

CITY OF PLYMOUTH
HISTORIC DISTRICT COMMISSION – Violations Sub-Committee Meeting
WEDNESDAY, June 1, 2016
5:30-6:45 PM
Plymouth City Hall-City Commission Conference Room

AGENDA

Meeting called to order at _____p.m.

1. SUB-COMMITTEE ROLL CALL: Glenn Kremer, Jessica Thomey and Colleen Polin
2. APPROVAL of MEETING MINUTES: April 6, 2016 Meeting Notes
2. DISCUSSION
 - Review Document Submitted by Commissioner Kremer
 - Plan of Action to Address Violations

MOTION TO ADJOURN

City of Plymouth
2016 Goals

The City Commission met on January 4th to conduct a formal goals setting session for 2016. These goals were formally adopted on January 18th. Below are the goals adopted by the City Commission for all City Boards, Commissions and Administration members.

- * Resolve Last Issues Regarding Dissolution of Plymouth Community Fire Department Agreement (Primarily Pension issues)
- * Work Collaboratively with Plymouth Arts & Recreation Complex (PARC) organization, the Plymouth Canton School Board, and the greater Plymouth Community to continue the repurposing of Central Middle School into a high quality Arts & Recreation Complex.
- * Developing a succession plan for the city's key employees, especially considering the long tenures of many of our senior staff.
- * Develop funding plan for future capital improvements
- * Work collaboratively with the DDA, community leaders, and other organizations to plan for Plymouth's 150th Birthday in 2017. This includes obtaining funding for new Kellogg Park Fountain and Kellogg Park upgrades.

CITY OF PLYMOUTH
HISTORIC DISTRICT COMMISSION – Violations Sub-Committee Meeting
Meeting Notes/Minutes
WEDNESDAY, APRIL 6, 2016
6:15-7:00 PM
Plymouth City Hall-City Commission Conference Room

Meeting called to order at: 6:20 p.m.

Members Present: Glenn Kremer, Jessica Thomey and Colleen Polin

Others Present: Mike Wright, City Commission
John Buzuvis, Community Development Director
Michael Vaz, 1075 Roosevelt, Resident

2. APPROVAL of MEETING MINUTES: None

- 3. DISCUSSION:** The sub-committee discussed the following items specifically:
- Glenn Kremer and Jessica Thomey will alternate role of Chair of the committee with Glenn serving as the Chair for the next meeting
 - The group discussed a document that was developed in 2013 noting work that was done without approval of and not to the approved plan on buildings within the Kellogg Park Historic District (attached to these notes)
 - Several properties were discussed in particular as noted on the attached list
 - Colleen Polin suggested that the goal of the group be to help property/business owners into compliance by using a positive and educational approach
 - Starting a "paper trail" for those not in compliance
 - Tying certificate of occupancy (where applicable) to Certificates of Appropriateness issued by the Historic District Commission
 - Reassigning HDC commissioner's jobs to perform such as: taking photos of all the buildings in the district, noting violations, visiting with being an ambassador for the HDC etc.
 - Resending an introductory letter sent in 2014 by the Community Development Department on behalf of the HDC notifying property/business owners that they are in the HDC and what steps they need to take to receive approval for any changes to the exterior of the property
 - Commissioner Mike Wright suggested empowering staff to resolve some of these past violations and potentially develop an "administrative approval" mechanism going forward
 - Creating a rubric to use when considering violations
 - Decide how to approach the noted violations
 - Define a time limit/sunset for past violations
 - Next Steps to include gather feedback information on other buildings/items that may not be in compliance
 - Commissioner Kremer indicated he would work on revising the outstanding violations document for presentation to the sub-committee at their next meeting

MOTION TO ADJOURN- Meeting Adjourned at 6:54pm

To: City of Plymouth
Building Department

Received 4-6-16
Sub-committee

Subject: Recent Work in Violation of Kellogg Historic District Ordinance

Dear Jim Penn,

It is the opinion of the Plymouth HDC that the following alterations or additions to properties, recently observed or noted by HDC members to have taken place, are in violation of the Kellogg Park Historic District section of the Code of Ordinances.

