



# City of Plymouth Historic District Commission Regular Meeting Agenda

Wednesday, January 4, 2023 – 7:00 p.m.

Plymouth City Hall & Online Zoom Webinar

City of Plymouth  
201 South Main Street  
Plymouth, Michigan 48170

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234  
Fax 734-455-1892

<https://us02web.zoom.us/j/85061207297>

Passcode: 761398

Webinar ID: 850 6120 7297

- 1) CALL TO ORDER
- 2) CITIZENS COMMENTS
- 3) APPROVAL OF THE MINUTES
  - a) Approval of the November 2, 2022, regular meeting minutes
- 4) APPROVAL OF THE AGENDA
- 5) ELECTION OF OFFICERS
- 6) COMMISSION COMMENTS
- 7) OLD BUSINESS
- 8) NEW BUSINESS
  - a) H23-01, 408 S. Main: Signage
  - b) H23-02, 860 Penniman: Fencing
- 9) REPORTS AND CORRESPONDENCE
- 10) 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

#### OBJECTIVES

1. Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35<sup>th</sup> District Court, recreation department, and public safety
2. 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
3. Partner with or become members of additional environmentally aware organizations
4. Increase technology infrastructure into city assets, services, and policies
5. Continue sustainable infrastructure improvement for utilities, facilities, and fleet
6. 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

#### OBJECTIVES

1. Create a 5-year staffing projection
2. Review current recruitment strategies and identify additional resources
3. Identify/establish flex scheduling positions and procedures
4. Develop a plan for an internship program
5. Review potential department collaborations
6. Hire an additional recreation professional
7. Review current diversity, equity, and inclusion training opportunities
8. Seek out training opportunities for serving diverse communities

### GOAL AREA THREE - COMMUNITY CONNECTIVITY

#### OBJECTIVES

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

### GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

#### OBJECTIVES

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



City of Plymouth  
Historic District Commission  
Regular Meeting Minutes  
Wednesday, November 2, 2022 - 7:00 p.m.

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

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

**1. CALL TO ORDER**

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

Present: Chair Polin, Members Meghan Covino, Gania Kandalaft, Joshua Mrozowski, and John Townsend

Excused: Members Jeremy Borys, Stan Cole

Also present: Economic Development Director John Buzuvis and City Commission Liaison Suzi Deal

**2. CITIZEN COMMENTS**

There were no citizen comments

**3. APPROVAL OF THE MINUTES**

Covino offered a motion, seconded by Mrozowski, to approve the minutes of the September 7, 2022 meeting as amended.

MOTION PASSED 5-0

**4. APPROVAL OF THE AGENDA**

Mrozowski offered a motion, seconded by Kandalaft, to approve the agenda for Wednesday, November 2, 2022.

MOTION PASSED 5-0

**5. COMMISSION COMMENTS**

Polin asked Buzuvis about the status of two projects in town. He said his office was working with the dry cleaners, and that the Makeup Loft had repainted its building exterior.

**7. OLD BUSINESS**

There was no old business.

**8. NEW BUSINESS**

- a. H22-04 805 W. Ann Arbor Trail: Wall signage for Diamond Castle Jewelers

Applicant Kevin Ansara described his request.

***Commissioner Comments***

Commission members mentioned that, while the building is not historic, it still needs to be preserved for the future.

Townsend offered a motion, seconded by Covino, to issue a Certificate of Appropriateness for H22-04 – wall signage.

***Findings of Fact***

The project meets the Secretary of Interior standards for rehabilitation numbers 1,2,3,4 and 5 and gives consideration and/or significance to City of Plymouth criteria 1,2,3,4 and 5.

***Condition***

The existing limestone is not to be disturbed when installing the new sign.

MOTION PASSED 5-0

b. H22-05 587 W. Ann Arbor Trail: Parking lot improvements, landscaping, and signage

Wade Trim Civil Engineer Shawn Keough reviewed the concept plan with the group. He explained that the City's intent is to remove the existing sign and install a wayfinding sign consistent with the others in town.

***Commissioner Comments***

There was a discussion about a potential sign and about the landscaping requirements in the zoning ordinance.

Mrozowski offered a motion, seconded by Townsend to issue a Certificate of Appropriateness for H22-05 for parking lot improvements, landscaping, and signage removal provided that the following conditions are met.

***Conditions***

If a sign is added, they must come back to the Historic District Commission for approval.

Trees and shrubs must be from a City-approved list.

If the lighting layout is changed significantly, they must also come back to the HDC for review and approval.

