



City of Plymouth Historic District Commission

Regular Meeting Agenda

Wednesday, April 7, 2021 – 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 Webinar: <https://us02web.zoom.us/j/88605602485>

Webinar ID: 886 0560 2485 Passcode: 458138

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**
- 2) **CITIZENS COMMENTS**
- 3) **APPROVAL OF THE MINUTES**
 - a) Approval of the March 3, 2021, Regular Meeting Minutes
- 4) **APPROVAL OF THE AGENDA**
- 5) **COMMISSION COMMENTS**
- 6) **OLD BUSINESS**
- 7) **NEW BUSINESS**
 - a) H21-03: New benches and podium at 381 S. Main, Kellogg Park
 - b) 2021 Goals Discussion
- 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 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 2017-2021

GOAL I - QUALITY OF LIFE
<p>OBJECTIVES</p> <ul style="list-style-type: none"> Support the neighborhoods with high-quality customer service Engage in collaboration with private entities and surrounding municipalities to implement the Joint Recreation Master Plan Improve communication with the public across multiple platforms Maintain a high level of cleanliness throughout the City Support and host a diverse variety of events that foster community and placemaking

ONE-YEAR TASKS 2021

- Restore sports and recreational programs that were halted by COVID-19 as soon as possible
- Review and evaluate the special event policy with safety considerations
- Address challenges with the Kellogg Park improvements with safety considerations
- Move Kellogg Park Fountain project forward
- Continue to re-engage service clubs to help enhance parks and public properties
- Increase followers by 2,000 on all our communications platforms
- Develop an internal and external communications plan
- Upgrade City Hall facilities to accommodate remote meetings and remote participation
- Continue investigating multi-modal transportation opportunities
- Revisit noise ordinance

GOAL II - FINANCIAL STABILITY
<p>OBJECTIVES</p> <ul style="list-style-type: none"> Approve balanced budgets that maintain fiscal responsibility Advocate for increased revenue sharing with the State of Michigan Encourage and engage in partnerships, both public and private, to share costs of services and equipment Address the issue of legacy costs Seek out and implement efficient and effective inter-departmental collaboration Market our successes to attract new economic and investment opportunities

ONE-YEAR TASKS 2021

- Identify mechanisms for funding sources for capital improvement projects
- Increase funding to the Public Improvement Fund
- Create a potential package for financing emergency structural repairs
- Develop a comprehensive asset management plan that includes a review of the equipment fleet
- Search out other possible revenue streams through continued association with the CWW and the MML
- Develop a financial plan for public safety
- Continue to make extra payments towards legacy costs
- Monitor outside influences on our revenue sources, including unfunded mandates, the 35th District Court and the PCCS
- Negotiate three labor contracts

GOAL III - ECONOMIC VITALITY
<p>OBJECTIVES</p> <ul style="list-style-type: none"> Continue to support and improve active, vibrant downtown branding Support community and economic development projects and initiatives Support a mix of industrial, commercial and residential development Reference the Master Plan in economic decision-making

ONE-YEAR TASKS 2021

- Complete Saxton's development
- Develop municipal parking lot at Saxton's site
- Support development of 23 parcels adjacent to the Starkweather School property
- Continue to administer the grant and the brownfield plan to support the Pulte project's completion
- Finish Redevelopment Ready Community (RRC) certification by the end of the 2021
- Develop an annual training calendar for the Planning Commission, the Historic District Commission, the Zoning Board of Appeals and the DDA, and identify a funding source
- Implement temporary plans to assist businesses in recovery efforts

GOAL IV - SERVICE AND INFRASTRUCTURE
<p>OBJECTIVES</p> <ul style="list-style-type: none"> Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention, succession planning Support and deliver safe and responsive emergency services Maintain a sophisticated and responsive technology to communicate and manage data Continually record, maintain, update, and improve City infrastructure

ONE-YEAR TASKS 2021

- Explore enhanced pedestrian safety opportunities into targeted intersections
- Research funding opportunities for ADA compliance at the PCC
- Implement 2021 infrastructure program
- Continue training for future career development and succession planning
- Conduct a traffic study to determine whether to make additional streets one way
- Update mapping resources including parcel data, completing 50% by the end of the year
- Update/replace current technology to ensure compliance with new regulations, rules, and operating systems
- Revisit paid parking



City of Plymouth
Historic District Commission
Regular Meeting Minutes
Wednesday, March 3, 2021 - 7:00 p.m.

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

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

Hybrid In-Person at 525 Farmer and Virtual via Zoom

1. CALL TO ORDER

- a. Chair Colleen Polin called the meeting to order at 7:03 p.m.
Present: Chair Polin, Members Stanley Cole, Gania Kandalajt, Linda Filipczak, John Townsend
Excused: Members Jeremy Borys and Joshua Mrozowski

Also present: Community Development Director John Buzuvis

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE MEETING MINUTES

Filipczak offered a motion, seconded by Kandalajt, to approve the minutes of the February 3, 2021 meeting.

There was a roll call vote.

Yes: Cole, Filipczak, Kandalajt, Polin, Townsend

MOTION PASSED 5-0

4. APPROVAL OF THE AGENDA

Filipczak offered a motion, seconded by Kandalajt, to approve the agenda with an amendment removing "Election of Officers" as an agenda item.

There was a roll call vote.

Yes: Cole, Filipczak, Kandalajt, Polin, Townsend

MOTION PASSED 5-0

5. COMMISSION COMMENTS

There were no commission comments.

