

CITY OF PLYMOUTH  
HISTORIC DISTRICT COMMISSION – REGULAR MEETING  
WEDNESDAY, NOVEMBER 2, 2016  
7:00 PM

**AGENDA**

Meeting called to order at \_\_\_\_\_p.m.

1. ROLL CALL: Jeremy Borys, Stanley Cole, Stella Greene, Glenn Kremer,  
Joseph Philips, Jessica Thomey and Colleen Polin
  
2. APPROVAL OF MINUTES  
Regular Meeting – October 5, 2016
  
3. APPROVAL OF AGENDA
  
4. COMMUNICATIONS/CITIZEN COMMENTS
  
5. OLD BUSINESS  
None.
  
6. NEW BUSINESS

Application for Determination of Appropriateness:

H 16-04      801 W. Ann Arbor Tr., Ste 210      Submission Date: 10/19/16  
Exterior Deck w/Railing, Window and Door Replacement  
Applicant: Joseph Philips, Architect

7. REPORTS AND CORRESPONDENCE
  
8. COMMISSIONER COMMENTS

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

201 S. Main

Plymouth, MI 48170

www.ci.plymouth.mi.us

HISTORIC DISTRICT COMMISSION - REGULAR MEETING MINUTES

WEDNESDAY, OCTOBER 5, 2016

---

Meeting called to order at 7:05 p.m. by Chairperson Polin

1. - ROLL CALL

MEMBERS PRESENT: Jeremy Borys, Joseph Philips, Jessica Thomey and Colleen Polin

MEMBERS ABSENT: Stanley Cole, Stella Greene & Glenn Kremer

OTHERS PRESENT: John Buzuvis, Community Development Director

2. - APPROVAL OF MINUTES

There was a motion made by Comm. Thomey, supported by Comm. Philips to approve the meeting minutes of August 3, 2016, as amended.

**MOTION CARRIED UNANIMOUSLY.**

3. - APPROVAL OF AGENDA

There was a motion made by Comm. Philips, supported by Comm. Thomey to approve the agenda, as presented.

**MOTION CARRIED UNANIMOUSLY.**

4. - COMMUNICATIONS/CITIZEN COMMENTS

Dave Rucinski, 1392 Maple, spoke about the proposed changes for Kellogg Park and the fountain. Mr. Rucinski was concerned about the proposed changes and asked the board to keep in mind the previous changes made at the Penn Theatre and also at Westborn kept the history of both buildings intact and he would like the same for Kellogg Park and the fountain. Mr. Rucinski felt with the proposed addition of brick and mortar and removal of 14 trees, this will damage the historic nature and take away from the historic Park having a negative impact. Mr. Rucinski asked the board to give his remarks serious consideration as they move through the review process of Kellogg Park and the fountain changes. Mr. Rucinski presented the board with his written comments along with an unsigned petition sheet that stated "Kellogg Park including the fountain is the most important icon in the City of Plymouth. We the people of the City and the greater Plymouth Community, after learning about the proposed major renovations to Kellogg Park and not being kept informed of the changes, want the work to stop immediately until the residents of the City are fully

informed and approve the changes. Further, any changes to the Park and fountain need to do the following: 1.) Keep the current feel and welcoming characteristics of the Park. 2.) Keep the fountain in its current location," they're were no signatures, but it was indicated they have obtained 650 plus signatures, as of 10/2/16.

Chair Polin stated that a public meeting, will be held on Monday, October 10<sup>th</sup>, located at the Plymouth Cultural Center, to discuss the proposed changes and renovations to the fountain and Kellogg Park.

Ellen Elliott, 404 Irvin, asked if the renovations will come before the HDC for their approval, and Chair Polin answered that no formal plans were submitted as yet, but when they are complete they will be sent to the HDC for their approval. Chair Polin explained the HDC board does consider, signage, landscaping and surrounding areas that impact historic properties.

Chair Polin explained the Secretary of the Interior's Standards for Rehabilitation are ten basic principles created to help preserve the historic distinctive character and will assist them in their broad scope to consider.

Comm. Phillips explained in the past the multi-tiered fountain and the flag pole with a brick base came before them for review, but the streetscape did not and he suggested attending the City Commission meeting for some answers to their questions.

Jennifer Hetzel, 635 McKinley explained with all of the growth and changes lately, she was concerned and would like to respond quickly to these fast changes somehow . Ms. Hetzel explained that most citizens when told about the Park and fountain changes felt the fountain was to be repaired and restored back to the three tiered former fountain, and not moved. Ms. Hetzel wanted to reiterate what Mr. Rucinski spoke of as well.

#### 5. – OLD BUSINESS

None.

#### 6. – NEW BUSINESS

Application for Determination of Appropriateness:

H 16-03      186 S. Main      Submission Date: 9/16/16

Signage

Applicant: Gardner signs Inc.

Chair Polin explained to the applicants that there was not a full board available and that 3 votes in their favor would be required for their certificate of appropriateness request to be granted. The applicants did have the option to come back to the next scheduled meeting, when a full board may be available; if they chose to. The applicant indicated she would like to proceed.

