



# City of Plymouth Historic District Commission

## Regular Meeting Agenda

Wednesday, June 4, 2025 – 7:00 p.m.  
Plymouth City Hall & Online Zoom Webinar

City of Plymouth  
201 South Main Street  
Plymouth, Michigan 48170

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

Join Zoom Webinar:

<https://us02web.zoom.us/j/84180583342>

Webinar ID: 841 8058 3342

Passcode: 626750

- 1) CALL TO ORDER
- 2) CITIZENS COMMENTS
- 3) APPROVAL OF THE MINUTES
  - a) Approval of March 5, 2025, regular meeting minutes
- 4) APPROVAL OF THE AGENDA
- 5) COMMISSION COMMENTS
- 6) OLD BUSINESS
- 7) NEW BUSINESS
  - a) H25-02, 261 S. Main, GEM Asset Management: Ground Signage
  - b) July Meeting Date-Scheduled for July 2<sup>nd</sup>
- 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.

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](mailto:clerk@plymouthmi.gov).

City of Plymouth Strategic Plan 2022-2026

**GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE**

**OBJECTIVES**

1. Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35<sup>th</sup> 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



# Plymouth Historic District Commission

## Regular Meeting Minutes

### Wednesday, March 5, 2025 - 7:00 p.m.

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

[www.plymouthmi.gov](http://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 Jeremy Borys, Meghan Covino, Gania Kandalajt

Excused: Members Josh Mrozowski, John Townsend

Also present: Economic Development Director John Buzuvis, City Commission Liaison Linda Filipczak

#### 2. CITIZEN COMMENTS

There were no citizen comments.

#### 3. ELECTION OF OFFICERS

Buzuvis asked for nominations for the office of chair for 2025. Covino nominated Polin. Buzuvis asked two more times if there were any other nominations. There were none.

There was a voice vote.

POLIN WAS UNANIMOUSLY ELECTED HDC CHAIR FOR THE YEAR 2025.

Polin asked for nominations for the office of vice chair. Kandalajt nominated Cole. There were no other nominations.

There was a voice vote.

COLE WAS UNANIMOUSLY ELECTED HDC VICE CHAIR FOR THE YEAR 2025.

#### 4. APPROVAL OF THE MINUTES

Borys offered a motion, seconded by Kandalajt, to approve the minutes of the December 4, 2024 regular meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

#### 5. APPROVAL OF THE AGENDA

Covino offered a motion, seconded by Kandalajt, to approve the agenda for March 5, 2025.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

#### 6. COMMISSION COMMENTS

There were no commission comments.

#### 7. OLD BUSINESS

There was no old business.

**8. NEW BUSINESS**

a. Plymouth Art Walk Phase III – installation locations 760 Penniman, 738 Penniman, 730 Penniman

DDA Director Sam Plymale described his request to hang artwork on these buildings. Commission members asked questions about how the art would be hung.

Ellen Elliott, 760 Penniman, said the areas on the building where art was installed in the past were not harmed.

***Motion***

Kandalraft offered a motion, seconded by Cole, to issue a Certificate of Appropriateness for application number H25-01.

***Findings of Fact***

The work as proposed meets the Secretary of the Interior's Standards for Rehabilitation numbers 1, 2, 5, and 9 and gives consideration and/or significance to the City of Plymouth Ordinance review criteria number 4.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**9. REPORTS AND CORRESPONDENCE**

Buzuvis and Plymale gave updates on the Panera Bread site, the Plymouth ROC site, and the Wilcox Mill project.

