



City of Plymouth Historic District Commission Regular Meeting Agenda

Wednesday, September 2, 2026 – 7:00 p.m.
Plymouth City Hall & Online Zoom Webinar

City of Plymouth

www.plymouthmi.gov

Join Zoom Webinar: <https://us02web.zoom.us/j/88047137477>

Webinar ID: 880 4713 7477

Passcode: 656549

- 1) CALL TO ORDER
- 2) CITIZENS COMMENTS
- 3) APPROVAL OF THE MINUTES
 - a) Approval of March 4, 2026, regular meeting minutes
- 4) APPROVAL OF THE AGENDA
- 5) COMMISSION COMMENTS
- 6) OLD BUSINESS
- 7) NEW BUSINESS
 - a) H26-02, 798 W. Ann Arbor Trail- Keller Williams- Garage Door Mural.
- 8) REPORTS AND CORRESPONDENCE- SHPO- Training October 7, 2026
- 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.

Meetings of the City of Plymouth are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, disability, or any other trait protected under applicable law. Any individual planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) should submit a request to the ADA Coordinator at 734-453-1234 ext. 234 at least two working days in advance of the meeting. The request may also be submitted via mail at 201 S. Main St. Plymouth, MI 48170, or email to clerk@plymouthmi.gov.

GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

1. Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35th District Court, recreation department, and public safety
2. Incorporate eco-friendly, sustainable practices into city assets, services, and policies; including more environmentally friendly surfaces, reduced impervious surfaces, expanded recycling and composting services, prioritizing native and pollinator-friendly plants, encouraging rain gardens, and growing a mature tree canopy
3. Partner with or become members of additional environmentally aware organizations
4. Increase technology infrastructure into city assets, services, and policies
5. Continue sustainable infrastructure improvement for utilities, facilities, and fleet
6. Address changing vehicular habits, including paid parking system /parking deck replacement plan, electric vehicle (EV) charging stations, and one-way street options

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

1. Create a 5-year staffing projection
2. Review current recruitment strategies and identify additional resources
3. Identify/establish flex scheduling positions and procedures
4. Develop a plan for an internship program
5. Review potential department collaborations
6. Hire an additional recreation professional
7. Review current diversity, equity, and inclusion training opportunities
8. Seek out training opportunities for serving diverse communities

GOAL AREA THREE - COMMUNITY CONNECTIVITY

OBJECTIVES

1. Engage in partnerships with public, private and non-profit entities
2. Increase residential/business education programs for active citizen engagement
3. Robust diversity, equity, and inclusion programs
4. Actively participate with multi-governmental lobbies (Michigan Municipal League, Conference of Western Wayne, etc.)

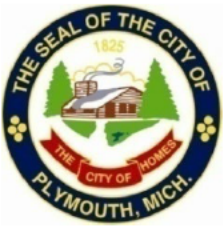
GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

1. Create vibrant commercial districts by seeking appropriate mixed-use development, marketing transitional properties, and implementing Redevelopment Ready Communities (RRC) practices
2. Improve existing and pursue additional recreational and public green space opportunities and facilities for all ages
3. Develop multi-modal transportation plan which prioritizes pedestrian and biker safety
4. Improve link between Hines Park, Old Village, Downtown Plymouth, Plymouth Township, and other regional destinations
5. Maintain safe, well-lit neighborhoods with diverse housing stock that maximizes resident livability and satisfaction
6. Modernize and update zoning ordinance to reflect community vision
7. Implement Kellogg Park master plan

“The government in this community is small and accessible to all concerned.”

-Plymouth Mayor Joe Bida November 1977



City of Plymouth Historic District Commission Regular Meeting Minutes

Wednesday, March 4, 2026 – 7:00 p.m.

Plymouth City Hall & Online Zoom Webinar

City of Plymouth
201 South Main Street
Plymouth, Michigan 48170

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

1) CALL TO ORDER

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

Present: Chair Polin, Vice Chair Stan Cole, Members Gania Kandalaft, and Josh Mrozowski

Also present: Economic Development Director John Buzuvis and Community Development coordinator Haley Hall

2) ELECTION OF OFFICERS

Kandalaft nominated Colleen Polin as Chair for 2026. Motion carried unanimously.

Mrozowski nominated Stanley Cole as Vice-Chair for 2026. Motion carried unanimously.

3) CITIZENS COMMENTS

There were no citizen comments.

4) APPROVAL OF THE MINUTES

Mrozowski moved to approve December 3, 2025 meeting minutes. Cole seconded the motion.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5) APPROVAL OF THE AGENDA

Kandalaft offered a motion to approve the agenda with a change to conduct new business before old business. Mrozowski seconded the motion to approve the agenda for March 4, 2026 with suggested change.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

6) COMMISSION COMMENTS

There were no commission comments.