- 1) **306 S. Main (Greek Islands restaurant)** – new flood light installed in December, 2012, illuminating the Greek Islands sign above the main front entry doorway; removal of flagpole.
Notice:
1) Backlit sign approval was not part of either application H11-10 or H11-11 applications, nor was a method to front light the sign.
2) Most properties change over time; those changes that have acquired historical significance in their own right shall be retained and preserved. Flagpole removal was not reviewed. Restored original flagpole or equivalent replacement may be necessary.
3) New HVAC unit installed on roof is visible from street; installation, placement, or screening considerations not provided to HDC.
4) New “We Deliver” signage in Northeast window (old ice cream window).
5) A delicate restoration of the limestone base of the building was approved and Preservation Brief recommendations supplied for reference. New limestone finish application is not a delicate restoration. Who determined the coating method? Is it typical for historical rehabilitation? What material is it?
- 2) **336 S. Main (336 Main / Piano Bar)** – new backlit plastic sign installed directly above the doorway.
Notice: Plastic, backlit sign not approved with front façade alterations in H12-04. Signage is not consistent with previous signage reviews. Strict guidelines have been followed when a sign is placed (Sardine Room) or cautiously approved in previous applications due to location (Jimmy Johns).
- 3) **198 & 200 S. Main (Eco Wheelz and Thai Restaurant)** – storefront alterations.
Notice: Certificate of Appropriateness application H12-01 was not approved. Neither the applicant nor a representative was present to answer questions; the application is incomplete without further information.
- 4) **298 S. Main (Kilwins)** - Original awning approved H09-04. Awning was replaced and graphics are different than original.
- 5) **238 S. Main (residential looking building next to Dairy King)** - new retaining wall.

*Cleaning of limestone *

Notice: Materials used in construction of new, low retaining wall along Main Street are not consistent with the period of construction of the building. Also, a different fence structure and shutters were considered in H08-05 and the fence/wall is not consistent with that COA application.

6) **844 Penniman (Rock Bar & Grill)** – rear temporary seating area.

Notice: The *temporary* seating area has been observed to be present year-round for the last 3 years. This project work was deficient from applications H10-01, H10-02, H10-03. A permanent change or alteration to the outside of a building or historic resource in the district must be reviewed and approved by the HDC.

7) **388 S. Main (Sun and Snow)** – blinking OPEN window sign; front façade alteration of Sweets 21 entryway.

Notice:

1) Blinking Open or other blinking signage has not been reviewed or approved by the HDC and is subject to alteration or removal.

2) Front entryway filled in with glass storefront. Unapproved alteration was considered as part of application H12-08, which was incomplete. Application for demolishing the entryway still needs to be reviewed.

Ordinance Sec. 18-658 indicates a remedy for violations, beginning with the submittal of a complete application for consideration of qualification of the work. General comments regarding the nature of the work are listed here and a full review of project work may be required. Please let us know what the Building Department may need to help proceed forward with these items.

