



City of Plymouth Historic District Commission Regular Meeting Agenda

Wednesday, September 7, 2022 – 7:00 p.m.
Plymouth City Hall & Online Zoom Webinar

City of Plymouth
201 South Main Street
Plymouth, Michigan 48170

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85091852357>

Passcode: 705140

Webinar ID: 850 9185 2357

- 1) **CALL TO ORDER**
 - a) Roll call
- 2) **CITIZENS COMMENTS**
- 3) **APPROVAL OF THE MINUTES**
 - a) Approval of the June 1, 2022 regular meeting minutes
- 4) **APPROVAL OF THE AGENDA**
- 5) **COMMISSION COMMENTS**
- 6) **OLD BUSINESS**
- 7) **NEW BUSINESS**
 - a) H22-03, 860 Penniman, Westborn Market: Banners with signage
- 8) **REPORTS AND CORRESPONDENCE**
 - a) Wednesday September 28th Historic District Commissioner Training – Livonia
- 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 with this 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 2022-2026

GOAL AREA ONE – SUSTAINABLE INFRASTRUCTURE

KEY OBJECTIVES

- Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35th District Court, recreation department, and public safety
- 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
- Partner with or become members of additional environmentally aware organizations
- Increase technology infrastructure into city assets, services, and policies
- Continue sustainable infrastructure improvement for utilities, facilities, and fleet
- 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

KEY OBJECTIVES

- Create policies and programs that support staff recruitment/retention, including a coordinated recruitment program, flexible scheduling, and an internship program
- Increase staff levels to appropriately support city services and departments
- Provide staff/board/volunteer trainings and programming with a focus on improving understanding on issues of diversity, equity, and inclusion and emphasizing working with and serving diverse communities

GOAL AREA THREE – COMMUNITY CONNECTIVITY

KEY OBJECTIVES

- Engage in partnerships with public, private and non-profit entities
- Increase residential/business education programs for active citizen engagement
- Robust diversity, equity, and inclusion programs
- Actively participate with multi-governmental lobbies (Michigan Municipal League, Conference of Western Wayne, etc.)

GOAL AREA FOUR – ATTRACTIVE, LIVABLE COMMUNITY

KEY OBJECTIVES

- Create vibrant commercial districts by seeking appropriate mixed-use development, marketing transitional properties, and implementing Redevelopment Ready Communities (RRC) practices
- Improve existing and pursue additional recreational and public green space opportunities and facilities for all ages
- Develop multi-modal transportation plan which prioritizes pedestrian and biker safety
- Improve link between Hines Park, Old Village, Downtown Plymouth, Plymouth Township, and other regional destinations
- Maintain safe, well-lit neighborhoods with diverse housing stock that maximizes resident livability and satisfaction
- Modernize and update zoning ordinance to reflect community vision
- Implement Kellogg Park master plan



City of Plymouth
Historic District Commission
Regular Meeting Minutes
Wednesday, June 1, 2022 - 7:00 p.m.

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

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

Plymouth City Hall and Zoom Webinar

1. CALL TO ORDER

- a. Chair Colleen Polin called the meeting to order at 7:00 p.m.

Present: Chair Polin, Vice Chair Cole, Members Jeremy Borys, Meghan Covino, Gania Kandalaft, John Townsend

Excused: Joshua Mrozowski

Also present: Community Development Director John Buzuvis

2. CITIZEN COMMENTS

There were no citizen comments

3. APPROVAL OF THE MINUTES

- a. Approval of the February 2, 2022, regular meeting minutes (amended)

Borys offered a motion, seconded by Townsend, to approve the minutes of the February 2, 2022, meeting as amended.

There was a roll call vote.

Yes: Borys, Covina, Kandalaft, Townsend, Cole, Polin

MOTION PASSED 6-0

- b. Approval of the April 6, 2022, regular meeting minutes

Borys offered a motion, seconded by Townsend, to approve the minutes of the April 6, 2022, meeting as amended.

There was a roll call vote.

Yes: Borys, Covina, Kandalaft, Townsend, Cole, Polin

MOTION PASSED 6-0

4. APPROVAL OF THE AGENDA

Kandalaft offered a motion, seconded by Borys, to approve the agenda for Wednesday, June 1, 2022.

There was a roll call vote.

Yes: Borys, Covina, Kandalaft, Townsend, Cole, Polin

MOTION PASSED 6-0

5. COMMISSION COMMENTS

Townsend said he noticed a project on a building in the historic district that had not come before the HDC and contacted Buzuvis. Buzuvis said the project was due to an emergency foundation repair, and that the owner was working on a landscaping plan.

7. OLD BUSINESS

There was no old business

8. NEW BUSINESS

a. H22-02, 807 Penniman (Part of 306 S. Main): Awning with signage

A representative of Marygrove Awning and building owner Paul Salloum described the project.