6. OLD BUSINESS

There was no old business.

7. NEW BUSINESS

- a. H21-02: Exterior-lighting and brick color at 271 S. Main, Growth Works

Applicant Joseph Philips explained the request and answered questions.

Cole offered a motion, seconded by Townsend, to issue a Certificate of Appropriateness for H21-02.

Findings of Fact

The work proposed meets and gives consideration or significance to the City of Plymouth review criteria numbers 3 and 4.

There was a roll call vote.

Yes: Cole, Filipczak, Kandalajt, Polin, Townsend

MOTION PASSED 5-0

b. 2021 Goals Discussion

It was agreed this item would be postponed until the next meeting.

8. REPORTS AND CORRESPONDENCE

There was a discussion about the need for applicants to provide adequate information about their proposals.

9. ADJOURNMENT

A motion to adjourn was offered at 8:25 p.m. by Filipczak and seconded by Cole.
There was a roll call vote.

Yes: Cole, Filipczak, Kandalajt, Polin, Townsend

MOTION PASSED 5-0



Historic District Commission
201 S. Main Plymouth, MI 48170
Administrative Review of 271 S. Main
Case Number H21-03
Agenda Date: April 7, 2021

Address: 381 S. Main
Year Built: 1837
Historical Significance: Open Spaces/Parks

Proposed Changes: Installation of podium and benches to match the new Kellogg Park fountain

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

Proposed site improvements				
Please include the following applicable information		YES	NO	N/A
1.	Completed application	[X]	[]	[]
2.	Synopsis: description of the project in words	[X]	[]	[]
3.	Materials finish list	[X]	[]	[]
4.	Detailed justification of why site improvement is necessary	[]	[X]	[]
5.	Historic photographs of the building and site	[]	[]	[X]
6.	Photographs of the building and site as it exists today	[]	[]	[X]
7.	Scaled and dimensioned site plan showing existing lot lines	[]	[]	[X]
8.	Scaled and dimensioned site plan showing existing buildings	[]	[]	[X]
9.	Scaled and dimensioned site plan showing where fencing, paving, walls, or landscaping will be placed	[X]	[]	[]
10.	Identification of all materials used in the construction of fencing, paving, walls, or landscaping	[X]	[]	[]
11.	Material samples including number, letter, font size, and colors of fencing, paving, or walls	[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".

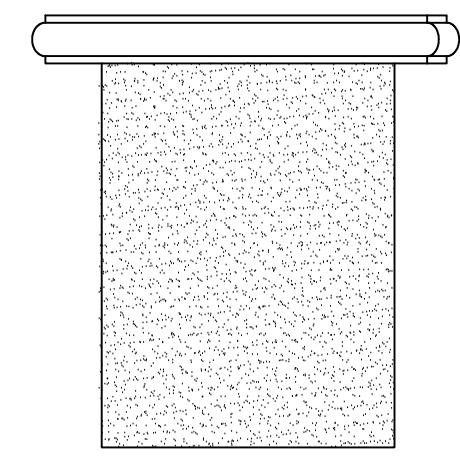
Vote "No" to deny the application. Vote "Yes" to approve the application.

5. Motion to Issue a Notice to Proceed

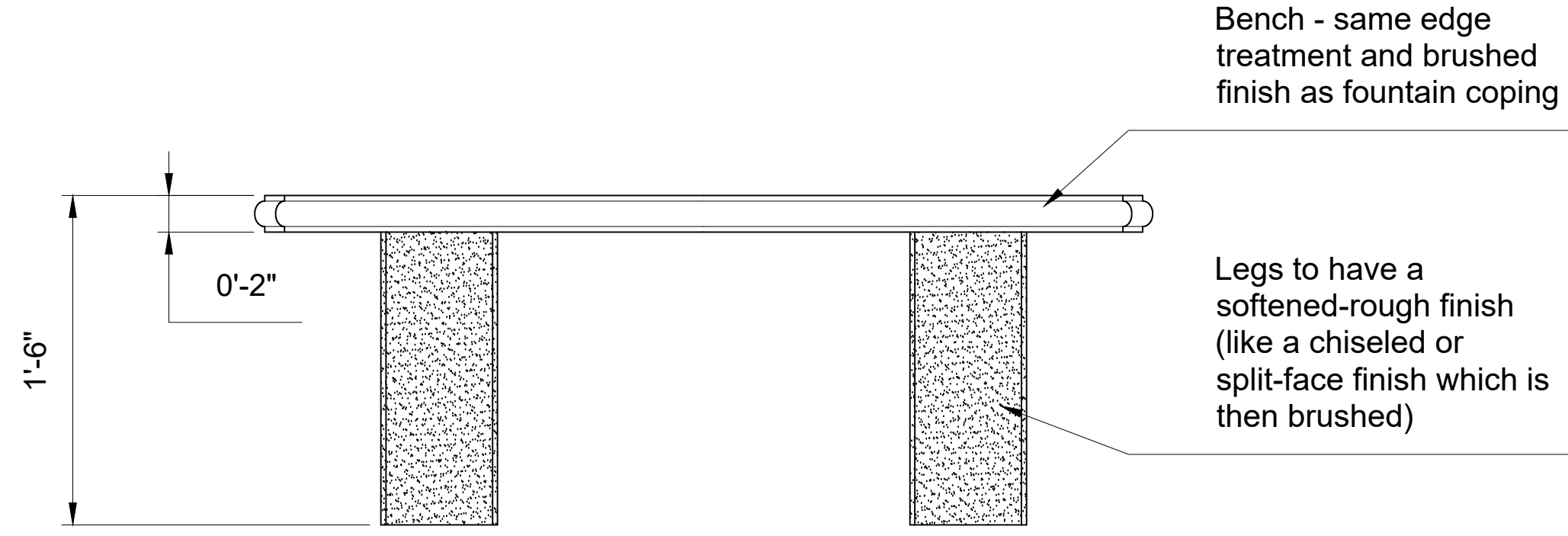
May be used in special conditions or emergencies.