Chair Polin also explained to the applicants that there would be two motions, the first one is for the completeness of the application and the second one will be for the Certificate of Appropriateness.

Commissioners Comments:

Chair Polin explained to the applicant that the sign application had been reviewed by City staff and was found the front ground sign exceeds the maximum allowed square footage by 8.3 square feet, per side, (*25 Sq. ft. per side, is allowed*) and the two rear wall signs, (*located on Church Street and in the rear*), must be located near an entrance door to be permitted, per the City Sign Ordinance.

Comm. Philips understands what the applicant is requesting and asked about the existing fence, he would like some comments from the owner regarding the fence.

Comm. Philips felt the internally lit signage does not fit with a traditional look and asked the applicant for a more classic look to the signage and suggested changing the panel to something more traditional looking and not internally lit. Comm. Philips suggested using a panel, painted, or cut out lettering signage, and it could be face lit, halo lit or back lit.

Chair Polin understands using the Company logo with their logo colors, but being located within the Historic district and keeping with the historic character of the district, Ms. Polin suggested some traditional aspects should be added to the signage.

Comm. Thomey would prefer the signage to be externally lit, instead of internally illuminated.

Edie Victor, Gardner Signs Inc. applicant, explained they are proposing a ground sign and two wall signs. Ms. Victor offered to reduce the ground signage to 25 sq. ft per side with external lighting.

Mr. Buzuvis, CDD, explained Ordinance No. 94-6, Section 5, which states that if the application is not approved within sixty days from the date of the application, it would automatically become approved, unless the board votes it down, so that the applicant may return with a revised version, if they choose to.

1<sup>st</sup> Motion

A motion was made by Comm. Borys, supported by Comm. Philips, to approve the completeness of the application for H16-03, 186 S. Main, signage.

YES BORYS, PHILIPS, THOMEY, AND POLIN  
NO NONE.

**MOTION CARRIED UNANIMOUSLY.**

2<sup>nd</sup> Motion

A motion was made by Comm. Borys, supported by Comm. Philips, to approve the completeness of the application for H16-03, 186 S. Main, signage, for Certificate of Appropriateness. The application reflects the Historical character of the district especially the materials & lighting. Referencing the following:

*Sec. 18-654. Duties and powers.*

- (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;*

YES NONE.  
NO BORYS, PHILIPS, THOMEY, AND POLIN

**MOTION FAILS UNANIMOUSLY.**

## 7. – REPORTS AND CORRESPONDENCE:

### - Kellogg Park Fountain Update

John Buzuvis, Community Development Director, explained there will be a meeting that is open to the public, on Monday night, the meeting will be located at the Cultural Center, to review the latest rendering of Kellogg Park and the fountain. This project will come before the Historic District for their approval and will be also presented to the Planning Commission for their information only.

### Public Comments

Dave Rucinski, 1392 Maple, asked if there was a completion date scheduled and Mike Wright, City Commissioner responded that originally July 4<sup>th</sup> was the deadline date, but it has since been changed and there is no deadline as of yet.

Sharon Rucinski, 1392 Maple, asked about all the bricksapping, and it seems that the proposed park plans would increase hardscape 90% more within the park. Ms. Rucinski asked how does all this brick fit into the Historical character of the district? Comm. Philips suggested that Ms. Rucinski discuss those items that may be good or not good, such as the 90% more paving, with the review board.

Comm. Borys stated minimal change is what the Historic District will need to interpret, such as: what it was, is and will be.

There was discussion on the materials and the typical process of the proposal.

Jennifer Hetzel, 635 McKinley, asked about the Historic District requirements, and John Buzuvis, CDD, responded the requirements are located on the City website under the Code of Ordinances, (*search under Historic District*). Mr. Buzuvis stated this is where all the local Ordinances are found and the Secretary of Interior Standards for Rehabilitation (*found online/Google*), is another resource the Historic District board uses.

## 8. - COMMISSIONER'S COMMENTS

Chair Polin spoke about the Wilcox house, and explained that by the next meeting there should be some response from the owner regarding the agreement and resolving the issues there. Chair Polin stated there is a sub-committee in place to review and follow-up on past applicants to ensure that the job has been completed.

Comm. Borys wanted to thank the Citizens of Plymouth he appreciates their passion, it is critical in the HDC board doing their job.

Comm. Philips spoke about meeting with the new owner of Pete's Shoe Repair, a few weeks back, Comm. Philips stated he noticed a new sign was up and requested a letter be sent to the owner regarding this new signage. Comm. Philips would also like a follow-up second letter sent to Mr. Polce, located at 249 S. Main Street.

Chair Polin would like to touch base again next month with the board members regarding these festering issues and violations.

Comm. Philips spoke about a business client of his wanting to remove a window adding a balcony onto the second floor of the Mayflower Centre. Comm. Philips showed the board details of the proposed balcony and will be coming before the board sometime in the future.