***Findings of Fact***

The project meets the Secretary of Interior standards for rehabilitation numbers 1,2,3,4 and 5 and gives consideration and/or significance to City of Plymouth criteria 1, 2, 3 and 4.

***Friendly Amendment***

Townsend offered a friendly amendment to add Secretary of Interior standards 9 and 10 to the findings of fact. Mrozowski agreed with the friendly amendment.

MOTION PASSED 5-0

**9. REPORTS AND CORRESPONDENCE**

Buzuvis reminded the group to complete the security training. He said he planned to schedule a State Historic Preservation Office (SHPO) training in the first quarter of 2023.

Townsend said he attended an HDC training in Livonia. Kristine Kidorf or SHPO gave a presentation and provided participants with two manuals, which Townsend recommended purchasing for all HDC members. He said he would also like Kidorf to provide training in Plymouth and consider engaging her as a consultant for future large projects. He also said he would like the group to post design guidelines on the City website.

**10. ADJOURNMENT**

Mrozowski offered a motion to adjourn at 8:15 p.m. Kandalaft seconded the motion.

MOTION PASSED 5-0



Historic District Commission  
201 S. Main Plymouth, MI 48170

Case Number H23-01  
Agenda Date: January 4, 2024

Address: 408 S. Main  
Year Built: 2002  
Historical Significance: Non-contributing structure

Proposed Changes: Install wall signage

**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.

## Application Review

Sign and awning installation or replacement				
Please include the following applicable information		YES	NO	N/A
1.	Completed application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Synopsis: description of the project in words including related work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Materials finish list	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	Description of the existing signage/awning material including location, size, material, color, and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.	Scaled cross-section of building elevation indicating proposed signage and/or awning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.	Identification of all materials used in the construction of signage and/or awning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.	Material samples including number, letter, font size, and colors of signage and/or awning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**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](http://www.plymouthmi.gov)

**I. Site/Project Information**

Site Address <b>408 S. Main St</b>	<input type="checkbox"/> Contributing structure <input type="checkbox"/> Non-contributing structure	Date of Application <b>11/18/2022</b>
---------------------------------------	--------------------------------------------------------------------------------------------------------	------------------------------------------

Name of Property Owner <b>Downtown Plymouth Ventures LLC</b>	Phone Number <b>248-645-2600</b>
Mailing Address <b>P.O. Box 2079</b>	Email Address (Required) <b>jeff@rsmdevelopment.com</b>
City <b>Birmingham</b>	State <b>MI</b>
	Zip Code <b>48012</b>

**II. Applicant and Contact Information**

Indicate Who the Applicant Is. If Property Owner, Skip to Section III.	<input type="checkbox"/> Architect	<input type="checkbox"/> Developer	<input type="checkbox"/> Engineer	<input checked="" type="checkbox"/> x	<input type="checkbox"/> Lessee
Applicant/Company Name <b>Michael Leonard/Wells Fargo Advisors Financial Network</b>	Phone Number <b>734-624-4530</b>				
Applicant/Company Address <b>408 S. Main St</b>	City <b>Plymouth</b>	State <b>MI</b>	Zip Code <b>48170</b>		
Email Address (Required) <b>michael-leonard@comcast.net</b>					

**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)	

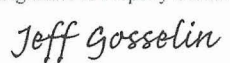
**IV. Type of Project (Please Select All that Apply)**

<input type="checkbox"/> New Construction	<input type="checkbox"/> Window Replacement	<input checked="" type="checkbox"/> Sign/Awning Install or Replacement	<input type="checkbox"/> Color Change
<input type="checkbox"/> Addition	<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. Applicant Signature**

Signature of Applicant 	Date <b>11/18/2022</b>
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**VI. Property Owner Signature**

Signature of Property Owner 	Date <b>11/21/2022</b>
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## VII. Submittal Checklist

Please include the following applicable information		YES	NO	N/A
<b>Demolition, new construction, additions, and alterations</b>				
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Detailed justification of why the changes are necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	Scaled drawings to include existing and proposed cross sections and other details as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Proposed window replacement project</b>				
1.	Completed application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Synopsis: description of the project in words	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Materials finish list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Detailed justification of why window replacement is necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Historic photographs of the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Description of the existing window material including color and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Photographs of the affected windows as they exist today	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Photographs of the building with proposed changes indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Cut sheets (manufacturer information) for all replacement windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Material samples and colors of windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Number of windows to be replaced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Dimensions of windows including frame thickness and frame width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Photographs of other projects incorporating the window replacement component	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Details for the replacement sign are as follows:

New sign will be replacing former sign in the exact same spot.