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.

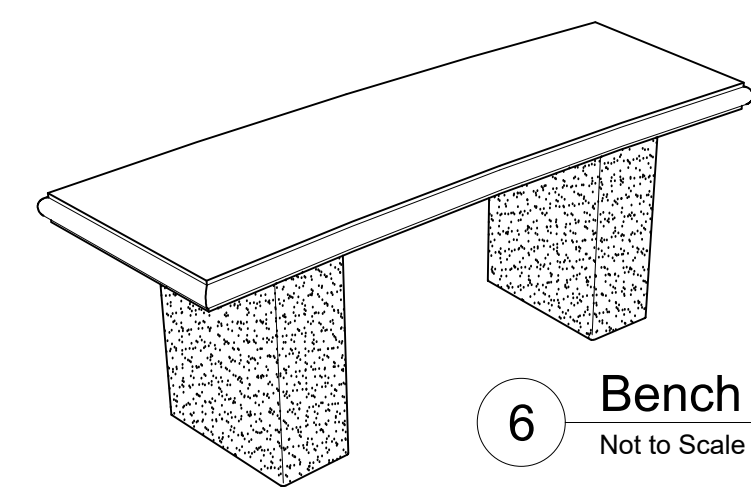
Vote "Yes" to approve notice to proceed. Vote "No" to deny notice to proceed.



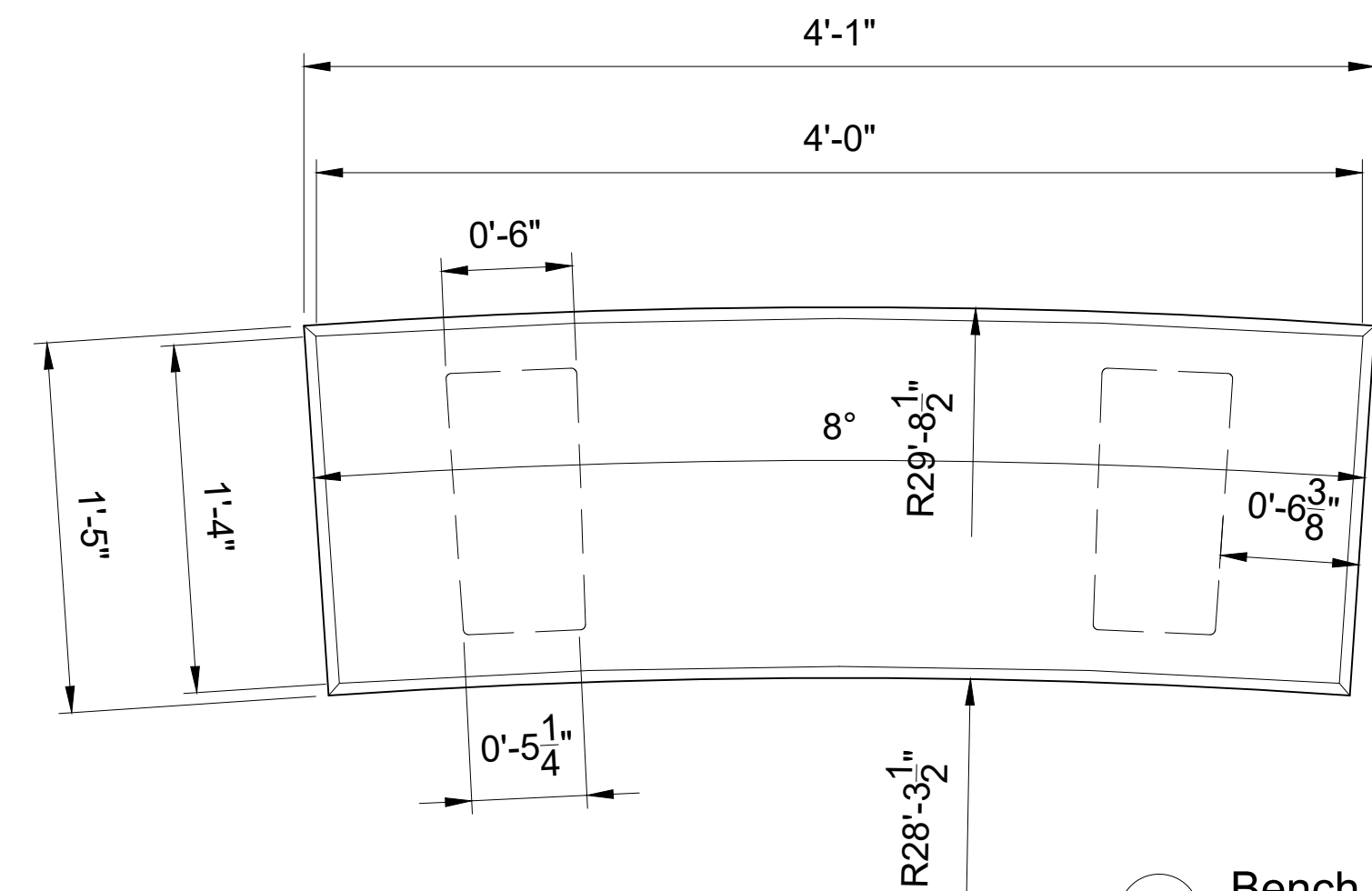
5 Bench End Elevation
Scale: 1-1/2" = 1'-0"