7) NEW BUSINESS

- a) **H26-01, 212 S. Main Street:** Dinverno Remodeling & Construction, the applicant, submitted plans for exterior modifications.

Dinverno Remodeling & Construction presented plans for Lilada Thai Noodles restaurant, proposing to fill in two exterior doorways and cover the front face with existing river rock facade continuation. The project includes interior renovation for a 54-64 seat dining space. Signage will be submitted separately at a later time.

Motion

Motion by Vice Chair Cole, seconded Mrozowski, that the commission issue a certificate of appropriateness for application H26-01 provided conditions are met.

Conditions

- 1) exterior signage and new lighting must return to HDC for approval; 2) pea stone finish infill at east elevation door must match existing so former door location is not noticeable; 3) double door infill on south elevation must be infilled with CMU to match existing and be finished so former door location is not noticeable.

Findings of Fact

The work meets Secretary of Interior Standards for Rehabilitation standards 1, 2, 3, and 9, and gives consideration to City of Plymouth ordinance review criteria 1, 2, 3, and 4.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

8) OLD BUSINESS

- a) **H25-03, 789 W. Ann Arbor Trail:** Ziad El-Baba, the applicant, revised plans of requested approval of the third and fourth floor addition.

Ziad El-Baba presented revised plans for third and fourth floor addition, reducing square footage and building height from previous proposal. The fourth floor is now designed as a loft for the third floor. Four letters of support were received via email.

Ellen Elliott (404 Irvin) opposed the addition, citing concerns about diminishing the historic structure's impact and parking ordinance violations under section 78-270 requiring residential off-street parking on premises. Claire Grove (Plymouth Heritage Apartments), Allen Marecki (1095 Roosevelt), and Brian Hubbell (44731 Charmwood) spoke in support, citing housing needs, aesthetic compatibility, and economic benefits.

Commissioners noted discrepancies between renderings, floor plans, and elevations, particularly regarding third floor massing connections to the Mayflower building.

The commission operated with four members present, requiring majority approval; a 2-2 tie vote results in denial.

Motion

Motion by Vice Chair Cole, seconded Mrozowski, that the commission issue a certificate of appropriateness for application H25-03 provided conditions are met.

Conditions

- 1) Third floor connection to Mayflower be set back from front face by approximately 14 feet; 2) after receiving other city approvals, 3) applicant return to HDC for exterior details and materials approval.

Findings of Fact

The work would meet the Secretary of Interior Standards for Rehabilitation Standards number 9 and would give consideration and significance to the City of Plymouth ordinance criteria's number 1, 2, 3, and 4.

There was a roll call vote.

Yes: Mrozowski, Vice Chair Cole

No: Kandaloft, Chair Polin

MOTION FAILED, 2-2

9) REPORTS AND CORRESPONDENCE

Buzuvis reminded commissioners to complete risk management training video and quiz by Friday.

Discussion occurred regarding whether applicants must come to HDC first or could seek planning commission feedback first, with staff noting flexibility in the process depending on applicant preference.

10) ADJOURNMENT

Mrozowski offered a motion, seconded by Vice Chair Cole, to adjourn the meeting at 8:00 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY



Historic District Commission
201 S. Main Plymouth, MI 48170

Case Number H26-02
Agenda Date: September 2, 2026

Address: 789 W. Ann Arbor Trail
Year Built: 2013
Historical Significance: Non-Contributing

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.

(d) In case of an application for work affecting the appearance of a resource or for the alteration, moving or demolition of a resource which the commission deems so valuable to the city that the loss thereof will adversely affect the public purpose of the city, the historic district commission shall endeavor to work out with the owner an economically feasible plan for preservation of the historic resource.

Application Review

Paint color change				
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.	Samples of the proposed paint color (paint chip)	[]	[]	[]
8.	Photographs and/or diagrams showing the locations and colors where paint will be applied	[]	[]	[]

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.



**CITY OF PLYMOUTH
COMMUNITY DEVELOPMENT DEPARTMENT
HISTORIC DISTRICT COMMISSION APPLICATION**

201 South Main Street
Plymouth, Michigan 48170
(734) 453-1234 ext. 232
www.plymouthmi.gov

GENERAL INFORMATION:

Applicants within the Kellogg Park Historic District who desire to alter their site or modify the exterior of their building must obtain a Certificate of Appropriateness from the City's Historic District Commission (HDC) prior to modification work being completed. Applicants seeking HDC approval are encouraged to familiarize themselves with the City of Plymouth Zoning Ordinance and the Secretary of the Interior Standards for Rehabilitation in order to assure that the project fits within the various requirements.

