



**PLYMOUTH HISTORIC DISTRICT COMMISSION
REGULAR MEETING AGENDA
PLYMOUTH CITY HALL - CITY COMMISSION CHAMBERS
Wednesday, November 7, 2018 – 7:00 p.m.**

201 S. Main St. Plymouth, MI 48170 734-453-1234 ext. 232 www.ci.plymouth.mi.us

- 1) **CALL TO ORDER**
 - a) Roll Call
- 2) **CITIZENS COMMENTS**
- 3) **APPROVAL OF THE MINUTES**
 - a) Approval of the August 1, 2018, Regular Meeting Minutes
- 4) **APPROVAL OF THE AGENDA**
- 5) **COMMISSIONER COMMENTS**
- 6) **NEW BUSINESS**
 - a) **H18-06**: Signage for 777 W. Ann Arbor Trail
- 7) **OLD BUSINESS**
- 8) **REPORTS AND CORRESPONDENCE**
- 9) **ADJOURNMENT**

Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues regarding items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

Persons with disabilities needing assistance should contact the City Clerk's office at 734-453-1234 Monday through Friday from 8:00 a.m. -4:30 p.m., at least 24 hours prior to the meeting. An attempt will be made to make reasonable accommodations.

City of Plymouth Strategic Plan 2017-2022

**GOAL I - QUALITY OF LIFE
with Key Objectives**

*Neighborhoods Supported, Parks/Recreation Collaboration,
Communication (Multi Platform), Cleanliness, Events-Continue to Host*

ONE YEAR TASKS: 2018-19

- Increase the amount of information available, including top-ten FAQs by department, and keep it consistent across all websites and platforms
- Continue management of construction sites to include pre-construction meetings and site visits
- Repair Kellogg Park Fountain in 2018, and determine future plan for 2019 and beyond
- Develop parking vision and plan to move forward
- Define relationship with PARC
- Continue pursuing partnership opportunities in recreation – Recreation Master Plan
- Perform schools, facility and event security review
- Define Plymouth as a "lifelong community" using Recreation Master Plan, Zoning and New City Master Plan as guiding documents for future decision making
- Advance multi-modal interconnectivity between City and Township
- Conduct a professional survey of City residents related to quality of life topics

**GOAL II - FINANCIAL STABILITY
with Key Objectives**

*Balanced Budgets, Revenue Issues, Partnerships, Legacy Costs,
Contract Out for Services, HVA-Mechanics, Marketing What*

ONE YEAR TASKS: 2018-19

- Continue to support MML efforts to coordinate state initiatives related to revenue sharing
- Explore internal and external potential for supplemental funding of legacy costs
- Develop a plan for capital improvement funding projects and purchases
- Explore/enhance investment planning opportunities

**GOAL III - ECONOMIC VITALITY
with Key Objectives**

*Vibrant Downtown-Active-Brand, Community Development,
Business Friendly/Mix, Master Plan*

ONE YEAR TASKS: 2018-19

- Reach decision on Saxton's development and determine feasibility of paving dirt portion of Saxton's parking lot
- Offer training specific to HDC, Zoning and Planning
- Continue to schedule quarterly Mayor and Chairs meetings
- Continue to foster relationships with developers and business owners
- Continue Redevelopment Ready Community status with MEDC

**GOAL IV - SERVICE INFRASTRUCTURE
with Key Objectives**

*Staffing, Public Safety Flexibility: Police & Fire, Website Design and
Data Management, Continuous Infrastructure Improvement*

ONE YEAR TASKS: 2018-19

- Continue developing succession plan for staff and boards and commissions
- Reach administrative recommendation on current Emergency Services delivery model and possible joint, four jurisdictional dispatch and lockup
- Implement infrastructure asset management plan
- Complete a study of infrastructure in the DDA including electricity, plumbing, water, sidewalks and trees
- Develop a "Government 101" brochure
- Develop a plan for capital improvement issues
- Draft agreement on sanitary sewer with WTUA



**City of Plymouth
Historic District Commission Meeting Minutes**

201 S. Main Street Plymouth, MI 48170
Wednesday, August 1, 2018, 7:00 PM

1. CALL TO ORDER

Chair Polin called the meeting to order at 7:00 PM.

PRESENT: Jeremy Borys, Stan Cole, Joe Hawthorn, Linda May, Joe Philips, John Townsend and Colleen Polin

Also present was Community Development Director, John Buzuvis.

2. CITIZEN COMMENTS

None.

3. APPROVAL OF THE MEETING MINUTES

a) A motion was made by Commissioner Townsend and seconded by Commissioner Hawthorne to approve the study session/training meeting notes of May 2, 2018 as presented.

MOTION PASSED UNANIMOUSLY

b) A motion was made by Commissioner Cole and seconded by Commissioner Borys to approve the meeting minutes from June 6, 2018, as amended.