4 Bench Front Elevation
Scale: 1-1/2" = 1'-0"

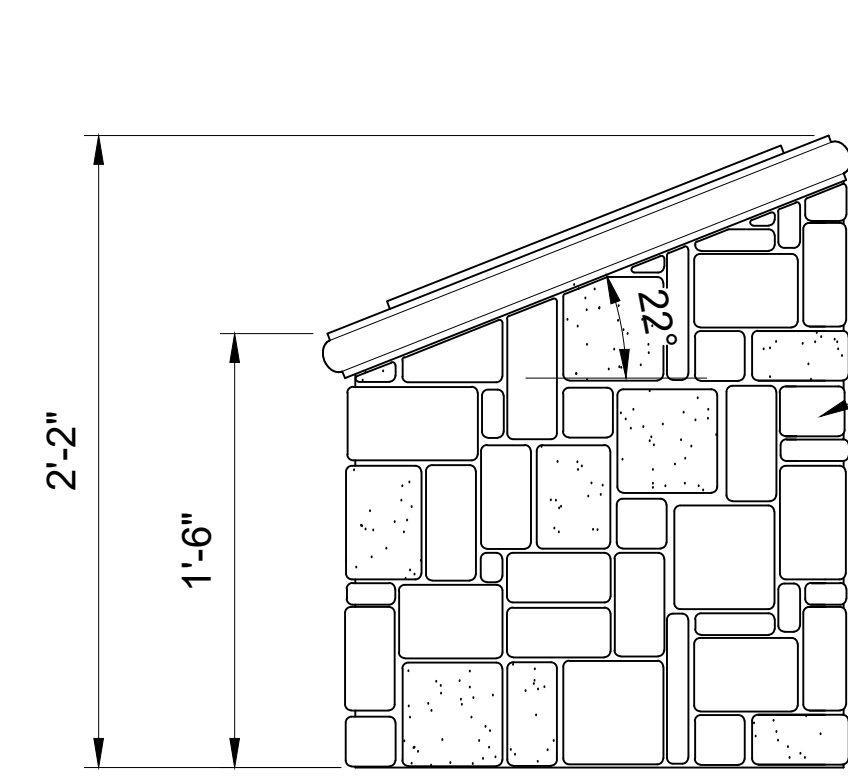


6 Bench Perspective
Not to Scale

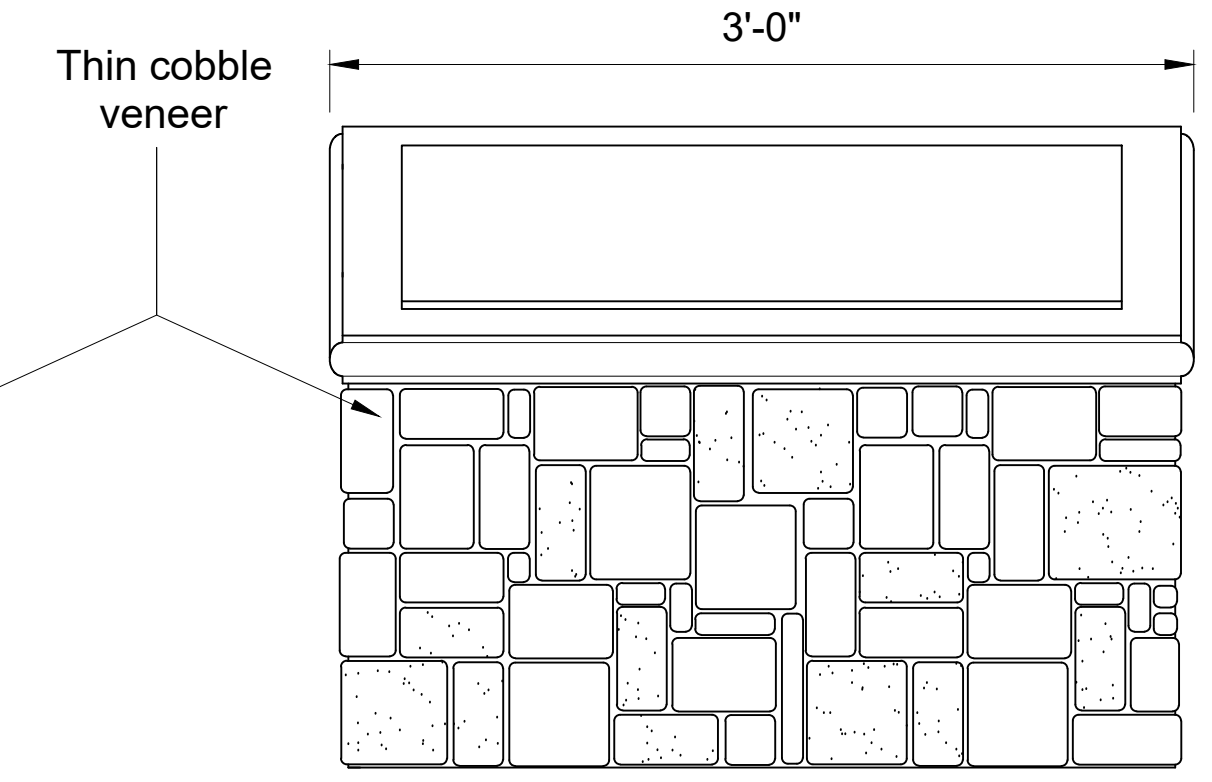


3 Bench Plan