**10. ADJOURNMENT**

Borys offered a motion, seconded by Kandalraft, to adjourn the meeting at 7:27 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY



Historic District Commission  
201 S. Main Plymouth, MI 48170

Case Number H25-02  
Agenda Date: June 4, 2025

Address: 261 S. Main Street  
Year Built: 1983  
Historical Significance: Non-Contributing

### **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

Sign and awning installation or replacement – Ground Sign				
Please include the following applicable information		YES	NO	N/A
1.	Completed application	[X]	[ ]	[ ]
2.	Synopsis: description of the project in words including related work such as soffits, fascia, gutters, and trim	[ ]	[X]	[ ]
3.	Materials finish list	[ ]	[X]	[ ]
4.	Detailed justification of why installation is necessary	[ ]	[X]	[ ]
5.	Historic photographs of the building	[ ]	[X]	[ ]
6.	Description of the existing signage/awning material including location, size, material, color, and condition	[ ]	[ ]	[X]
7.	Photographs of the building as it exists today	[X]	[ ]	[ ]
8.	Scaled and dimensioned front and side elevations showing the installation	[X]	[ ]	[ ]
9.	Scaled cross-section of building elevation indicating proposed installation	[ ]	[X]	[ ]
10.	Identification of all materials used in the construction of installation	[X]	[ ]	[ ]
11.	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.



## **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](http://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](mailto: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](http://www.plymouthmi.gov)

**I. Site/Project Information**

Site Address 261 S. Main St.	<input type="checkbox"/> Contributing structure <input type="checkbox"/> Non-contributing structure	Date of Application 05.16.2025
Name of Property Owner Steve & Renee Alexandrowski	Phone Number 734.658.3983	
Mailing Address 261 S. Main St.	Email Address (Required) Steve@gemasset.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	Engineer	Lessee
Applicant/Company Name Image 360 - Plymouth	Phone Number 248-435-0944			
Applicant/Company Address 14878 Galleon Ct.	City Plymouth	State MI	Zip Code 48170	
Email Address (Required) Scabrera@image360plymouthmi.com				

**III. Site Plan Designer and Contact Information**

Site Plan Designer Company Name Image 360 - Plymouth	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"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Porch Reconstruct/Repair	<input type="checkbox"/> Window Replacement <input type="checkbox"/> Siding Replacement <input type="checkbox"/> Door Replacement <input type="checkbox"/> Roof Replacement	<input checked="" type="checkbox"/> Sign/Awning Install or Replacement <input type="checkbox"/> Wall/Fence Install or Replacement <input type="checkbox"/> Paving Install or Replacement <input type="checkbox"/> Landscaping Install or Replacement	<input type="checkbox"/> Color Change <input type="checkbox"/> Building Cleaning <input type="checkbox"/> Other
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**V. Description of Work**

Post and Panel Business Identification Sign To Be Installed Next To Driveway Entrance

**VI. Applicant Signature**

Signature of Applicant <i>Shannon Cabrera</i>	Date 05.16.2025
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**VII. Property Owner Signature**

Signature of Property Owner	Date
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**VIII. Submittal Checklist**

Please include the following applicable information		YES	NO	N/A
<b>Demolition, new construction, additions, and alterations</b>				
1.	Completed application	<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.	Scaled drawings to include existing and proposed site plan including property lines, easements, setbacks, and landscape features	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Scaled drawings to include existing and proposed floor plans	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.	Scaled drawings to include existing and proposed elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	Scaled drawings to include existing and proposed cross sections and other details as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.	Cut sheets (manufacturer information) for all exterior materials including windows, doors, garage, doors, exterior lighting, fencing, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.	Material samples and colors for roofing, siding, and trim	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.	Time frame for the project including approximate start date and dates for exterior completion, landscaping completion, and final occupancy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15.	Color rendering of exterior elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.	New construction requires a streetscape view (to scale) with the proposed project inserted	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Proposed window replacement project</b>				
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 window 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 window material including color and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Photographs of the affected windows 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"/>

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"/>
<b>Proposed door or garage door replacement</b>				
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"/>
<b>Proposed roof replacement</b>				
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"/>
<b>Proposed siding replacement</b>				
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 soffits, fascia, gutters, and trim	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Materials finish list	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
<b>Sign and awning installation or replacement</b>				
1.	Completed application	<input checked="" 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 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 signage and/or awning installation or replacement is necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Historic photographs of the building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	Description of the existing signage/awning material including location, size, material, color, and condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Photographs of the building as it exists today	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
9.	Scaled cross-section of building elevation indicating proposed signage and/or awning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
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"/>
<b>Site improvements: fence, walls, paving, or landscaping installation</b>				
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
<b>Porch reconstruction or repair</b>				
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"/>
<b>Paint color change</b>				
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"/>
<b>Building cleaning</b>				
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"/>