**A motion was made by Comm. Borys, supported by Comm. Thomey to adjourn.  
MOTION CARRIED UNANIMOUSLY**

Meeting Adjourned at 8:11 P.M.

Respectfully Submitted,  
Marleta S. Barr,  
Community Development Department.  
Office Manager

# APPLICATION FOR DETERMINATION OF APPROPRIATENESS

Prior to completing this application, please contact the Historic District Commission Chair or Vice Chair. They will provide requirements for a complete application and information about how to properly describe the specific type of work proposed.

Property Location (Address of Work): 801 W. ALH ARBOR TRAIL

Contributing Structure     Non-Contributing Structure

RECEIVED

Building Owner: \_\_\_\_\_

OCT. 19 2016

Building Owner Address: \_\_\_\_\_

CITY OF PLYMOUTH  
COMMUNITY DEVELOPMENT

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant: JOSEPH PHILIPS

Phone: (734) 748-3613 Email: JOSEPHPHILIPSARCHITECT@GMAIL.COM

Applicant's Role:  Building Owner  Architect  Contractor  Other \_\_\_\_\_

TYPE OF WORK PROPOSED (Check all that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> New Construction              | <input type="checkbox"/> Sign / Awning Install / Replacement | <input type="checkbox"/> Porch Reconstruction/Repair                         |
| <input type="checkbox"/> Addition                      | <input type="checkbox"/> Fence Install / Replacement         | <input type="checkbox"/> Paint Color Change                                  |
| <input type="checkbox"/> Alteration                    | <input type="checkbox"/> Paving Install / Replacement        | <input type="checkbox"/> Building Cleaning                                   |
| <input checked="" type="checkbox"/> Window Replacement | <input type="checkbox"/> Wall Install / Replacement          | <input checked="" type="checkbox"/> Other <u>EXTERIOR DECK &amp; RAILING</u> |
| <input checked="" type="checkbox"/> Door Replacement   | <input type="checkbox"/> Landscaping Install / Replacement   |  |
| <input type="checkbox"/> Roof Replacement              |  |  |
| <input type="checkbox"/> Siding Replacement            |  |  |

**Application Deadline:** The Historic District Commission typically meets the first Wednesday of each month. Please confirm meeting date as meeting schedules may change due to holidays or other unforeseen circumstances. Application material must be completed and submitted to the Community Development Department by 4:00PM on the third Tuesday of the previous month in order to be placed on the agenda for the following month's meeting.

**PLEASE PROVIDE FIFTEEN (15) COPIES OF ALL SUBMITTALS**

Submittal must include index of sheets (what is included) and all sheets must be numbered and dated.

Applicant's Signature \_\_\_\_\_ Date 10/14/16

I, as the Building Owner, confirm with my signature below that I am aware of and approve the work proposed.

Building Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

## SYNOPSIS

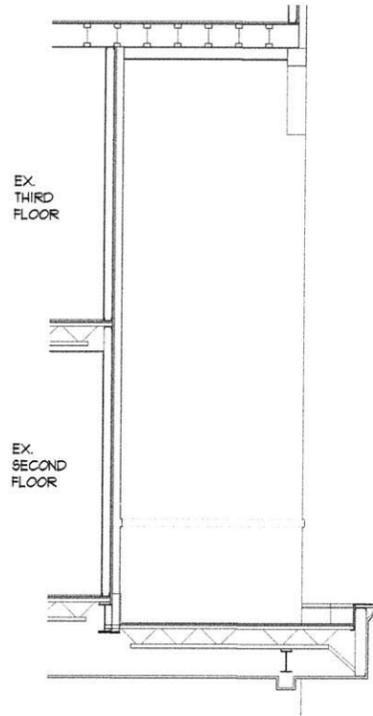
SCHWARTZ INVESTMENT COUNSEL IS IN THE PROCESS OF COMPLETING RENOVATIONS TO THE SECOND FLOOR OF THE MAYFLOWER CENTER. THEIR TENANT SPACE OCCUPIES ALL OF THE ANN ARBOR TRAIL FRONTAGE OF THE SECOND FLOOR. THEY ARE SEEKING A CERTIFICATE OF APPROPRIATENESS TO CONSTRUCT A DECK WITH BLACK METAL RAILING ON THE EXISTING CANOPY / BALCONY COVERING THE ANN ARBOR TRAIL ENTRANCE TO THE SECOND FLOOR OFFICES AND THIRD FLOOR RESIDENCES. THE BUILDING IS A NON-CONTRIBUTING STRUCTURE AND HAS BALCONIES SIMILAR TO THE ONE PROPOSED ON THE THIRD FLOOR FACING ANN ARBOR TRAIL AND MAIN STREET. THE DECK WILL BE SUBSTANTIALLY HIDDEN BY THE EXISTING CANOPY / BALCONY CONSTRUCTION AND THE RAILING WILL BE FOR THE MOST PART ALL THAT IS VISIBLE FROM THE STREET. THE EXISTING SECOND FLOOR CENTER WINDOW WILL BE REPLACED WITH A CUSTOM WOOD AND GLASS DOOR TO ENTER THE DECK FROM THE TENANT SPACE.