Scale: 1-1/2" = 1'-0"

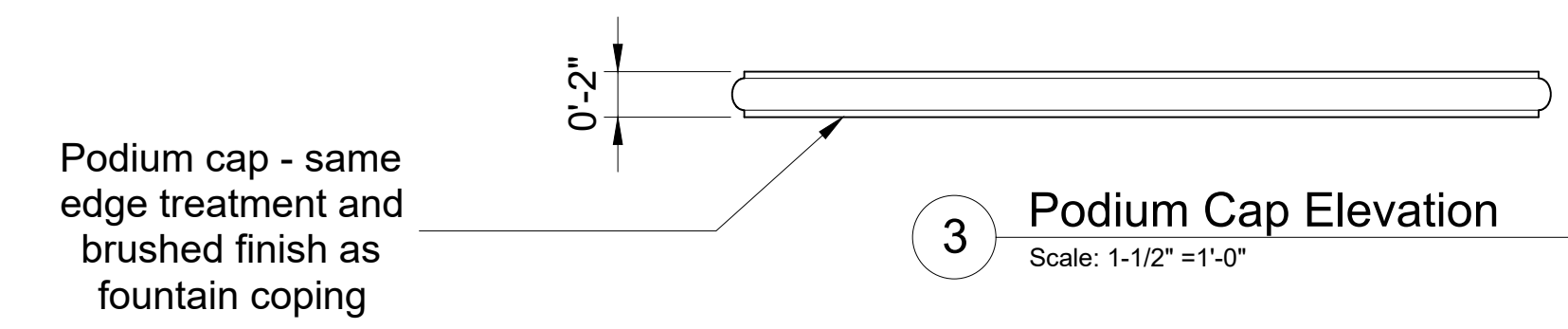
Four Foot Benches - Quantity = 2



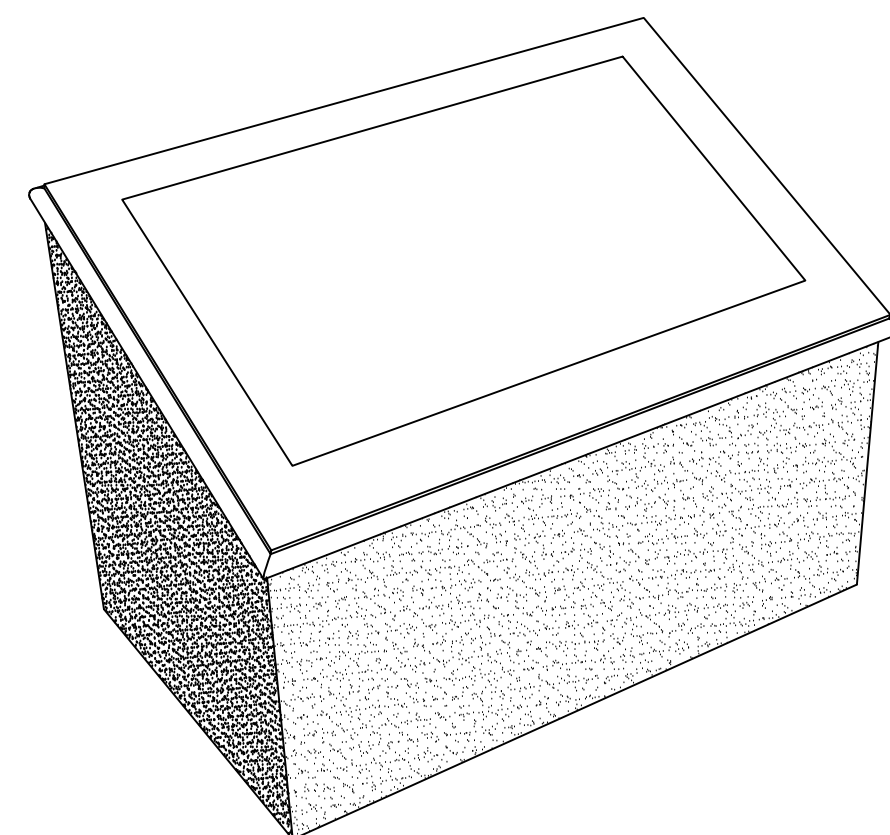
5 Podium Front Elevation
Scale: 1-1/2" = 1'-0"