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Job #24814

261 South Main St. Plymouth, Mi. 48170

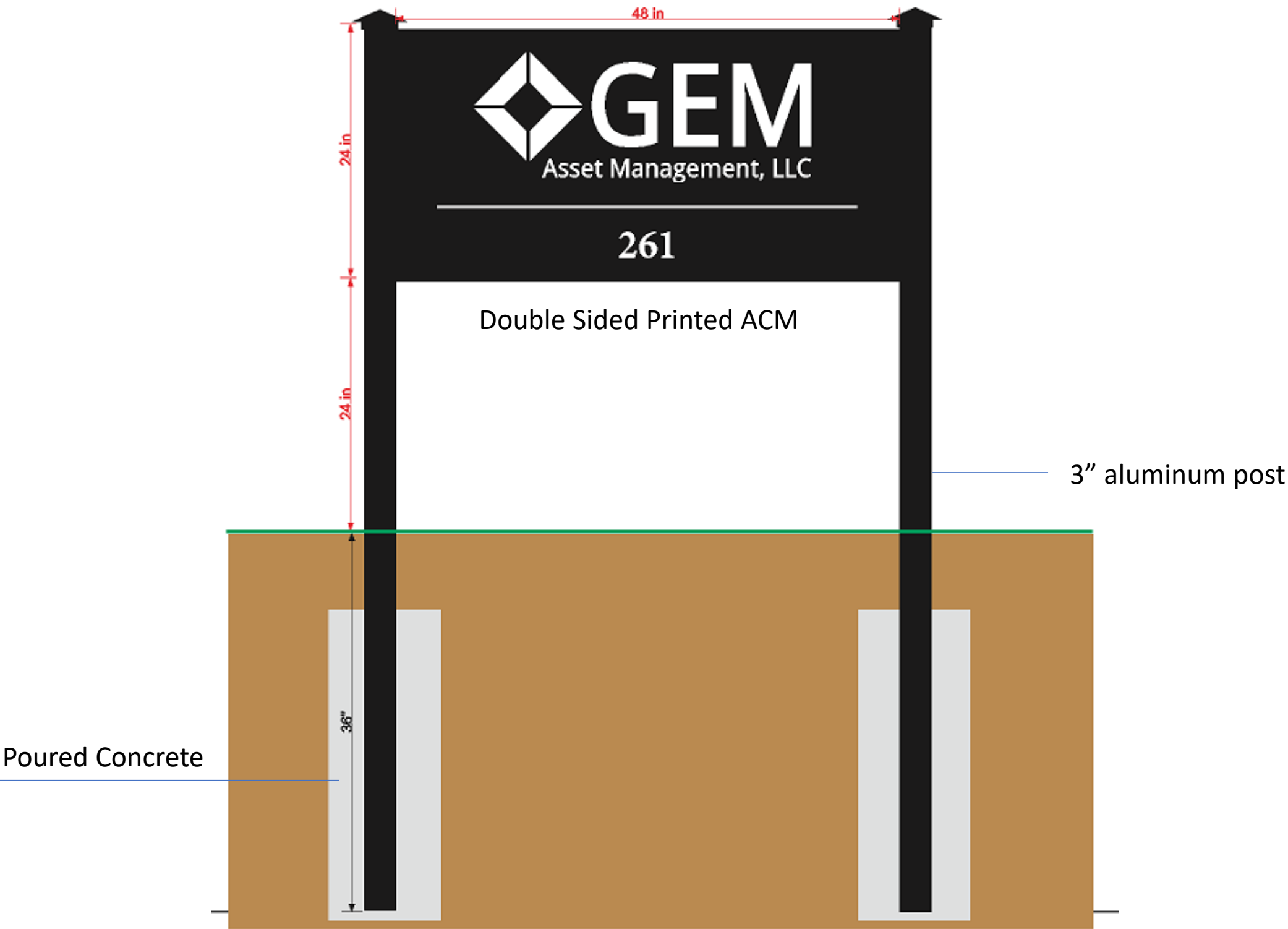
Post & Panel Sign

**Job #24814**

**Client:**  
GEM Asset Management Co.  
**Project:**  
Post and Panel Sign

**Description:**

48"x24" sign  
8 Sq. Ft.  
3'x7' square post  
with post cap



GRAPHICS ARE TO SCALE BUT NOT FULL SCALE

PROOFS SENT BY EMAIL ARE NOT FOR COLOR MATCH

**image360**

47581 Galleon Dr  
Plymouth MI 48170  
Ph: 248-435-0944



South Side Of Sign



North Side Of Sign