Commissioner Comments

It was noted that an awning project for this property was approved in October of 2013, and that a condition of the approval was that the owner return the building to the colors and paint configuration prior to the painting work (black cornice and aluminum) or apply to the HDC for review of the painting that was completed at that location. Those conditions were not met, and commissioners commented that the same conditions should be required this time.

There was also a discussion about the building's limestone and the owner was informed that the limestone repairs that were approved for 306 S. Main would be applicable to 807 Penniman, since it is the same building.

The length of the awning and the method of attaching it were also discussed.

Cole offered a motion, seconded by Townsend, to offer a certificate of appropriateness for H22-02, provided the following conditions are met.

Conditions

The awning width must be designed/installed over the storefront only consisting of the entry door and windows only not across the entire width of the building.

The awning is to be attached above the corrugated metal and into the brick at the mortar joints only, using non-corrosive materials.

The cornice and corrugated metal is to be painted to match the building

Findings of Fact

The proposed work will meet the Secretary of Interior's standards for rehabilitation numbers 1, 2, 3, 4, and 5.

The proposed work gives consideration and/or significance to City of Plymouth criteria 1, 3, and 4.

The building owner stated objections to the conditions.

There was a roll call vote.

Yes: Borys, Covina, Kandalaft, Townsend, Cole, Polin

MOTION PASSED 6-0

9. REPORTS AND CORRESPONDENCE

Buzuvis said he would let Commission members know if there were any requests submitted for the July meeting.

10. ADJOURNMENT

Covino offered a motion to adjourn at 8:18 p.m. Kandalaft seconded the motion.

There was a roll call vote.

Yes: Borys, Covina, Kandalaft, Townsend, Cole, Polin

MOTION PASSED 6-0

DRAFT



Historic District Commission
201 S. Main Plymouth, MI 48170
Administrative Review of 860 Penniman
Case Number H22-03
Agenda Date: September 7, 2022

Address: 860 Penniman
Year Built: 1936
Historical Significance: Architecture

Proposed Changes: Install banner signage

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				
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	[X]	[]	[]
3.	Materials finish list	[X]	[]	[]
4.	Detailed justification of why signage and/or awning installation or replacement 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 size and location of signage and/or awning	[X]	[]	[]
9.	Scaled cross-section of building elevation indicating proposed signage and/or awning	[X]	[]	[]
10.	Identification of all materials used in the construction of signage and/or awning	[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

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. 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

I. Site/Project Information

Site Address 860 Penniman Ave	<input type="checkbox"/> Contributing structure <input type="checkbox"/> Non-contributing structure	Date of Application 8/10/22
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Name of Property Owner Westborn Market	Phone Number 248-835-5775	
Mailing Address 860 Penniman Ave	Email Address (Required) Austin@westbornmarket.com	
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 <input checked="" type="checkbox"/>	Developer <input type="checkbox"/>	Engineer <input type="checkbox"/>	Lessee <input type="checkbox"/>
Applicant/Company Name Phillips Sign & Lighting	Phone Number 586-468-7110			
Applicant/Company Address 40920 Executive Drive	City Harrison Township	State MI	Zip Code 48045	
Email Address (Required) janet@phillipssign.com				

III. Site Plan Designer and Contact Information

Site Plan Designer Company Name	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"/> Window Replacement	<input type="checkbox"/> Sign/Awning Install or Replacement	<input type="checkbox"/> Color Change
<input checked="" type="checkbox"/> Addition Art Banners	<input type="checkbox"/> Siding Replacement	<input type="checkbox"/> Wall/Fence Install or Replacement	<input type="checkbox"/> Building Cleaning
<input type="checkbox"/> Alteration	<input type="checkbox"/> Door Replacement	<input type="checkbox"/> Paving Install or Replacement	<input type="checkbox"/> Other
<input type="checkbox"/> Porch Reconstruct/Repair	<input type="checkbox"/> Roof Replacement	<input type="checkbox"/> Landscaping Install or Replacement	

V. Description of Work

Installation of (3) double-sided fabric art banners, copy to read:
Farm to Market
Eat Good Food
Fresh Goods

VI. Applicant Signature

Signature of Applicant 	Date 8-10-22
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VII. Property Owner Signature

Signature of Property Owner 	Date 8-12-22
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VIII. Submittal Checklist

Please include the following applicable information

YES NO N/A

Demolition, new construction, additions, and alterations

1.	Completed application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Synopsis: description of the project in words	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Scaled drawings to include existing and proposed site plan including property lines, easements, setbacks, and landscape features	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Scaled drawings to include existing and proposed cross sections and other details as needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	New construction requires a streetscape view (to scale) with the proposed project inserted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Proposed window replacement project

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"/>

Proposed door or garage door replacement

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"/>

Proposed roof replacement

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"/>

Proposed siding replacement

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"/>

Sign and awning installation or replacement

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>

Site improvements: fence, walls, paving, or landscaping installation

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

Porch reconstruction or repair

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"/>

Paint color change

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"/>

Building cleaning

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"/>

2) This project consists of 3 vertical banners that will project from the building facing the parking lot. Each banner will have a spring-loaded banner bracket at top and bottom of each banner.