Sincerely,

Glenn Kremer
Plymouth HDC Chair

Joseph Philips
Plymouth HDC Vice-Chair

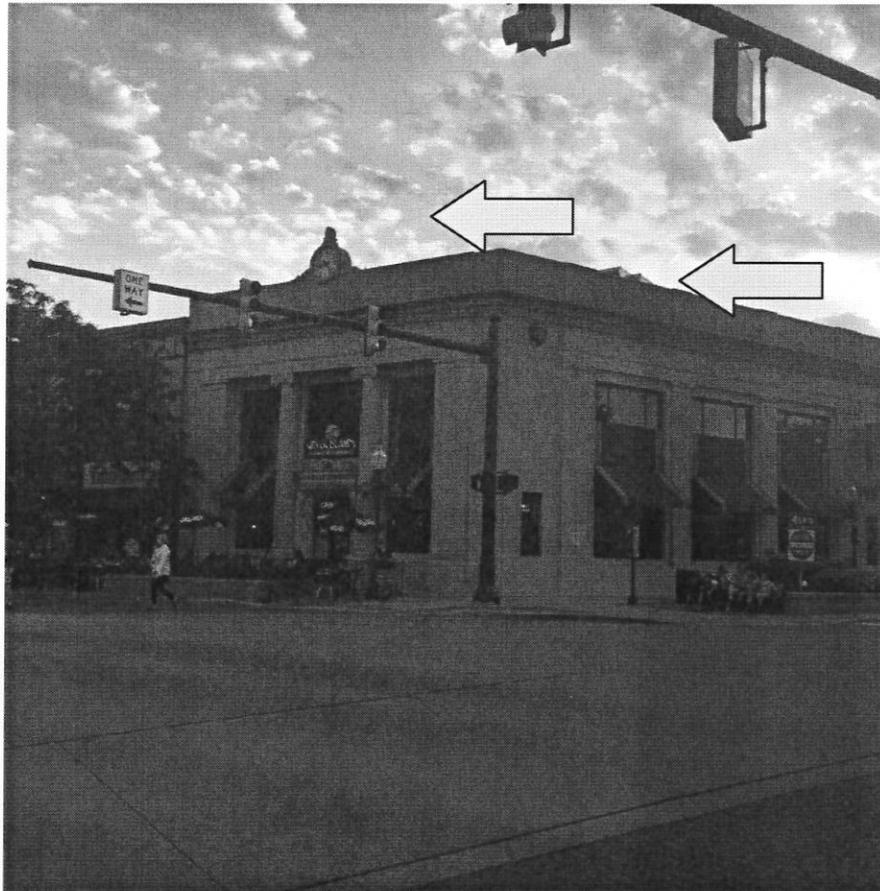
To: City of Plymouth
Building Department

Subject: Recent Work in Violation of Kellogg Historic District Ordinance

Dear Jim Penn,

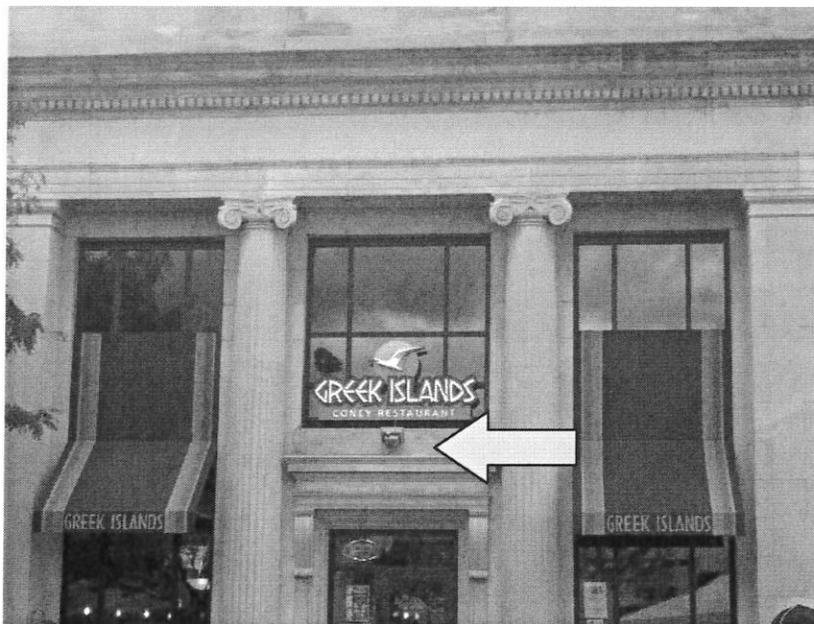
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- 1) **306 S. Main (Greek Islands restaurant)** – new flood light installed in December, 2012, illuminating the Greek Islands sign above the main front entry doorway; removal of flagpole.