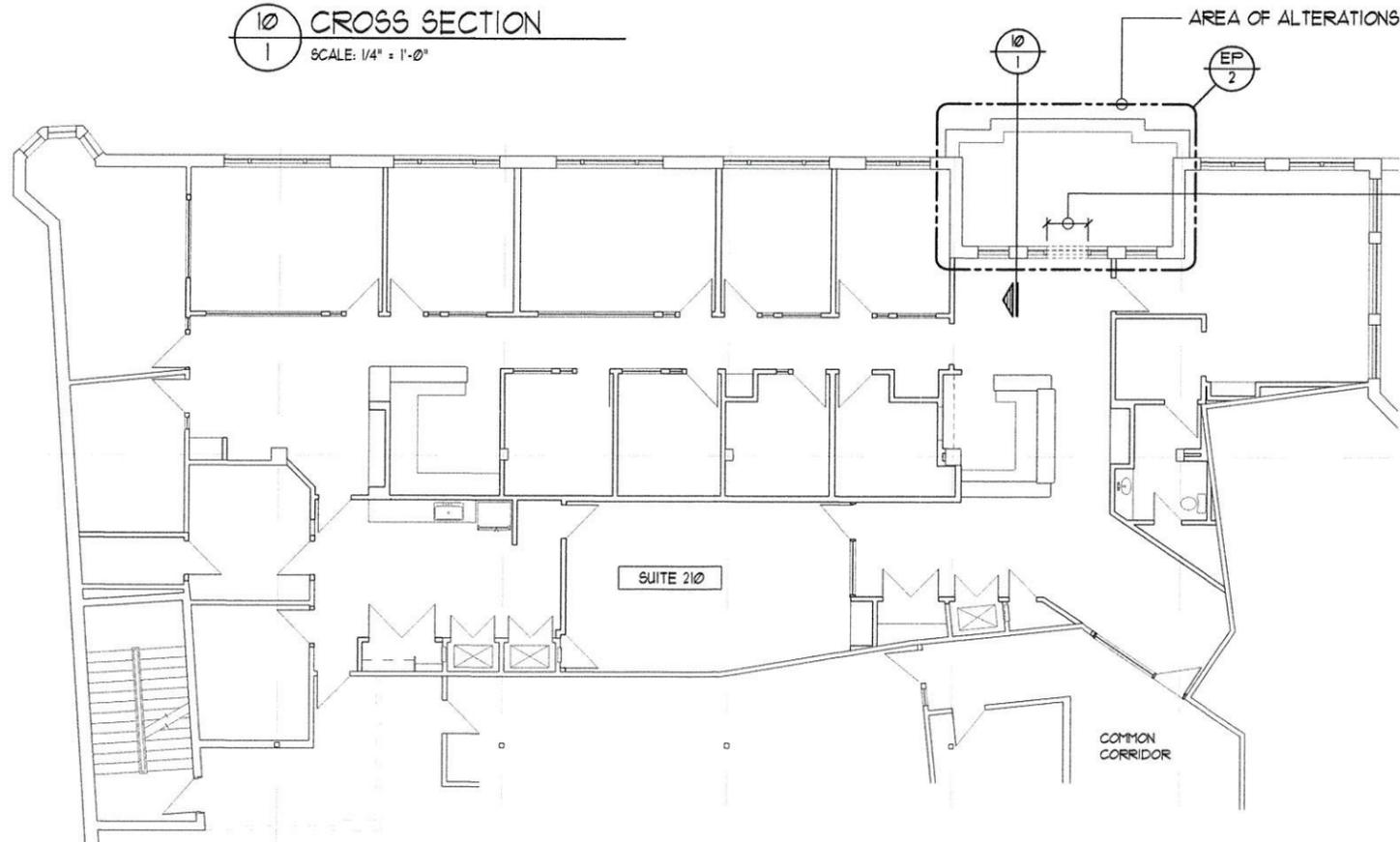
# SCHWARTZ INVESTMENT COUNSEL, INC. - BALCONY ALTERATIONS

801 W. ANN ARBOR TRAIL, SUITE 210, MAYFLOWER OFFICE CENTRE

PLYMOUTH, MICHIGAN



10  
1  
EXISTING CONDITIONS  
CROSS SECTION  
SCALE: 1/4" = 1'-0"



EXISTING CONDITIONS / SELECTIVE DEMOLITION FLOOR PLAN  
SCALE: 1/8" = 1'-0"

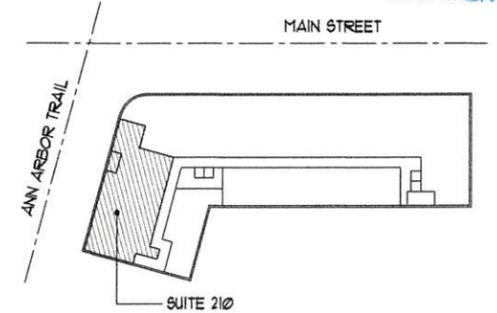
ISSUED FOR :  
10/13/16 DRAWINGS ARE ISSUED THIS DATE TO REVIEW  
CONCEPTUAL DESIGN WITH CLIENT