WHAT REQUIRES HDC REVIEW:

When a project includes demolition, new construction, a building addition or addition onto site (new landscaping, new wall or fence, signage, impervious surface/pavement, etc.), alteration of openings (windows, doors, skylights, etc.), change in materials (siding, railings, decking, fencing, etc.), change in paint or finish color, or cleaning the exterior of the building, formal HDC review is required. Maintenance and repair work that is a like-for-like replacement and does not involve the change of colors or change in materials does not require submission to the HDC. If you have questions if your maintenance or repair project requires HDC approval, contact the Community Development Department directly.

HISTORIC DISTRICT COMMISSION REVIEW FEES:

At this time, there are no fees required to apply to the Historic District Commission.

REVIEW PROCESS:

Submit 10 copies of the Historic District Commission Application and 10 copies of the supplemental information which may include site plan drawings (folded and stapled), historic photos, narrative, and any supplemental information required in the following checklists to the Community Development Department before the review process can begin. Submit one digital copy of the entire submission package (application, site plan drawings, supplemental information, etc.) via email to plans@plymouthmi.gov. Site plans submitted for review must be in the hands of the City **by 12:00 PM on the third Monday of the month** in order to be on the following month's agenda.

This application will be initially reviewed for completeness by the Community Development Department. Incomplete applications will be returned for modification. Following determination of completeness, applications are distributed to the Historic District Commissioners for review to ensure compliance with all applicable codes and ordinances.

The Historic District Commission meets on the first Wednesday of the month in the City of Plymouth Commission Chambers (second floor), 201 S. Main Street, Plymouth, MI at 7:00 PM unless otherwise specified on the City's website.

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

I. Site/Project Information

Site Address 789 W Ann Arbor Trail	☐ Contributing structure ☐ Non-contributing structure	Date of Application (Comar)
Name of Property Owner PATED INVESTMENT LLC	Phone Number [REDACTED]	
Mailing Address 917 S MERRIMAN RD	Email Address (Required) [REDACTED]	
City Westland	State MI	Zip Code 48186

II. Applicant and Contact Information

Indicate Who the Applicant Is. If Property Owner, Skip to Section III. Applicant/Company Name Keller Williams Realty Professionals	Architect	Developer	Engineer	☒ Lessee
Applicant/Company Address 789 W. Ann Arbor Trail	Phone Number [REDACTED]			
Email Address (Required) [REDACTED] / Michael Workman	City PLYMOUTH	State MI	Zip Code 48170	

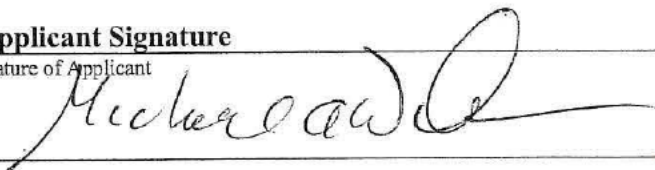
III. Site Plan Designer and Contact Information

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) **MURAL ON GARAGE DOOR**

☐ New Construction ☐ Addition ☐ Alteration ☐ Porch Reconstruct/Repair	☐ Window Replacement ☐ Siding Replacement ☐ Door Replacement ☐ Roof Replacement	☐ Sign/Awning Install or Replacement ☐ Wall/Fence Install or Replacement ☐ Paving Install or Replacement ☐ Landscaping Install or Replacement	☐ Color Change ☐ Building Cleaning ☒ Other
--	--	--	--

V. Applicant Signature

Signature of Applicant 	Date 7-24-26
---	------------------------

VI. Property Owner Signature

Signature of Property Owner 	Date 8-24-26
---	------------------------

VII. 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 <i>PAINT MURAL ON GARAGE</i>	☐	☐	☐
3.	Materials finish list <i>- PAINT</i>	☐	☐	☐
4.	Detailed justification of why the changes are necessary <i>COMMUNITY ENHANCEMENT</i>	☐	☐	☐
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	☐	☐	☐
Proposed window replacement project <i>N/A</i>				
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	☐	☐	☐
9.	Cut sheets (manufacturer information) for all replacement windows	☐	☐	☐
10.	Material samples and colors of windows	☐	☐	☐
11.	Number of windows to be replaced	☐	☐	☐
12.	Dimensions of windows including frame thickness and frame width	☐	☐	☐
13.	Photographs of other projects incorporating the window replacement component	☐	☐	☐

Please include the following applicable information	YES	NO	N/A
---	-----	----	-----

Proposed door or garage door replacement *Not replacement - Paint MURAL*

1.	Completed application	☐	☐	☐
2.	Synopsis: description of the project in words	☐	☐	☐
3.	Materials finish list	☐	☐	☐
4.	Detailed justification of why door replacement is necessary	☐	☐	☐
5.	Historic photographs of the building	☐	☐	☐
6.	Description of the existing door material including color and condition	☐	☐	☐
7.	Photographs of the affected doors as they exist today	☐	☐	☐
8.	Photographs of the building with proposed changes indicated	☐	☐	☐
9.	Cut sheets (manufacturer information) for all replacement doors	☐	☐	☐
10.	Material samples and colors of doors	☐	☐	☐
11.	Number of doors to be replaced	☐	☐	☐
12.	Dimensions of doors including frame thickness and frame width	☐	☐	☐
13.	Photographs of other projects incorporating the door replacement component	☐	☐	☐