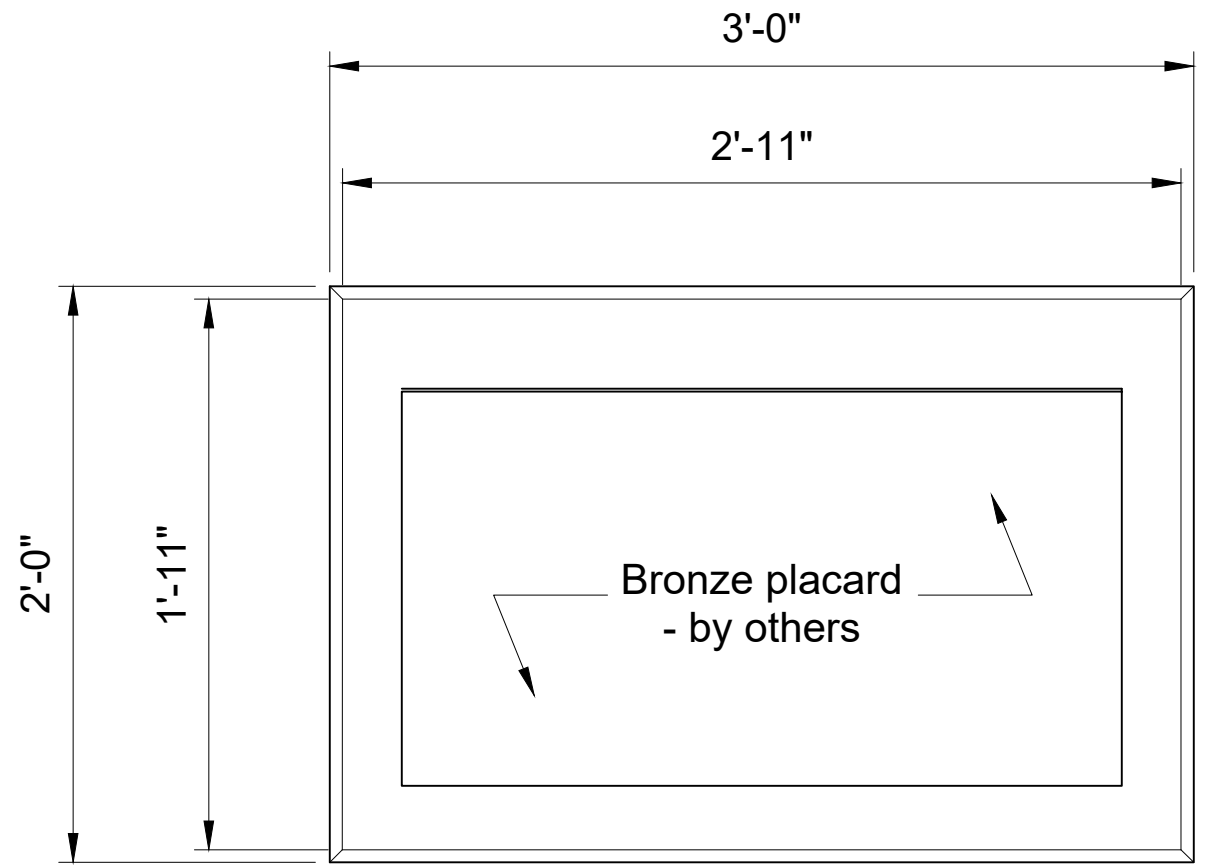
4 Podium Front Elevation
Scale: 1-1/2" = 1'-0"