## INDEX OF DRAWING SHEETS:

SHT. NO.	SHEET TITLE	ISSUED/ REVISED
1	EXISTING CONDITIONS / SELECTIVE DEMOLITION PLAN	10/13/16
2	PLANS, ELEVATIONS & DETAILS	10/13/16

REMOVE CENTER UNIT FROM EXISTING, MULLED, THREE UNIT WINDOW AND SAWCUT EXISTING EXTERIOR WALL CONSTRUCTION BELOW CENTER UNIT AS REQUIRED TO PROVIDE OPENING FOR PROPOSED BALCONY DOOR

RECEIVED  
OCT 13 2016  
CITY OF PLYMOUTH  
COMMUNITY DEVELOPMENT



SECOND FLOOR KEY PLAN  
NO SCALE

JOSEPH PHILIPS - ARCHITECT, LLC  
RESIDENTIAL | COMMERCIAL | SPECIALTY  
MEMBER AMERICAN INSTITUTE OF ARCHITECTS  
PLYMOUTH, MICHIGAN  
921 WING STREET  
PLYMOUTH, MICHIGAN 48150  
PHONE: (734) 455 - 8354  
FAX: (734) 455 - 8350  
EMAIL: josephphilipsarchitect@gmail.com  
WEBSITE: josephphilipsarchitect.com

30 YEARS

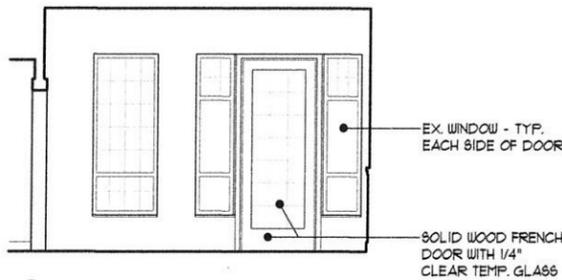
THIS DOCUMENT IS NOT TO BE USED FOR CONSTRUCTION UNLESS THE GOVERNING AUTHORITIES, ALL TRADES INVOLVED WITH CONSTRUCTION AND THE GENERAL CONTRACTOR WITH GENERAL CONTRACTOR PRIOR TO BEGINNING WORK.

STATUS: PROJECT: SCHWARTZ INVESTMENT COUNSEL  
 PRELIM  
 REVIEW  
 PERMIT  
 REVISED

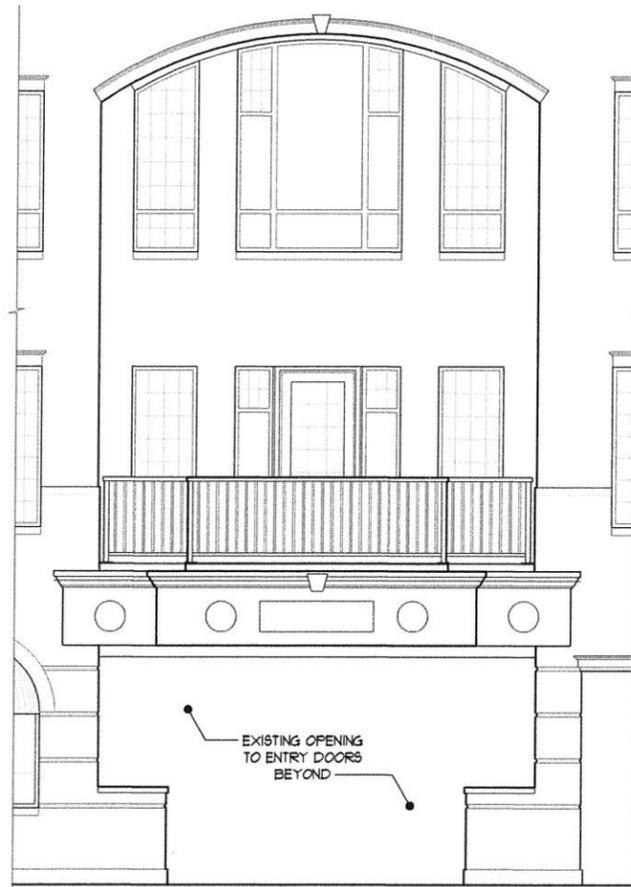
DATE: 10/13/16

JOB NO: 16221B  
SHEET NO: 1  
221\_BAL\_01

THE DESIGN CONCEPTS, IDEAS AND WRITTEN MATERIAL EXPRESSED OR IMPLIED ON THIS SHEET ARE THE ORIGINAL INTELLECTUAL PROPERTY OF THE FIRM OF JOSEPH PHILIPS - ARCHITECT, LLC AND MAY NOT BE USED, DUPLICATED OR SUBMITTED FOR ANY REASON WHATSOEVER, WITHOUT WRITTEN CONSENT FROM THE FIRM.



