



City of Plymouth Historic District Commission Regular Meeting Agenda

Wednesday, March 1, 2023 – 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

<https://us02web.zoom.us/j/82352394526>

Webinar ID: 823 5239 4526

Passcode: 660932

- 1) CALL TO ORDER
- 2) CITIZENS COMMENTS
- 3) APPROVAL OF THE MINUTES
 - a) Approval of the February 1, 2023, regular meeting minutes
- 4) APPROVAL OF THE AGENDA
- 5) COMMISSION COMMENTS
- 6) OLD BUSINESS
- 7) NEW BUSINESS
 - a) H23-03, Downtown Plymouth: Public Art
- 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 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, 35th 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, February 1, 2023 - 6:00 p.m.
(Meeting held at Plymouth Cultural Center- 525 Farmer St.)

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

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

Plymouth City Hall

1. CALL TO ORDER

- a. Chair Colleen Polin called the meeting to order at 6:00 p.m.
Present: Chair Polin, Members Jeremy Borys, Stan Cole, Meghan Covino, Gania Kandalaft, and John Townsend
Absent: Josh Mrzowski
Also present: Economic Director John Buzuvis and City Commission Liaison Linda Filipczak

2. CITIZEN COMMENTS

There were no citizen comments

3. APPROVAL OF THE MINUTES

Townsend offered a motion, seconded by Borys, to approve the minutes of the January 4, 2023, regular meeting minutes.

MOTION PASSED 6-0

4. APPROVAL OF THE AGENDA

Borys offered a motion, seconded by Covino, to approve the agenda for Wednesday, February 1, 2023.

MOTION PASSED 6-0

5. COMMISSION COMMENTS

There were no commission comments

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

- a. Michigan Historic Preservation Network Training-Kristine Kidorf

Kidorf gave an in-depth presentation covering the Secretary of Interior Standards for Rehabilitation, local ordinances, local ordinances, preservation briefs, strategies for information people they are in the district and options enforcement of standards, delegation of certain approvals to staff, design guidelines, etc. See attached PowerPoint.

9. REPORTS AND CORRESPONDENCE

None

10. ADJOURNMENT

Covino offered a motion to adjourn at 8:06 p.m. Townsend seconded the motion.

MOTION PASSED 6-0

DRAFT

PLYMOUTH HISTORIC DISTRICT COMMISSIONER TRAINING

February 1, 2023

"History never looks like history when you
are living through it." John W. Gardner



Kristine Kidorf
Kidorf Preservation Consulting
Detroit

WHY IS REVIEW SO IMPORTANT?

Knowing what the consequences of work will be in the planning phase provides the basis for more informed judgments about the irreplaceable material record. **What we choose to repair, replace, or demolish ultimately determines how the property is understood by today's and tomorrow's viewers.** Signs fall down and interpreters aren't always there. So essentially, the work itself is the explanation.



YOUR JOB AS A HISTORIC DISTRICT COMMISSIONER

- Review all exterior changes in local historic districts.
- Issue Certificates of Appropriateness, Notices to Proceed, or Denials
- Develop design guidelines
- Promote preservation in your community

MAKING THE DECISION WHAT TO CONSIDER – PA 169

US Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (36 CFR part 67).

Design review standards and guidelines if they exist.

The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.

The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area.

The general compatibility of the design, arrangement, texture, and materials proposed to be used.

Other factors, such as aesthetic value, that the Commission finds relevant.

UNDERSTANDING THE HISTORIC PROPERTY

- Refer to the study committee report
- Importance – history, architecture, contributing?
- Character Defining Features – architectural, landscape
- Condition



CONTRIBUTING VERSUS NON- CONTRIBUTING

- Age – was it constructed during the district's period of significance?
 - Defined by study committee report – the range of dates that the important story occurred
- Integrity-does the property retain its original location, setting, design, materials, workmanship, feeling, and association?
- A **noncontributing** building, site, structure, or object does not add to the historic associations, historic architectural qualities, or archeological values for which a property is significant because:
 - It was not present during the period of significance, or does not relate to the documented significance of the property; or
 - Due to alterations, disturbances, additions, or other changes, it no longer possesses historic integrity or is capable of yielding important information about the period; or