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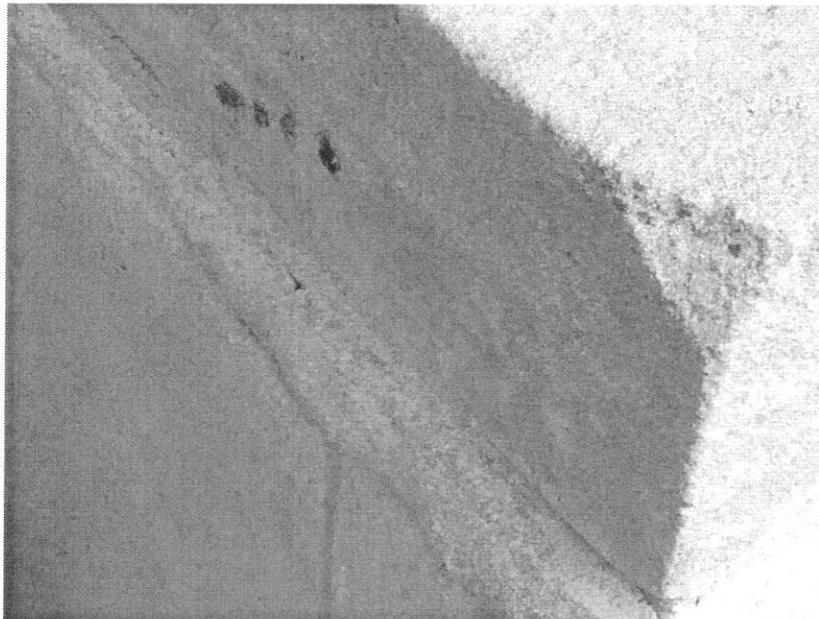
- 1) Backlit sign approval was not part of either application H11-10 or **H11-11** applications, nor was a method to front light the sign.



- 2) Most properties change over time; those changes that have acquired historical significance in their own right shall be retained and preserved. Flagpole removal was not reviewed. Restored original flagpole or equivalent replacement may be necessary.
- 3) New HVAC unit installed on roof is visible from street; installation, placement, or screening considerations not provided to HDC.
- 4) New “We Deliver” signage in Northeast window (old ice cream window).

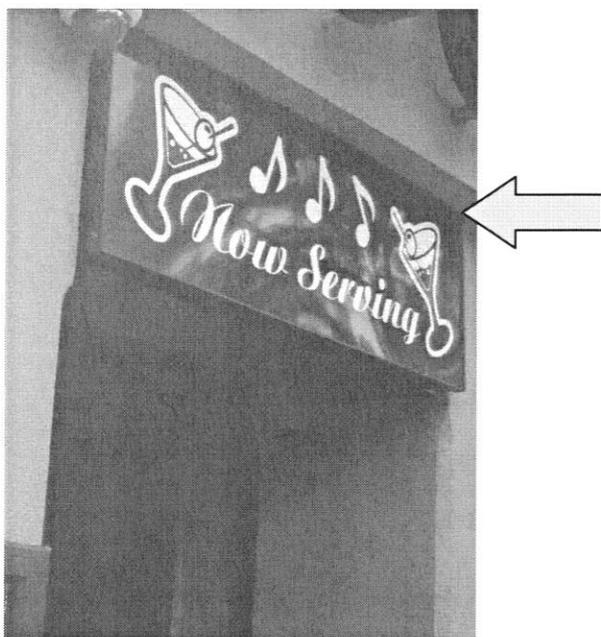


- 5) A delicate restoration of the limestone base of the building was approved and Preservation Brief recommendations supplied for reference. New limestone finish application is not a delicate restoration. Who determined the coating method? Is it typical for historical rehabilitation? What material is it?





- 2) **336 S. Main (336 Main / Piano Bar)** – new backlit plastic sign installed directly above the doorway.



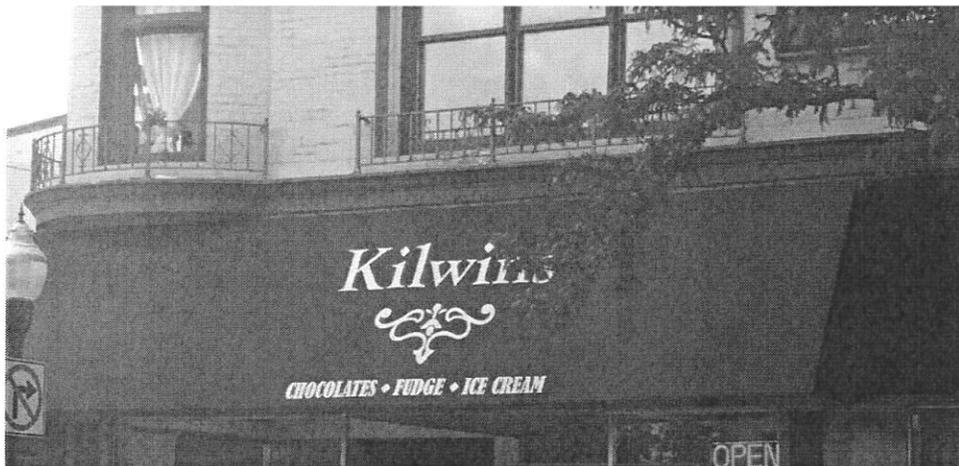
Notice: Plastic, backlit sign not approved with front façade alterations in **H12-04**. Signage is not consistent with previous signage reviews. Strict guidelines have been followed when a sign is placed (Sardine Room) or cautiously approved in previous applications due to location (Jimmy Johns).