3) 3 36" x 11' banners
6 straight arm steel brackets

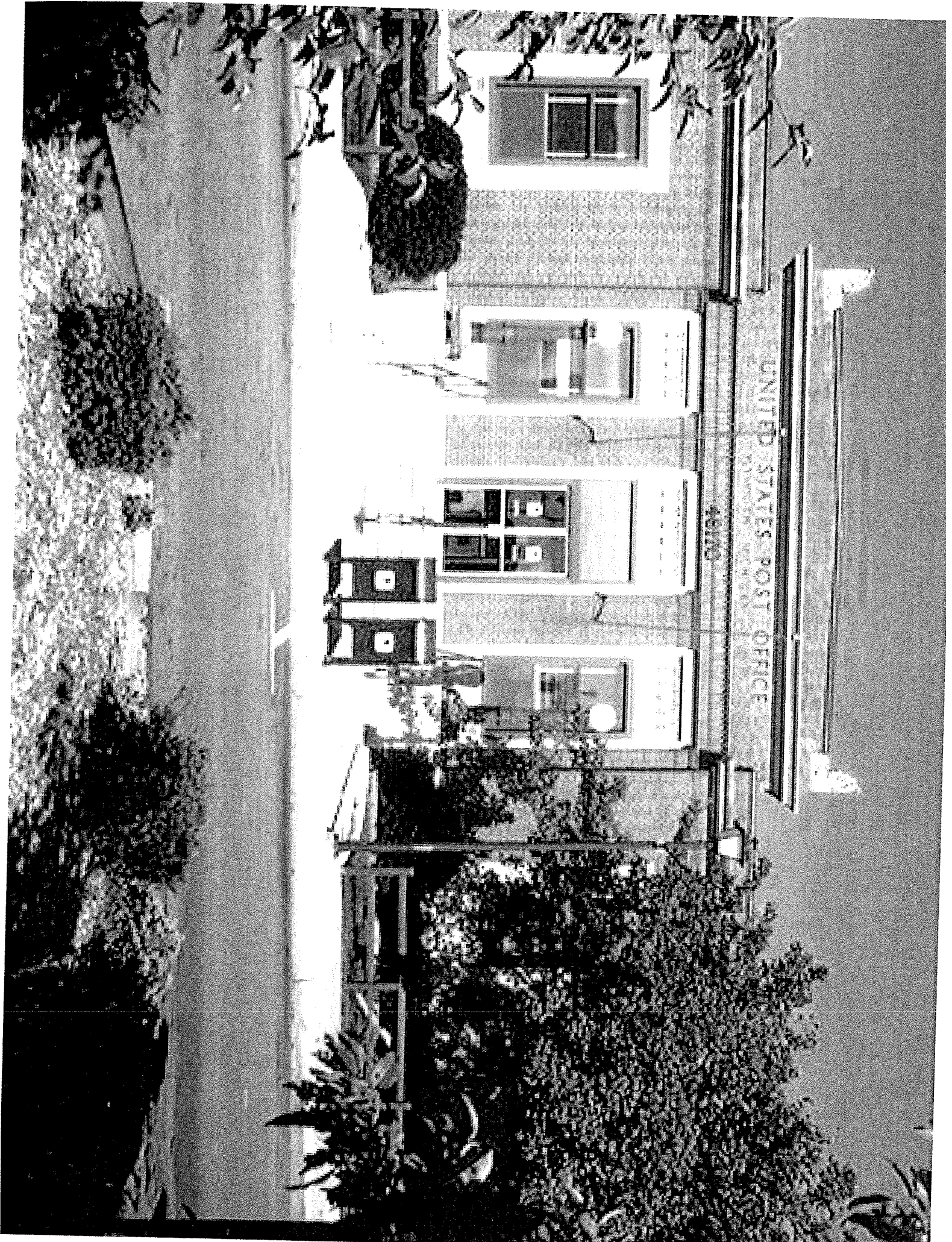
4) Due to the lack of visibility, the banners would allow Westborn Market to convey the fresh and organic value of their goods to the public.