MOTION PASSED UNANIMOUSLY (Comm. Philips abstained as he was not present at this meeting)

4. APPROVAL OF THE AGENDA

A motion was made by Commissioner Townsend and seconded by Commissioner Philips to revise the agenda, moving Commission Comments to follow Number 7, Old Business, as amended.

MOTION PASSED UNANIMOUSLY

5. NEW BUSINESS

a) H18-05: Signage Review of 290 S. Main

Brad Petty, Graphic Visions, applicant, presented a new photo and showed samples of the substrate & proposed colors for the Be Unique signage. Mr. Petty explained they will be using the same material as existed or possibly using a sign foam for the salon's signage. He explained the letters will be on the same plane and the mechanical fasteners will have buttons over the tops of them to hide the fasteners. The buttons will be white over white or black over black in color. The building is a contributing building

Board Discussion

Commissioner Philips thanked the applicant for the additional photos of the signage.

Chair Polin commended the applicant for the design, font and logo of the signage. Chair Polin read from standards for rehabilitation on new signage.

Citizen Comments

None.

A motion was made by Comm. Borys, supported by Comm. Hawthorne, to issue a Certificate of Appropriateness for the approval of H18-05, 290 S. Main, signage, the building is a contributing structure within the historic district, the work as proposed meets the secretary of interior standards for rehabilitation specifically:

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, feature, size, scale, proportion and massing to protect the historic integrity of the property and its environment.

And Ordinance language:

(3) The general compatibility of the exterior design, arrangement, texture and materials proposed to be used;

YES BORYS, COLE, HAWTHORNE, MAY, PHILIPS, TOWNSEND AND POLIN

NO NONE

MOTION PASSES UNANIMOUSLY.

6. OLD BUSINESS

None.

7. COMMISSIONER COMMENTS

Comm. Philips stated he really valued the training the board received and would like to have it on an annual basis.

John Buzuvis, CDD, explained to the board that we are now members of the Michigan Preservation Network which offers free training seminars to the board members and they are welcome to attend them, if they wish.

Comm. Philips thanked Mr. Buzuvis for applying on behalf of the board members.

Chair Polin spoke about the signage located at 789 W. Ann Arbor Trail. Michigan First Mortgage signage, lighting and a banner on the railing have recently been installed and Mr. Buzuvis responded that the banner is not permitted and will be coming down soon.

Colleen Pobur, City Commissioner, gave an update on the Kellogg fountain progress. A meeting is scheduled with the proposed contractors along with the Wilcox foundation to determine the actual cost involved, with suggestions on changes to reduce costs.

Chair Polin spoke about a gift for Glenn Kremer on behalf of the Commissioners thanking him for his 18 years of service on this board. The picture is an etching of downtown Plymouth with the board members signing the back side.

8. REPORTS AND CORRESPONDENCE

Colleen Polin read an article about being a volunteer, which helps in keeping the Community be the kind you want to live in.

9. ADJOURNMENT

Hearing no further business, a motion was made by Commissioner Philips, supported by Commissioner May to adjourn the meeting at 7:33 PM.

MOTION PASSED UNANIMOUSLY



City of Plymouth Historic District Commission
201 S. Main Plymouth, MI 48170
Administrative Review of Signage at 777 W. Ann Arbor Trail
Case Number H18-06

Address: 777 W. Ann Arbor Trail

Year Built: Circa 1940 (Assessing), Remodeled 1986, 2008, and 2018

Historical Significance: None, the building has been significantly altered which makes it non-contributing to the district.

Requirements of Application for Sign Installation:

- ✓ Completed Application for Determination of Appropriateness
- ✓ Synopsis: description of the project in words
- ✓ Completed materials finish list
- ✓ Detailed justification of why signs need to be installed
- ✓ Historic photographs of the site and building (N/A, available upon request of the HDC)
- ✓ Photographs of site and building as they exist today
- ✓ Number / letter, font size, color and material sample (available for review at meeting)
- ✓ Scaled and dimensioned drawing of the front and side elevations indicating size and location of the proposed signage
- ✓ Scaled cross-section drawing of building elevation indicating proposed signage
- ✓ Detailed description including the colors, materials and location(s) of existing signs (N/A)
- ✓ Identification of all materials to be used in the construction of the sign

The following language explains the duties and power of the Historic District Commission when making a determination on an application that has been submitted for review.

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.

A sample resolution is attached for the Commission to consider.