3 Podium Cap Elevation
Scale: 1-1/2" = 1'-0"

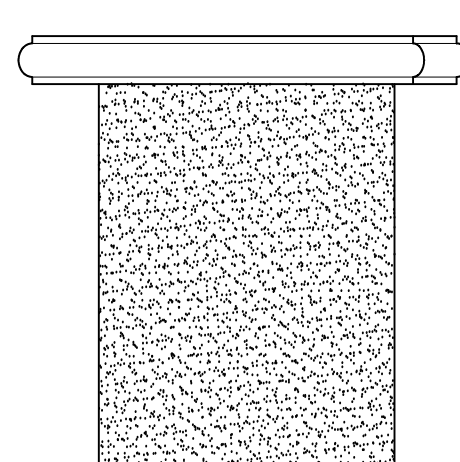


6 Podium Perspective
Not to Scale

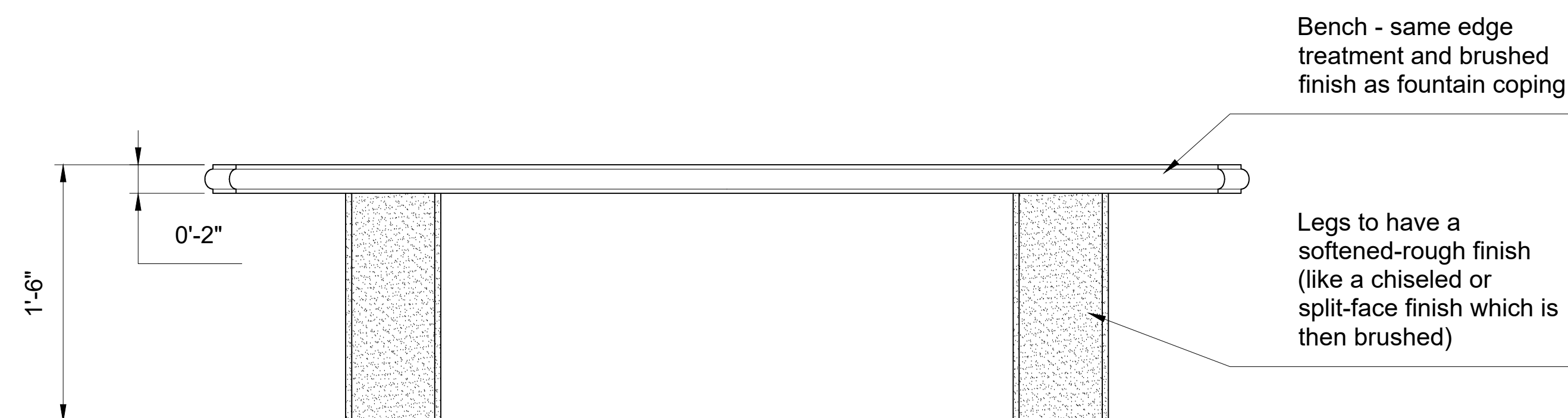


2 Podium Cap Plan
Scale: 1-1/2" = 1'-0"

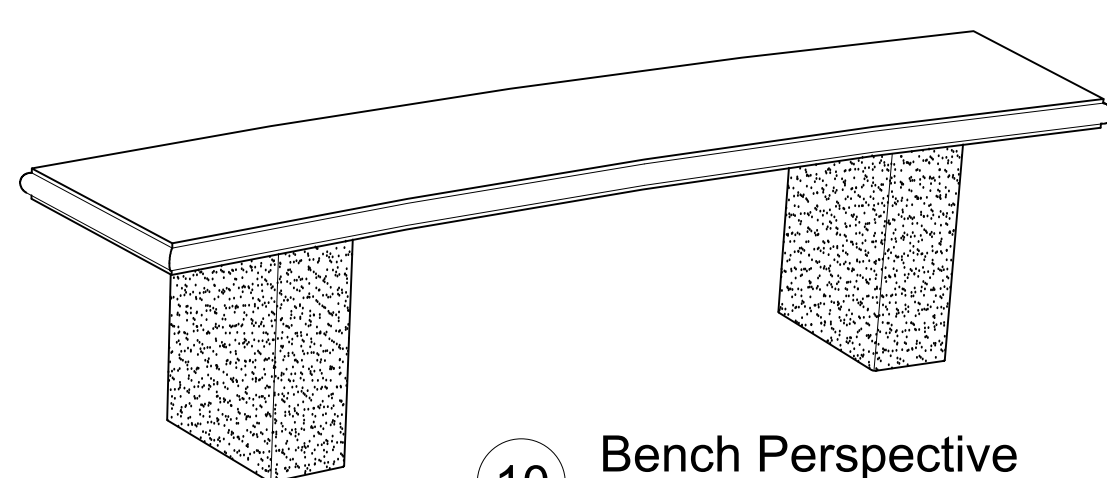
Quantity = 1



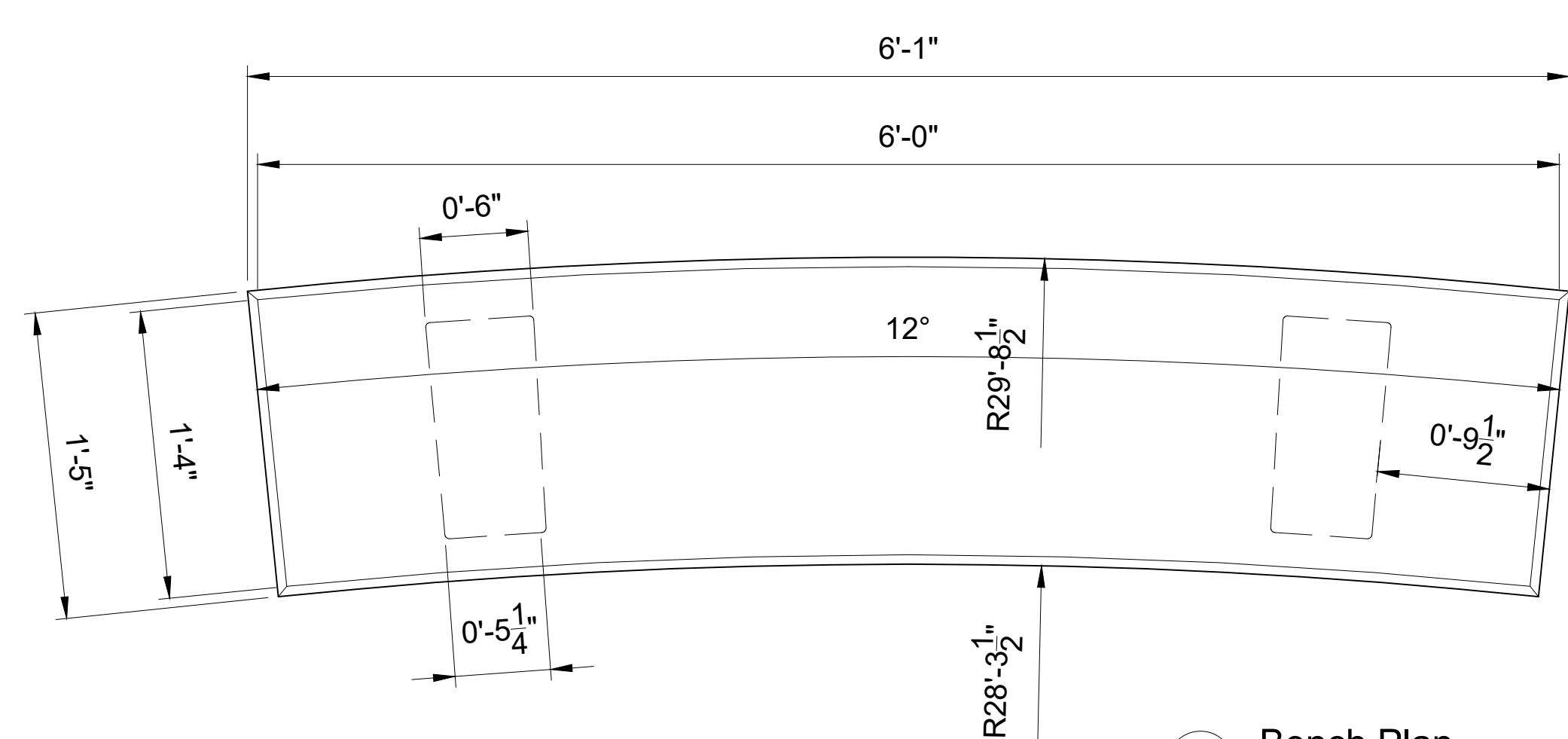
9 Bench End Elevation
Scale: 1-1/2" = 1'-0"