Proposed roof replacement *N / A*

1.	Completed application	☐	☐	☐
2.	Synopsis: description of the project in words including related work such as gutters, soffit, and fascia	☐	☐	☐
3.	Materials finish list	☐	☐	☐
4.	Detailed justification of why roof replacement is necessary	☐	☐	☐
5.	Historic photographs of the building	☐	☐	☐
6.	Description of the existing roof material including color and condition	☐	☐	☐
7.	Photographs of the roof as it exists today	☐	☐	☐
8.	Photographs of the building with proposed changes indicated	☐	☐	☐
9.	Cut sheets (manufacturer information) for replacement roof	☐	☐	☐
10.	Material samples and colors of roof	☐	☐	☐
11.	Dimensions of replacement roof	☐	☐	☐
12.	Photographs of other projects incorporating the roof replacement component	☐	☐	☐

Proposed siding replacement *N / A*

1.	Completed application	☐	☐	☐
2.	Synopsis: description of the project in words including related work such as soffits, fascia, gutters, and trim	☐	☐	☐
3.	Materials finish list	☐	☐	☐
4.	Detailed justification of why siding replacement is necessary	☐	☐	☐
5.	Historic photographs of the building	☐	☐	☐
6.	Description of the existing siding material including width, color, and condition	☐	☐	☐
7.	Photographs of the siding as it exists today	☐	☐	☐

Please include the following applicable information		YES	NO	N/A
8.	Photographs of the building with proposed changes indicated	☐	☐	☐
9.	Scaled and dimensioned elevations showing the replacement siding	☐	☐	☐
10.	Cut sheets (manufacturer information) for replacement siding	☐	☐	☐
11.	Material samples and colors of siding	☐	☐	☐
12.	Dimensions including full profile of replacement siding	☐	☐	☐
13.	Photographs of other projects incorporating the siding replacement component	☐	☐	☐
Sign and awning installation or replacement N/A				
1.	Completed application	☐	☐	☐
2.	Synopsis: description of the project in words	☐	☐	☐
3.	Materials finish list	☐	☐	☐
4.	Detailed justification of why signage and/or awning installation or replacement is necessary	☐	☐	☐
5.	Historic photographs of the building	☐	☐	☐
6.	Description of the existing signage/awning material including location, size, material, color, and condition	☐	☐	☐
7.	Photographs of the building as it exists today	☐	☐	☐
8.	Scaled and dimensioned front and side elevations showing the size and location of signage and/or awning	☐	☐	☐
9.	Scaled cross-section of building elevation indicating proposed signage and/or awning	☐	☐	☐
10.	Identification of all materials used in the construction of signage and/or awning	☐	☐	☐
11.	Material samples including number, letter, font size, and colors of signage and/or awning	☐	☐	☐
Site improvements: fence, walls, paving, or landscaping installation N/A				
1.	Completed application	☐	☐	☐
2.	Synopsis: description of the project in words	☐	☐	☐
3.	Materials finish list	☐	☐	☐
4.	Detailed justification of why site improvement is necessary	☐	☐	☐
5.	Historic photographs of the building and site	☐	☐	☐
6.	Photographs of the building and site as it exists today	☐	☐	☐
7.	Scaled and dimensioned site plan showing existing lot lines	☐	☐	☐
8.	Scaled and dimensioned site plan showing existing buildings	☐	☐	☐
9.	Scaled and dimensioned site plan showing where fencing, paving, walls, or landscaping will be placed	☐	☐	☐
10.	Identification of all materials used in the construction of fencing, paving, walls, or landscaping	☐	☐	☐
11.	Material samples and colors of fencing, paving, or walls	☐	☐	☐

Please include the following applicable information		YES	NO	N/A
Porch reconstruction or repair <i>N/A</i>				
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	☐	☐	☐
Paint color change <i>PAINT MURAL ON GARAGE DOOR</i>				
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.	Samples of the proposed paint color (paint chip)	☐	☐	☐
8.	Photographs and/or diagrams showing the locations and colors where paint will be applied	☐	☐	☐
Building cleaning				
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 cleaning method including the names of chemicals and the pressure of any washes or applications	☐	☐	☐
8.	Brochure for cleaning agents	☐	☐	☐
9.	Description of the treatment of the building exterior (surface) after cleaning – painting, sealing, tuck pointing, etc.	☐	☐	☐

See Yourself
IN A HOME

kw