Sign size is 84" x 24".

A picture of the sign is included.

A picture of the exterior sign where the sign will be replacing is also included.

The sign is not lighted.

It will be attached with stand-off brackets.

Please contact me with any questions.

Sincerely,

Michael Leonard  
734-624-4530  
michael-leonard@comcast.net

Replacement Sign

WELLS  
FARGO

**Advisors**  
**Financial Network**







## 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.



Historic District Commission  
201 S. Main Plymouth, MI 48170

Case Number H23-02  
Agenda Date: January 4, 2022

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

Proposed Changes: Fencing

### **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

Site improvements: fence, walls, paving, or landscaping installation				
Please include the following applicable information		YES	NO	N/A
1.	Completed application	[X]	[ ]	[ ]
2.	Synopsis: description of the project in words	[X]	[ ]	[ ]
3.	Materials finish list	[X]	[ ]	[ ]
4.	Detailed justification of why site improvement is necessary	[X]	[ ]	[ ]
5.	Historic photographs of the building and site	[ ]	[X]	[ ]
6.	Photographs of the building and site as it exists today	[X]	[ ]	[ ]
7.	Scaled and dimensioned site plan showing existing lot lines	[X]	[ ]	[ ]
8.	Scaled and dimensioned site plan showing existing buildings	[X]	[ ]	[ ]
9.	Identification of all materials used in the construction of fence, walls, paving, &/or landscaping	[X]	[ ]	[ ]
10.	Material samples including number, letter, font size, and colors of fence, walls, paving, and/or landscaping	[ ]	[X]	[ ]





# City of Plymouth

## Historic District Commission Application

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City of Plymouth  
201 South Main Street  
Plymouth, Michigan 48170

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234 x 232  
Fax 734-455-1824

### **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](mailto:plans@plymouthmi.gov). Site plans submitted for review must be in the hands of the City by 12:00 PM on the third Tuesday 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](http://www.plymouthmi.gov)

**I. Site/Project Information**

Site Address <b>860 Penniman Ave.</b>	<input type="checkbox"/> Contributing structure <input type="checkbox"/> Non-contributing structure	Date of Application <b>12/7/22</b>
------------------------------------------	--------------------------------------------------------------------------------------------------------	---------------------------------------

Name of Property Owner <b>BRYAN BANDYK</b>	Phone Number <b>248.330.4591</b>	
Mailing Address <b>860 Penniman Ave</b>	Email Address (Required) <b>bbandyk@westbornmarket.com</b>	
City <b>PLYMOUTH</b>	State <b>MI</b>	Zip Code <b>48170</b>

**II. Applicant and Contact Information**

Indicate Who the Applicant Is. If Property Owner, Skip to Section III.	<input type="checkbox"/> Architect	<input type="checkbox"/> Developer	<input type="checkbox"/> Engineer	<input type="checkbox"/> Lessee
Applicant/Company Name <b>SAME AS ABOVE</b>	Phone Number			
Applicant/Company Address	City	State	Zip Code	
Email Address (Required)				

**III. Site Plan Designer and Contact Information**

Site Plan Designer Company Name <b>SAME AS ABOVE</b>	Phone Number		
Company Address	City	State	Zip Code
Registration Number	Expiration Date	Email Address (Required)	

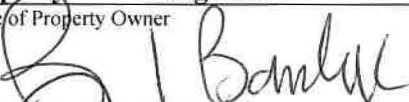
**IV. Type of Project (Please Select All that Apply)**

<input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Porch Reconstruct/Repair	<input type="checkbox"/> Window Replacement <input type="checkbox"/> Siding Replacement <input type="checkbox"/> Door Replacement <input type="checkbox"/> Roof Replacement	<input type="checkbox"/> Sign/Awning Install or Replacement <input checked="" type="checkbox"/> Wall/Fence Install or Replacement <input type="checkbox"/> Paving Install or Replacement <input type="checkbox"/> Landscaping Install or Replacement	<input type="checkbox"/> Color Change <input type="checkbox"/> Building Cleaning <input type="checkbox"/> Other
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------

**V. Applicant Signature**

Signature of Applicant 	Date <b>12/7/22</b>
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**VI. Property Owner Signature**

Signature of Property Owner 	Date <b>12/7/22</b>
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Please include the following applicable information		YES	NO	N/A
8.	Photographs of the building with proposed changes indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Scaled and dimensioned elevations showing the replacement siding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Cut sheets (manufacturer information) for replacement siding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Material samples and colors of siding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Dimensions including full profile of replacement siding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Photographs of other projects incorporating the siding replacement component	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### **Sign and awning installation or replacement**

