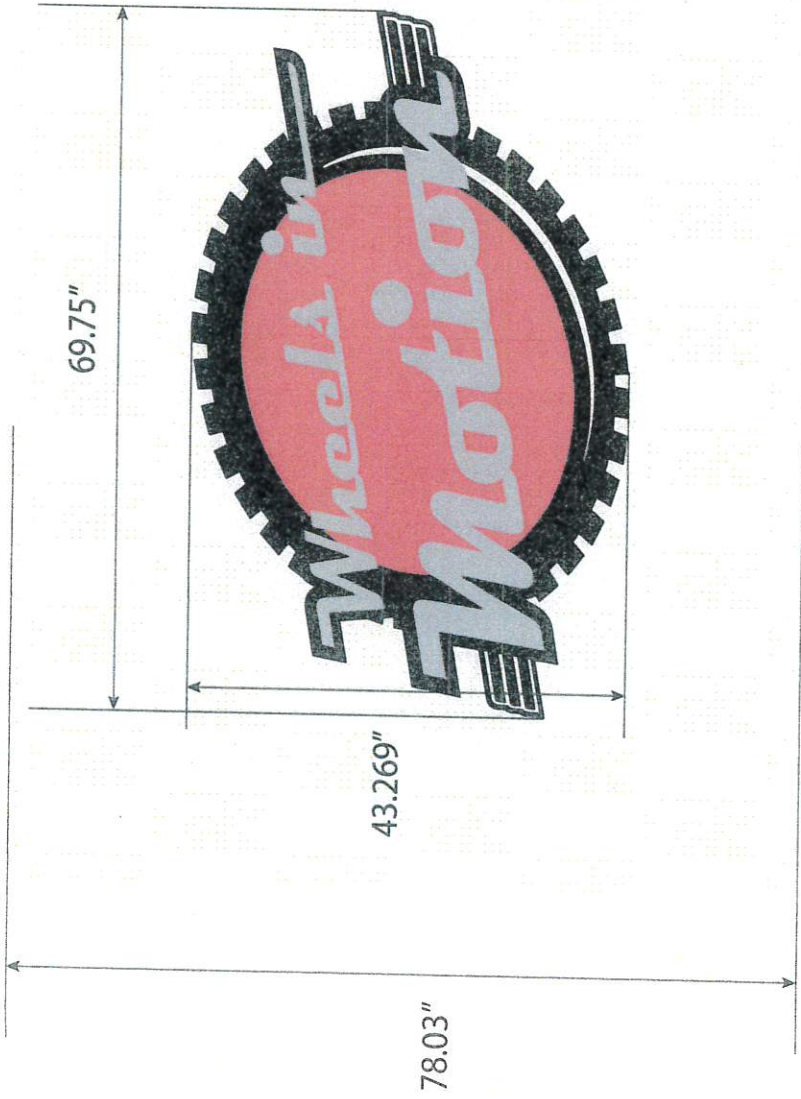


SUN & SNOW

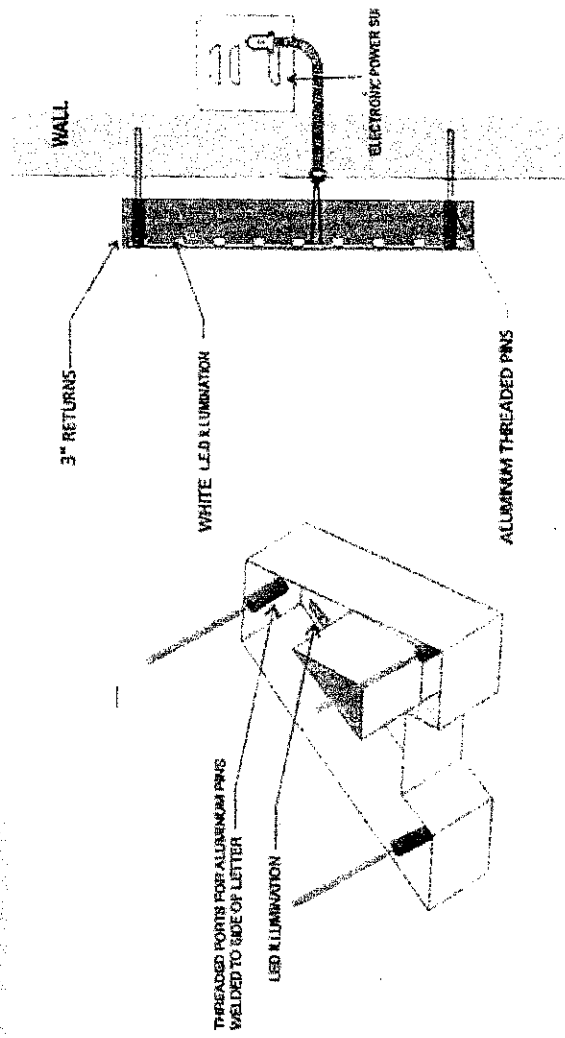
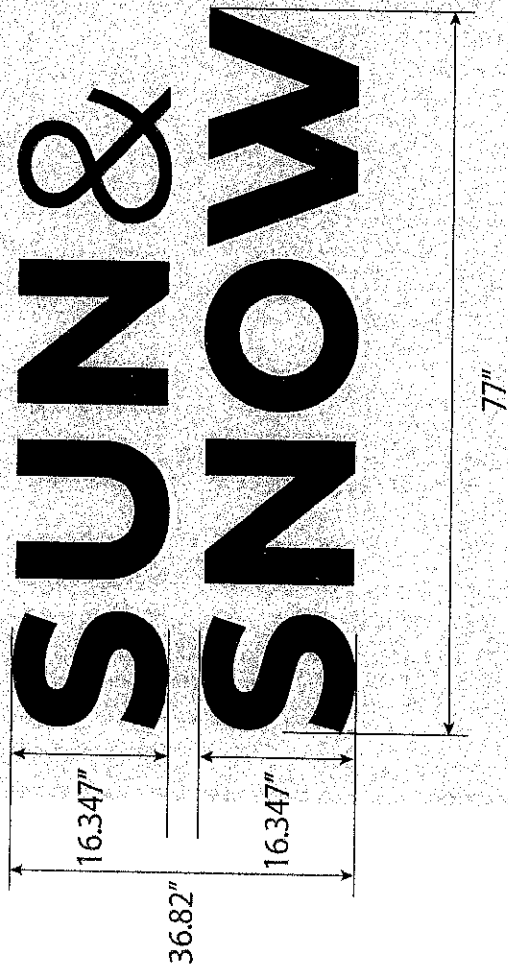
78.03"

18'





SECTION DETAIL
PIN MOUNTED ALUMINUM REVERSE LIT LETTERS



SECTION DETAIL
PIN MOUNTED ALUMINUM REVERSE LIT LETTERS