5) See attached photograph

6) Sign over main entrance – 8 square foot – see attached drawing

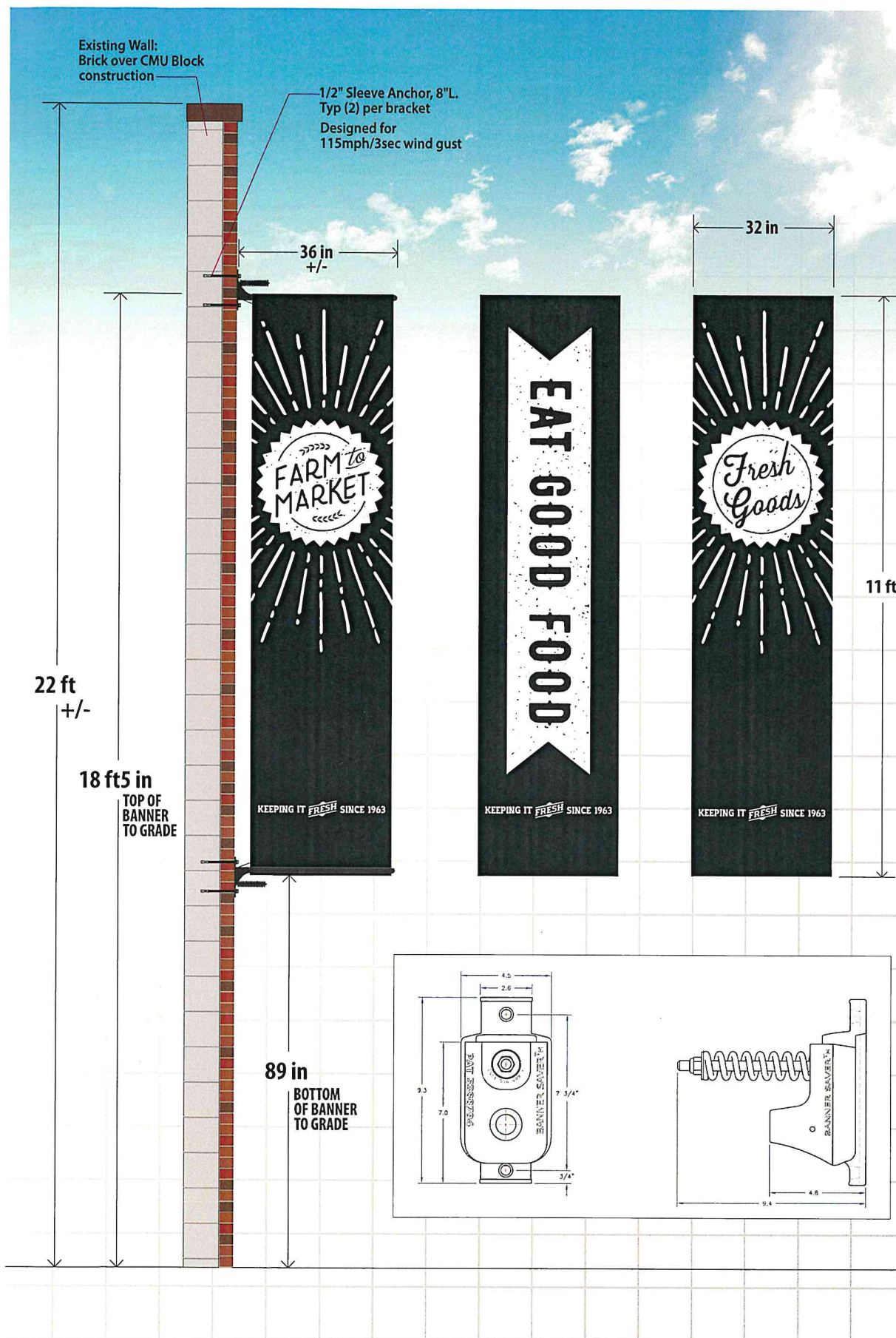
9) See attached drawing

10) 18 ounce block out vinyl, hemmed with grommets, pole pocket top and bottom. Spring-loaded banner brackets.



870 Penniman Ave
Plymouth, Michigan
Google





Item #1

TOTAL SIGN AREA: 29.3 Sq. Ft. Each

Banners
Qty: 3

Lead #: 2104033-39267

PROJECT: Westborn Market-Plymouth

FILE: Westborn Market-Banners-5-17-21

SITE ADDRESS: 860 Penniman Ave.,
Plymouth, MI 48170

LEAD: EP

REVISION:

ARTIST: DM

DM 5-17-21

Date:
5-7-20

1 Double sided fabric banners
with straight arm brackets.

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phillips SIGN & LIGHTING inc.

PS&L

Ph: 586.468.7110

***Artwork recreated from clients low resolution raster image

visit us at: **phillipssign.com**

Approved: _____ Date: _____

Permit: DM 6-9-21

40920 Executive Drive
Harrison Twp., MI
48045-1363