**Job #24814**

**Client:**  
**GEM Asset Management Co.**  
**Project:**  
**Post and Panel Sign**

**Description:**

**Proposed Area  
Of Placement**

GRAPHICS ARE TO SCALE BUT NOT FULL SCALE

PROOFS SENT BY EMAIL ARE NOT FOR COLOR MATCH

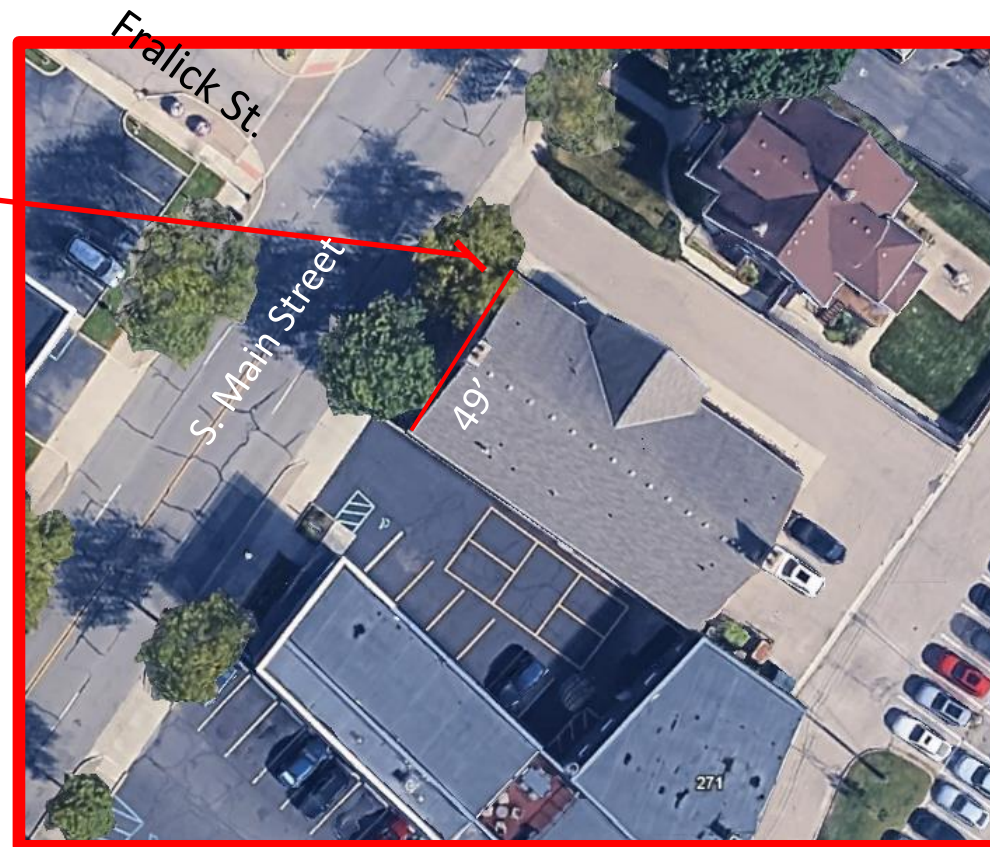


**Job #24814**

**Client:**  
**GEM Asset Management Co.**  
**Project:**  
**Post and Panel Sign**

**Description:**

Location of sign



GRAPHICS ARE TO SCALE BUT NOT FULL SCALE

PROOFS SENT BY EMAIL ARE NOT FOR COLOR MATCH

**image360**

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