



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

201 S. Main Street Plymouth, MI 48170
Wednesday, June 6, 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, John Townsend and Colleen Polin

ABSENT: Joe Phillips

Also present was Community Development Assistant Director, Greta Bolhuis.

2. CITIZEN COMMENTS

Colleen Pobur spoke about the draft Master Plan contents and invited the commission to view this document located on the home page of the City's website. Ms. Pobur explained the Planning Commission would recommend review and distribution by the City Commission to the adjacent taxing entities for a sixty-three day review. Ms. Pobur commended John Buzuvis & Greta Bolhuis for their participation in the creation of the newly drafted Master Plan.

3. APPROVAL OF THE MEETING MINUTES

a) A motion was made by Commissioner Hawthorn and seconded by Commissioner Townsend to approve the meeting minutes of March 7, 2018 as presented.

b) A motion was made by Commissioner Cole and seconded by Commissioner Borys to postpone the approval of the study session meeting notes from May 2, 2018, requesting more information for clarification.

4. APPROVAL OF THE AGENDA

A motion was made by Commissioner Cole and seconded by Commissioner Hawthorn to revise the agenda, moving Commission Comments to follow Number 7, Old Business, as amended.
MOTION PASSED UNANIMOUSLY

5. COMMISSIONER COMMENTS

Chair Polin spoke about the topics during the basic & advanced training session held last month, she thanked John Buzuvis for arranging the training session.

Ellen Thackery, director of Historic Preservation Network and Jill Thacker, City of Ann Arbor Planner & HD Coordinator, presented training materials and led a training with discussion covering the following topics:

- What is historic preservation and why it's important
- Roles and Responsibilities of Historic District Commissioners
- Historic District Enabling Legislation- Public Act 169
- Applications of Secretary of Interior Standards for Historic Preservation, Rehabilitation, Restoration and Reconstruction
- Certificates of Appropriateness

- Notice to Proceed
- Appeals to Historic District Commission Decisions
- Violations and Demolition by Neglect
- Trainer and HDC members took part in a scenario based question and answer session

Chair Polin discussed windows or other materials being installed within the historic district, should first be repaired rather than replaced.

Vice-Chair Cole felt that it was important to have Jill Thacker there and speak as she also resides on a board like this commission, which showed this board is a little lenient in some areas, but stringent in others.

6. NEW BUSINESS

a) H 18-04: Window Replacement Review of 821 Penniman

Sam Khashan, owner, presented his case and explained the need for the 40 year old windows to be replaced mostly due to the inefficiency of the windows & tempered for safety. Mr. Khashan explained the windows will be a replica of Ironwood's windows with an old world feel but similar to a Victorian pub.

The Windows- The windows will be 23 inches lower, made of safety glass, and will open in a bi-fold manner from side to side.

Commissioner Comments

Chair Polin explained the Secretary of Interior Standards four guidelines that the commission follows.

Commissioner Hawthorne asked about if the windows would be installed by the same company as Ironwood's windows and Mr. Khashan answered no, they would be using the Centra window company. Mr. Khashan explained their low tops are located next to the proposed windows utilizing the summer feel and the windows will not allow anyone to step through them.

Commissioner Townsend asked about the color and Mr. Khashan explained the outside would be a dark black matt finish to match the front facade.

Commissioner Cole stated the building is a contributing structure and read from the Secretary of Interior standards. He also stated the windows were not contributing and can be changed, he was concerned with the proportion and appropriate scale of the windows to the building without a horizontal band breaking up the proportion, and felt six windows would be more appropriate rather than the ten proposed. It was decided to place an aluminum clad band to run across the windows, 32 inches for the top portion and 64 inches for the bottom one, with 15 inches above grade.

Commission May asked if the glass was clear, the applicant confirmed it was clear.

Citizen Comments

None.

Board Discussion

There was discussion regarding the proposed split of the window and how the project will impact the historic district as a whole.

A motion was made by Vice Chair Cole, supported by Comm. Borys, to issue a Certificate of Appropriateness for the approval of H18-04, 821 Penniman, window replacements, the building is a contributing structure within the historic district,

provided the following conditions are met:

1. A horizontal mutton be added approximately one-third down from the top of the windows
2. The projection into the sidewalk or inside the building comply with barrier free code.

Finding of Fact: The Secretary of the Interior's Standards for Rehabilitation:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall 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 architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
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 massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

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

NO NONE

MOTION PASSES UNANIMOUSLY.

7. OLD BUSINESS

None.

8. REPORTS AND CORRESPONDENCE

Colleen Pobur asked how often should Commissioner training take place and Vice Chair Cole answered once a year but at least every few years.

If any applicants apply in July it was decided to have the July meeting held on Tuesday, July 10th, but Chair Polin would not be able to attend.

9. ADJOURNMENT

Hearing no further business, a motion was made by Commissioner Townsend, supported by Commissioner Hawthorn to adjourn the meeting at 7:47 PM.

MOTION PASSED UNANIMOUSLY