- 3) **198 & 200 S. Main (Eco Wheelz and Thai Restaurant)** – storefront alterations.
Notice: Certificate of Appropriateness application H12-01 was not approved. (Previous storefront submittals, H08-7 façade, H08-9 signage, H10-09 storefront. Neither the

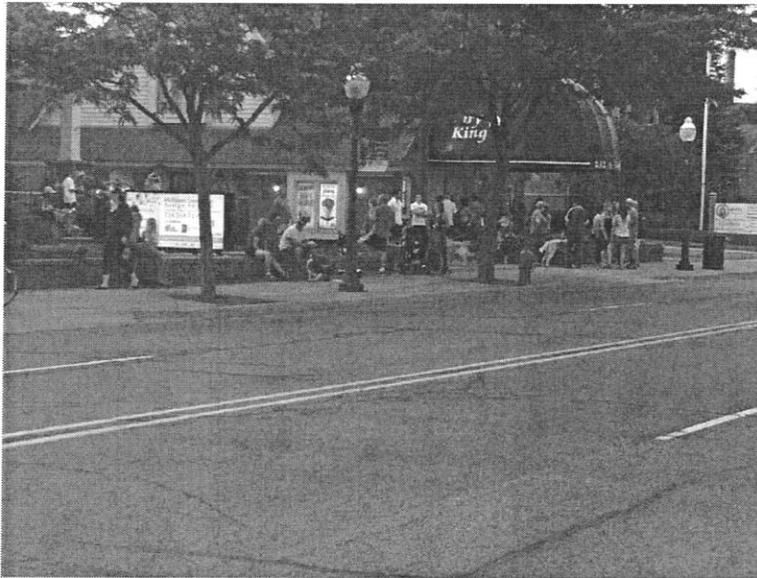
applicant nor a representative was present to answer questions; the application is incomplete without further information.

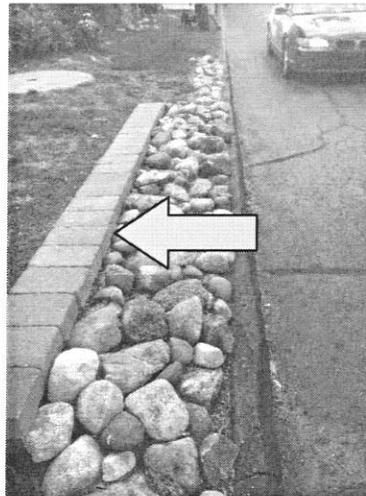


- 4) **298 S. Main (Kilwins)** - Original awning approved H09-04. Awning was replaced and graphics are different than original. H09-05, hanging sign.



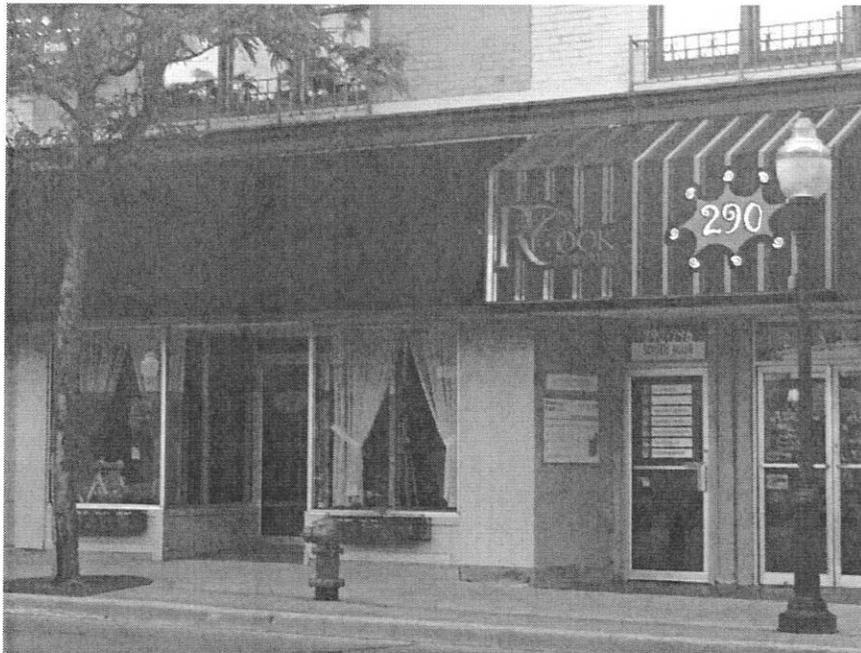
- 5) **238 S. Main (residential looking building next to Dairy King) - new retaining wall.**