1.	Completed application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Synopsis: description of the project in words	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Materials finish list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Detailed justification of why signage and/or awning installation or replacement is necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Historic photographs of the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Description of the existing signage/awning material including location, size, material, color, and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Photographs of the building as it exists today	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Scaled cross-section of building elevation indicating proposed signage and/or awning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Identification of all materials used in the construction of signage and/or awning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Material samples including number, letter, font size, and colors of signage and/or awning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Detailed justification of why site improvement is necessary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Historic photographs of the building and site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Photographs of the building and site as it exists today	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Scaled and dimensioned site plan showing existing lot lines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Scaled and dimensioned site plan showing existing buildings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Scaled and dimensioned site plan showing where fencing, paving, walls, or landscaping will be placed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Identification of all materials used in the construction of fencing, paving, walls, or landscaping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Material samples including number, letter, font size, and colors of fencing, paving, or walls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



12/07/22

## WESTBORN MARKET-PLYMOUTH HISTORIC COMMISSION APPLICATION

860 PENNINAM AVE. PLYMOUTH MI 48170

Westborn Market is seeking approval for adding additional metal fencing to aid in reserving parking spots for our guests and our guests only at our retail storefront. Since opening approximately six years ago, we have struggled with keeping parking spots available for our guests. It's critical for a specialty food retailer to make available this very basic convenience to ensure success. Our guests have the ability to do a large shop with us and the basic, traditional method of taking multiple shopping bags out to your car, that is located reasonably close to the building, is critical in aiding to the success of any food retailer.

The additional fencing matches the esthetics of existing fencing on our property. The additional fencing we feel actually adds value to the overall presentation of the property and completes the look/branding of our campus. We thank the Commission for considering and supporting the addition to help our business continue to be successful.

SINCERELY,

A handwritten signature in black ink, appearing to read "Bryan J. Bandyk". The signature is fluid and cursive, with the first name "Bryan" and last name "Bandyk" clearly distinguishable. Below the signature, the name "BRYAN J. BANDYK" is printed in a small, black, sans-serif font.

BRYAN J. BANDYK

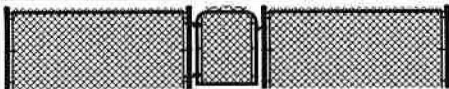
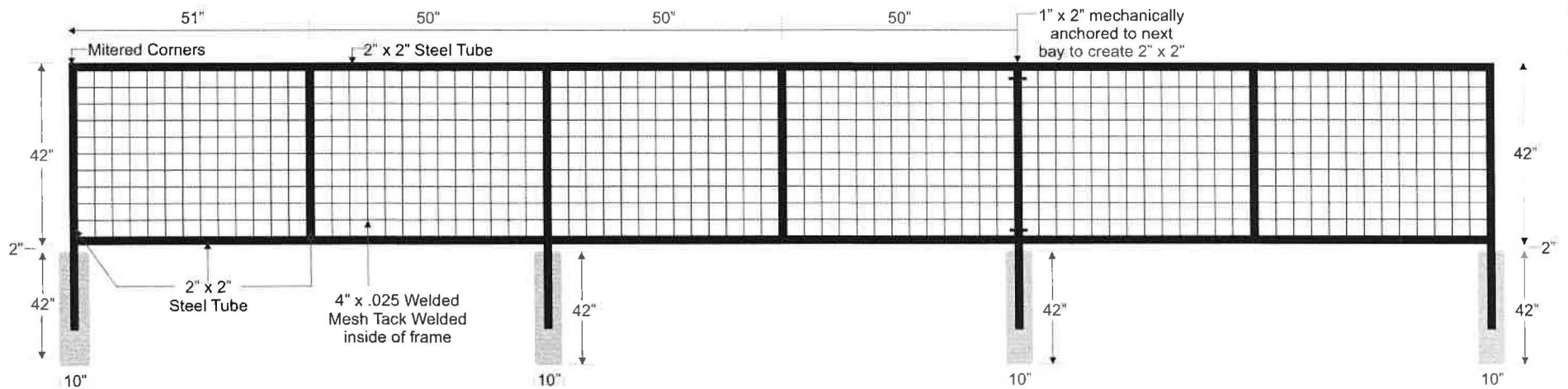


WIRE MESH: 4" x .025 welded mesh, tack welded inside of each frame section

HORIZONTAL & VERTICAL RAILS: 2" x 2" steel tube.