20 WAITING  
2 SCALE: 1/4" = 1'-0"



21 PARTIAL EXTERIOR ELEVATION  
2 SCALE: 1/4" = 1'-0"

DOOR SCHEDULE

ALUM. - ALUMINUM OUB. - CUSTOM DR. - DOOR FF. - FACTORY FINISH FN. - FINISH FRM. - FRAME GB. - GYPSUM BOARD GL. - GLASS HDW. - HARDWARE HGT. - HEIGHT IN. - ROLLOW METAL MC. - METAL GLAD TIE - MATCH EXISTG NA. - NOT APPLICABLE NO. - NUMBER OR - QUANT SELECTED FT. - PAINT QUAN. - QUANTITY SC. - SOLID CORE SM. - SIMILAR STN. - STAIN TEMP'D GL. - TEMPERED GLASS THK. - THICK W. - WITH WD. - WOOD VN. - VNTL

DOOR LETTER	DOOR	FRAME	HDW. SET	REMARKS (SEE DR. SCHED. REMARKS)						
WIDTH	HGT.	THK.	TYP.	MTL.	FIN.	MTL.	FIN.	SET		
20	3'-4"	8'-5"	1 3/4"	-	WD	STN.	WD.	STN.	HI	I

DOOR SCHEDULE REMARKS:

- CUSTOM DOOR AND FRAME. GENERAL CONTRACTOR IS TO FIELD VERIFY ROUGH OPENING DIMENSIONS AND CUSTOM FRAME DETAILING PRIOR TO ORDERING DOOR.

HARDWARE NOTES

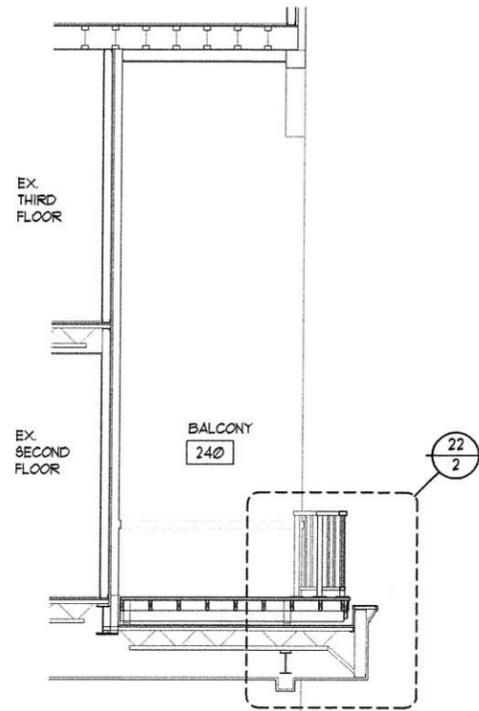
- ALL HARDWARE IS TO BE COMMERCIAL QUALITY
- ALL LOCKSETS & LATCHSETS TO HAVE LEVER HANDLES
- CONFIRM LOCKING OR LATCHING HARDWARE WITH TENANT PRIOR TO ORDERING HARDWARE.
- PROVIDE ANY & ALL ADDITIONAL HARDWARE AS MAY BE REQUIRED FOR CODE COMPLIANT DOOR OPENING.

SET HI

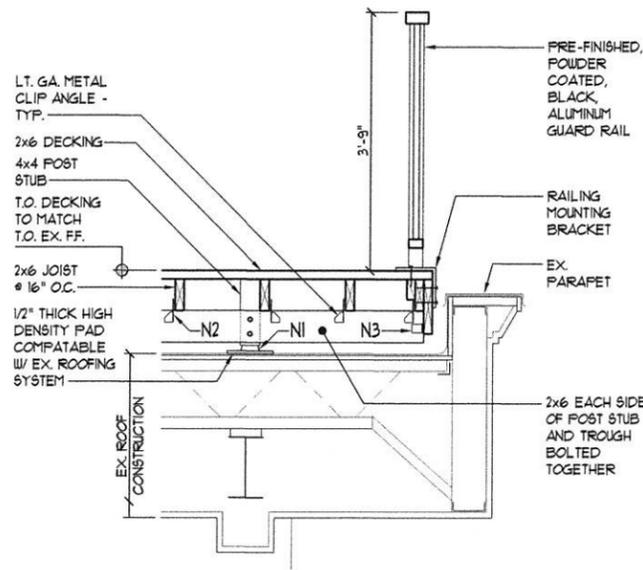
2	PAIR BUTT HINGES
1	ENTRY LOCKSET
1	WALL / DOOR STOP
1	WEATHERSTRIPPING

NOTES :