8 Bench Front Elevation
Scale: 1-1/2" = 1'-0"

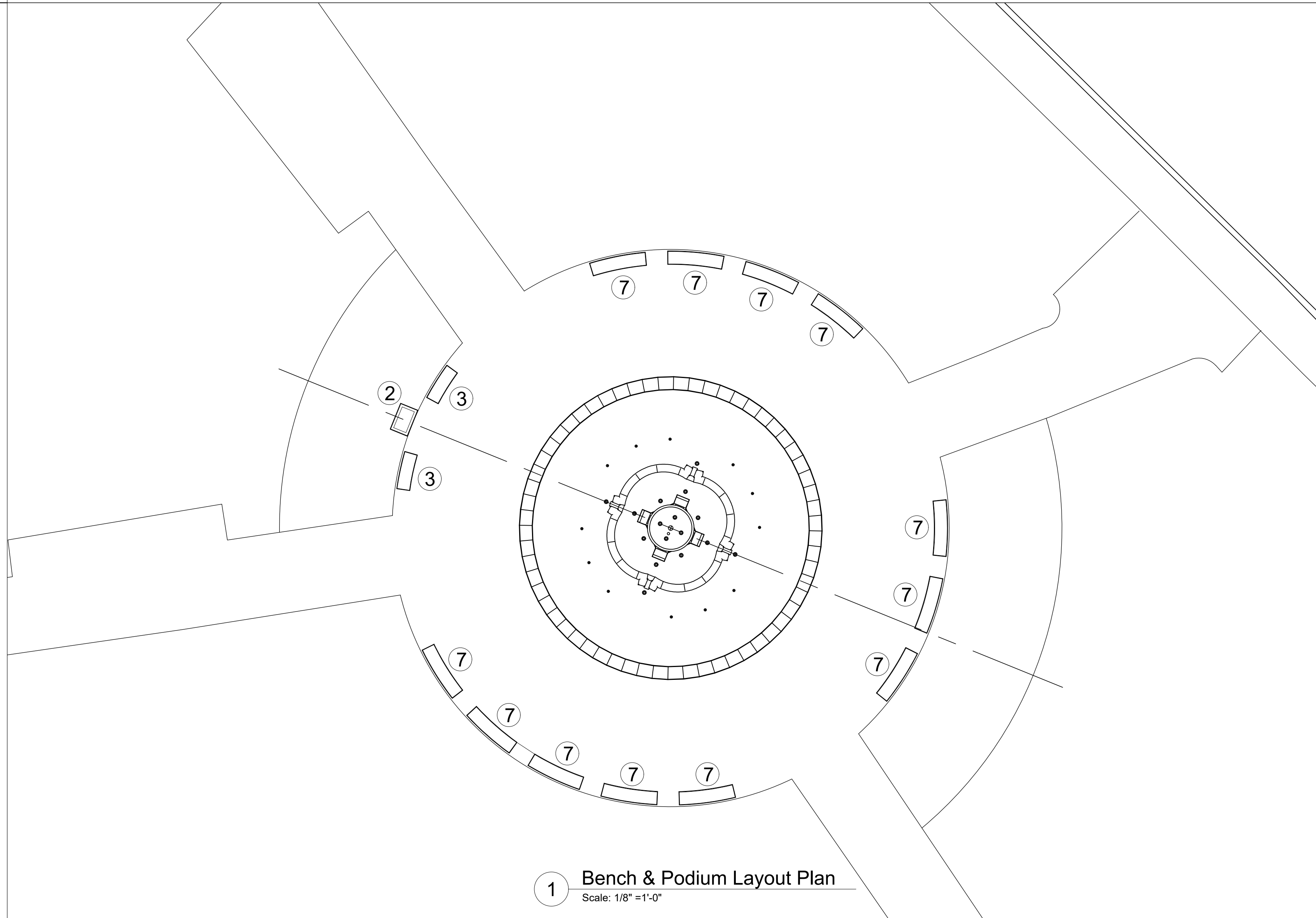


10 Bench Perspective
Not to Scale



7 Bench Plan
Scale: 1-1/2" = 1'-0"

Six Foot Benches - Quantity = 12



1 Bench & Podium Layout Plan
Scale: 1/8" = 1'-0"



Submittal Data

Kellogg Park, Plymouth, MI Fountain

INDEX

Product Descriptions

1. Two samples of Steel Grey Granite with Brushed texture. These samples are representative of the natural variation found in the material, showing both consistent grain structure as well as an example of larger dark-colored inclusions which are common throughout. See example photos of slabs below which illustrate typical size and frequency of the darker inclusions. NOTE: these photos are representative, and not of the actual blocks from which this project will be fabricated.