Historic District Commission Sample Resolution

The following resolution was offered by Commissioner _____ and seconded by Commissioner _____

WHEREAS The City of Plymouth Historic District Commission has reviewed the request for a Certificate of Appropriateness for 777 W. Ann Arbor Trail, Case H 18-06 and determined that the building is a non-contributing structure, and

WHEREAS The City of Plymouth Historic District Commission has determined that the proposed signage installation complies with the application of the Kellogg Historic District Ordinance Sec. 18-654 numbers: ____, ____, ____, and

WHEREAS The City of Plymouth Historic District Commission requires the following conditions:

NOW THEREFORE BE IT RESOLVED THAT THE CITY OF PLYMOUTH HISTORIC DISTRICT COMMISSION HEREBY APPROVES THE PROPOSED PROJECT H 18-06 FOR THE ISSUANCE OF A CERTIFICATE OF APPROPRIATENESS REFERENCING THE KELLOGG PARK HISTORIC DISTRICT ORDINANCE NUMBERS: _____, _____, _____

NOW THEREFORE BE IT RESOLVED THAT THE CITY OF PLYMOUTH HISTORIC DISTRICT COMMISSION REQUIRES THE FOLLOWING CONDITIONS TO BE ATTACHED TO THE CERTIFICATE OF APPROPRIATENESS FOR H 18-06:

APPLICATION FOR DETERMINATION OF APPROPRIATENESS

Please consult the following submittal checklist to ensure you submit a complete application and supporting information about the type of work proposed.

Property Location (Address of Work): 777 ANN ARBOR TRAIL

Contributing Structure Non-Contributing Structure

RECEIVED

Building Owner: R. COOK PLYMOUTH GROUP, LLC

OCT 15 2018

Building Owner Address: _____
CITY OF PLYMOUTH
COMMUNITY DEVELOPMENT

Phone: _____ Email: _____

Applicant: VON STADEN ARCHITECTS - TAMAS VON STADEN

Phone: 248.646.9933 Email: TAMAS@VONSTADENARCHITECTS.COM

Applicant's Role: Building Owner Architect Contractor Other _____

TYPE OF WORK PROPOSED (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> New Construction | <input checked="" 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 type="checkbox"/> Window Replacement | <input type="checkbox"/> Wall Install / Replacement | <input type="checkbox"/> Other |
| <input 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 3:00PM on the third Monday of the previous month in order to be placed on the agenda for the following month's meeting. Please check the city's website for exact submission deadlines.

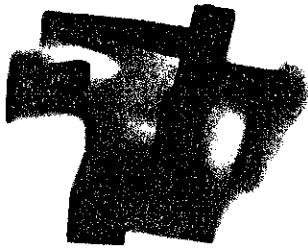
PLEASE PROVIDE TEN (10) COPIES OF ALL SUBMITTALS

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

Applicant's Signature: _____ Date: 10.15.2018

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: _____
Bigalora/Arbor Brewing
H18-06 777 W. Ann Arbor Trail
Signage
HD Mtg 11/7/18



VON STADEN ARCHITECTS

Bigalora and Arbor Brewing Company
777 ANN ARBOR TRAIL

HDC – Sign Review

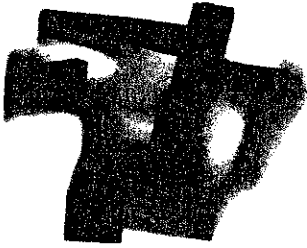
The submission includes signage for 2 businesses with separate entries. The original sign was located in the middle section of the North Façade and illuminated by a series of goose neck fixtures. With the change to two businesses it is necessary to have the signage be different and specific to each business. Each business has two signs described as follows.

Bigaloras main sign is located on the East façade mounted above the new window. It is meant to be seen from the approach eastern approach into town and is scaled appropriately for the façade and exposure.

- The sign is pin mounted on spacers so that it sits in front of the new ivy mounted on cable system pinned off existing masonry wall.
- The BIGALORA letters are individually pin mounted Internally illuminated letters.
- The WOOD FIRED CUCINA are individual letters pushed through a metal box (raceway) so that they are dimensional.
- The front face of the letters is OPTIX-LD 7328 White
- The returns are painted "Gunmetal" to match windows and canopies

Bigaloras secondary sign is located on top of the new entry canopy on the North facade. It is much smaller and meant to be a pedestrian friendly in scale.

- The sign is pinned off the canopy.
- The BIGALORA letters are individually pin mounted Internally illuminated letters.
- The WOOD FIRED CUCINA are individual letters pushed through a metal box (raceway) so that they are dimensional.
- The front face of the letters is OPTIX-LD 7328 White
- The returns are painted "Gunmetal" to match windows and canopies.



VON STADEN ARCHITECTS

Arbor Brewing Companies main sign is located on the limestone frame above the new bi-fold door on the North facade. It is scaled appropriately for the façade and opening below. By placing Bigaloras main sign on the East façade we were able to limit the North façade to one main sign.

- The ARBOR letters are individually pin mounted internally illuminated letters.
- The front face of the ARBOR letters is OPTIX-LD 7328 White
- The returns are cold galvanized paint.
- The BREWING COMPANY letters are non-illuminated dimensional letters pin mounted to limestone.

Arbor Brewing Companies secondary sign is the current brand graphic. It is located above the new entry canopy. It is more a piece of artwork than a sign and a very welcoming to pedestrian traffic.

- The sign face is internally illuminated OPTIX-LD 7328 White with opaque yellow paint (Pantone 110C) outlining the tree logo.
- The sides and back are also the opaque yellow paint.

Regards,

Tamas von Staden

Principal

Von Staden Architects