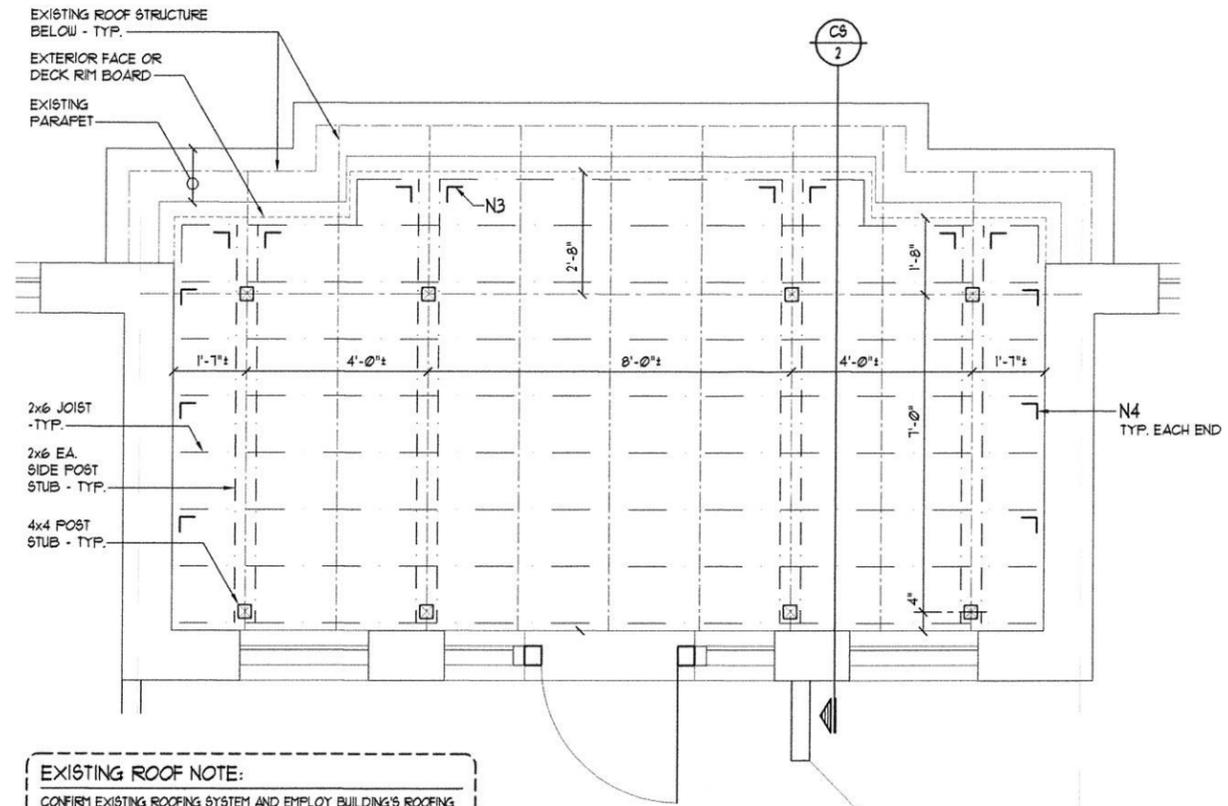
- STAND-OFF POST BASE - "SIMPSON STANDOFF BASE : MODEL NO. CFS4" OR EQUAL
- LT. GA. METAL CLIP ANGLE - "SIMPSON HURRICANE TIE : MODEL NO. H1" OR EQUAL - TYP. AT JOIST BEARING
- LT. GA. METAL CLIP ANGLE - "SIMPSON HURRICANE TIE : MODEL NO. HGAM10" OR EQUAL - TYP. AT RIM BD. / JOIST CONNECTION
- METAL CLIP ANGLE - "SIMPSON HEAVY ANGLE : MODEL NO. HL13" OR EQUAL, SECURED TO BALCONY DECK FRAMING AND EXISTING EXTERIOR WALL CONSTRUCTION