FINISH: Black powder coated.

FOOTINGS: S2 MDOT Concrete Mix: 3500 PSI  
10" Dia. x 42" Depth



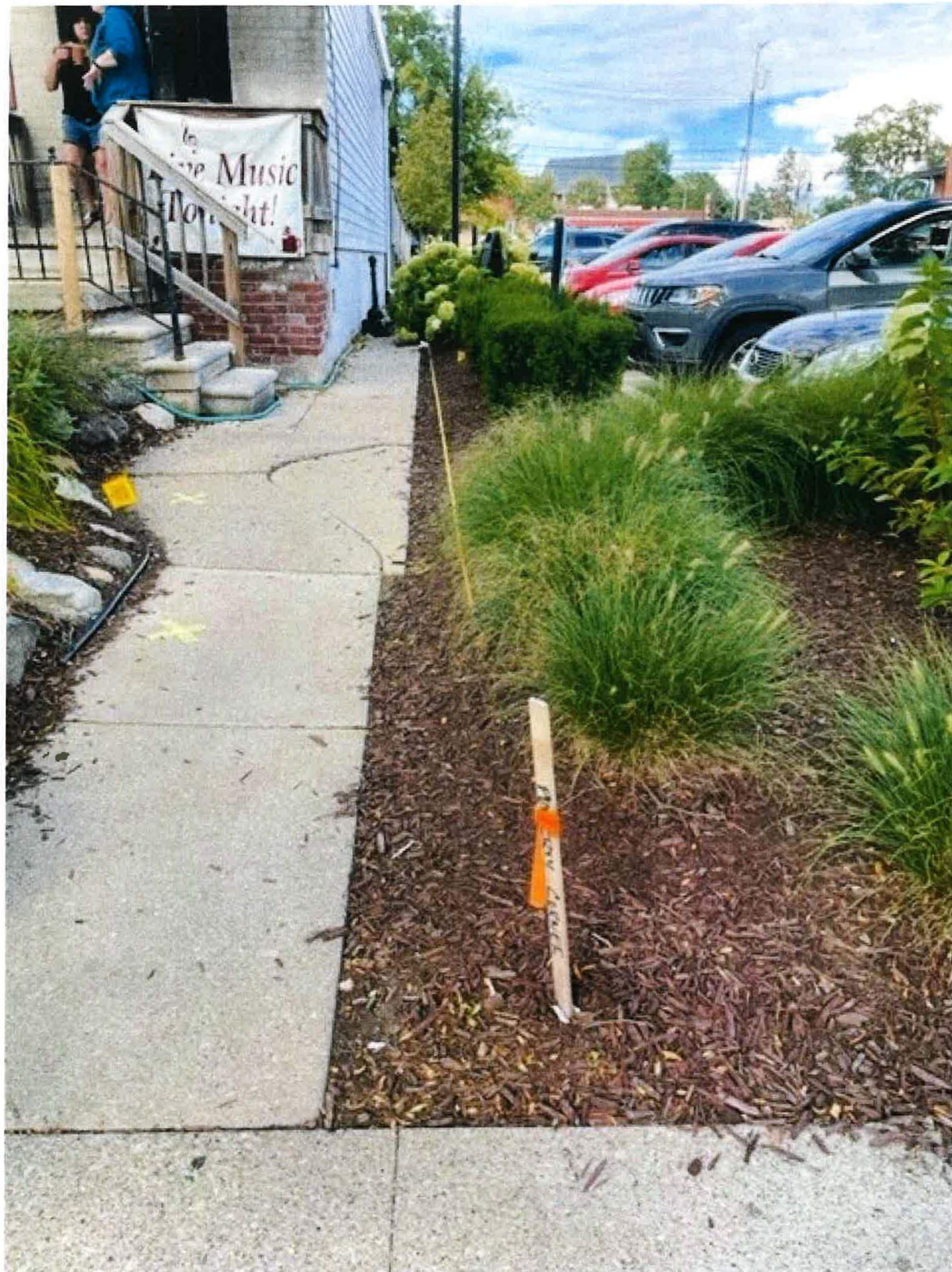
FUTURE FENCE COMPANY  
23450 Regency Park Dr.  
Warren, MI 48089  
586-755-0900

Westborn Market Fence  
860 Penniman Avenue  
Plymouth, MI 48170

42" 2 Line Steel Tube Fence w/ Wire Mesh Infill Panels

Date: 7/27/2022  
File: 22-2170



















## **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.