Notice: Materials used in construction of new, low retaining wall along Main Street are not consistent with the period of construction of the building. Also, a different fence structure and shutters were considered in H08-05 and the fence/wall is not consistent with that COA application.

- 6) **290 S. Main (Salon Awesome)** – question about whether the awning and window boxes were completed according to guidelines.



Notice: No application for work was submitted to HDC

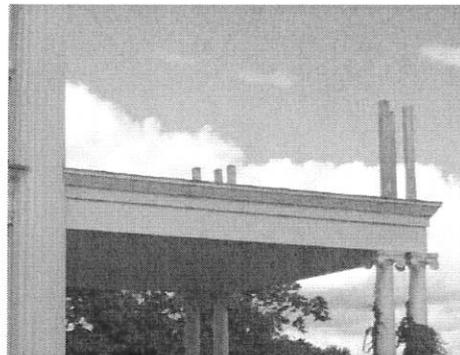
- 7) **388 S. Main (Sun and Snow)** – blinking OPEN window sign; front façade alteration of Sweets 21 entryway.

Notice:

- 1) Blinking Open or other blinking signage has not been reviewed or approved by the HDC and is subject to alteration or removal.
- 2) Front entryway filled in with glass storefront. Unapproved alteration was considered as part of application **H12-08**, which was incomplete.
- 3) **H13-07** new application for façade updates. Application for demolishing the entryway still needs to be reviewed.



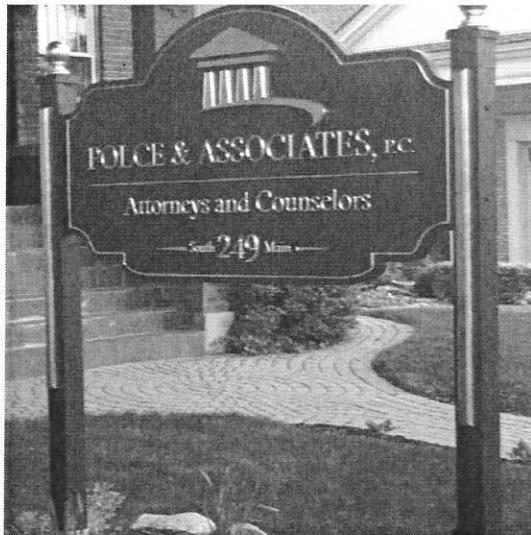
- 8) **676 W. Ann Arbor Trail (Wilcox House)** – Application H14-01 in process with building permits still open for update work being done. John Buzuvis gave a status update during Feb. 2016 HDC meeting.



Notice:

- 1) Status of building permit completion.
- 9) **807 Penniman (Dean Sadler)** – Application H13-06 approved Marygrove awning, not paint changes to limestone.
- 10) **249 S. Main (Anthony Polce)** – bricks, sign and stairs removal not approved.





Notice:

- 1) COA required.

- 11) **Kellogg Park** – Large tree removal and tree seat object.



Notice:

- 1) Large tree removal requires review and/or COA.

Ordinance Sec. 18-658 indicates a remedy for violations, beginning with the submittal of a complete application for consideration of qualification of the work. General comments regarding the nature of the work are listed here and a full review of project work may be required. Please let us know what the Building Department may need to help proceed forward with these items.

Sincerely,

Glenn Kremer
Plymouth HDC Sub-Committee Chair

Jessica Thomey
Colleen Polin