22 CROSS SECTION  
2 SCALE: 1/4" = 1'-0"



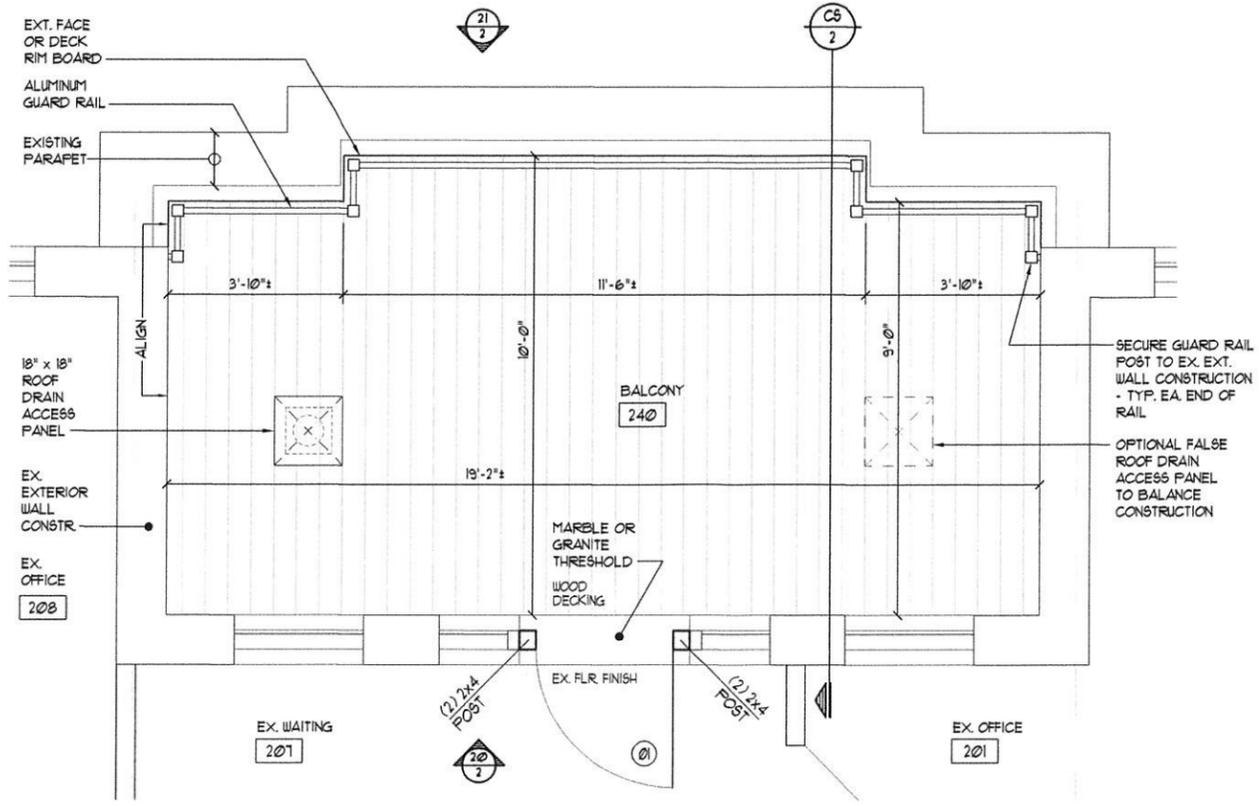
22 DETAIL  
2 SCALE: 3/4" = 1'-0"



EXISTING ROOF NOTE:

CONFIRM EXISTING ROOFING SYSTEM AND EMPLOY BUILDING'S ROOFING CONTRACTOR (IF WARRANTY STILL EXISTS) OR ROOFING CONTRACTOR FAMILIAR WITH THIS TYPE OF ROOF CONSTRUCTION. THIS CONTRACTOR SHALL BE INVOLVED WITH ALL PHASES OF THE ROOF REMOVAL, REWORK AND REPAIR. AREAS OF CONSULTATION OR DIRECT INVOLVEMENT SHALL INCLUDE INSPECTION OF EX. ROOF AND PROVIDING ALL ROOFING MATERIALS AND MISCELLANEOUS COMPONENTS REQUIRED TO REWORK, REPAIR, RE-ROOF, RE-FLASH, THE EX. ROOF AS REQUIRED TO PROVIDE A WATERTIGHT INSTALLATION AND PREPARE THE SURFACE FOR PROPOSED DECK FRAMING.

FRAMING PLAN  
SCALE: 1/2" = 1'-0"



ENLARGED PARTIAL FLOOR PLAN  
SCALE: 1/2" = 1'-0"

JOSEPH PHILIPS - ARCHITECT, LLC  
RESIDENTIAL | COMMERCIAL | SPECIALTY  
MEMBER AMERICAN INSTITUTE OF ARCHITECTS  
PLYMOUTH, MICHIGAN  
921 WING STREET  
PLYMOUTH, MICHIGAN 48554  
PHONE: (734) 455-8354  
FAX: (734) 455-8350  
EMAIL: josephphilipsarchitect@gmail.com  
WEBSITE: josephphilipsarchitect.com

30 YEARS

THIS DOCUMENT IS NOT TO BE USED FOR CONSTRUCTION UNTIL PERMITS ARE ISSUED BY THE APPLICABLE JURISDICTION. ANY CHANGES TO THIS DOCUMENT MUST BE APPROVED BY THE ARCHITECT. THE ARCHITECT IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THIS DOCUMENT. THE ARCHITECT'S LIABILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE PROJECT. THE ARCHITECT IS NOT RESPONSIBLE FOR ANY OTHER MATTER.

PROJECT: SCHWARTZ INVESTMENT COUNSEL  
PRELIM. [X] REVIEW [X] PERMIT [ ] REVISION [ ]  
MAYFLOWER CENTRE, SUITE 210 PLYMOUTH, MICHIGAN  
BALCONY ALTERATIONS PLANS, ELEVATIONS & DETAILS

DATE: 10/13/16  
JOB NO: 16221B  
SHEET NO: 2  
221\_BAL\_01

THE DESIGN CONCEPTS, IDEAS AND WRITTEN MATERIAL EXPRESSED OR IMPLIED ON THIS SHEET ARE THE ORIGINAL INTELLECTUAL PROPERTY OF THE FIRM OF JOSEPH PHILIPS - ARCHITECT, LLC AND MAY NOT BE REPRODUCED, COPIED, DULICATED OR SUBMITTED FOR ANY REASON WHATSOEVER, WITHOUT WRITTEN CONSENT FROM THE FIRM.