CHARACTER
DEFINING
FEATURES



CHARACTER
DEFINING
FEATURES



CHARACTER DEFINING FEATURES



MAKING THE DECISION

- Certificate of Appropriateness
- Denial
- Notice to Proceed
- Postpone to a date certain

ABOUT THE STANDARDS

- **Preservation** - places a high premium on the retention of all historic fabric through conservation, maintenance and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.
- **Rehabilitation** - places a high premium on the retention of all historic fabric through conservation, maintenance and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.
- **Restoration** - focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.
- **Reconstruction** - establishes limited opportunities to re-create a non-surviving site, landscape, building, structure, or object in all new materials.



CERTIFICATE OF APPROPRIATENESS

- Does the work meet “The Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings?”

THE SECRETARY OF THE INTERIOR'S STANDARDS

(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.



THE SECRETARY OF THE INTERIOR'S STANDARDS

- (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.



THE SECRETARY OF THE INTERIOR'S STANDARDS

(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.



THE SECRETARY OF THE INTERIOR'S STANDARDS

- (4) Changes to a property that have acquired historic significance in their own right will be retained and preserved.



THE SECRETARY OF THE INTERIOR'S STANDARDS

- (5) Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.



THE SECRETARY OF THE INTERIOR'S STANDARDS

(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.



REPAIR VERSUS REPLACE

- One of most difficult for all HDCs
- Is the element a contributing feature?
- Is it deteriorated beyond repair?
- Does the replacement match the existing in
 - Shape, size, profile, materials?



THE SECRETARY OF THE INTERIOR'S STANDARDS

(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.

THE SECRETARY OF THE INTERIOR'S STANDARDS

- (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.



THE SECRETARY OF THE INTERIOR'S STANDARDS

(10) New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



DENIAL

- The work does not meet “The Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings”
- Issue a denial
- Applicant can re-apply with new information/changed application; or
- Appeal to the State Historic Preservation Review Board

NOTICE TO PROCEED

- Application does not meet “The Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings”
- Meets condition for a Notice to Proceed
 - (1) **The resource constitutes a hazard to the safety of the public or the structure’s occupants.**
 - (2) **The resource is a deterrent to a major improvement program that will be of substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing and environmental clearances.**
 - (3) **Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God, or other events beyond the owner’s control created the hardship, and all feasible alternatives to eliminate the hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the district, have been attempted and exhausted by the owner.**
 - (4) **Retaining the resource is not in the interest of the majority of the community.**

NOTICE TO PROCEED – HAZARD TO PUBLIC SAFETY

What would be required to determine if this structure is a hazard to the safety of the public or the occupants?



NOTICE TO PROCEED - DETERRENT TO MAJOR IMPROVEMENT PROGRAM

Demolish these buildings to construct a new senior
housing complex?



NOTICE TO PROCEED - ECONOMIC HARDSHIP

Refer to document from SHPO and Ordinance

Key Points:

1. Economic Hardship – SOI Standards
2. Economic Feasibility – Ordinance specific – prevents reasonable use
3. Financial Hardship – Justification for demolition



SHPO

State Historic Preservation Office
Michigan Historical Center
Department of History, Arts and Libraries

ECONOMIC HARDSHIP, FEASIBILITY AND RELATED STANDARDS IN HISTORIC PRESERVATION LAW¶

Authored by¶

Dragomir Cosanici and Nicholas L. Bozen,¶

Office of Regulatory Affairs, Department of History, Arts and Libraries¶

¶ With enactment of the National Historic Preservation Act of 1966,¹ the legal stage was set for the effective preservation of historic resources in the United States. Catching the wave of the new federal impetus to protect historic properties, the State Legislature enacted Michigan's Local Historic Districts Act (the LHDA) in 1970.² The then new LHDA called for the creation of local historic districts and commissions to protect historic properties, and required the owners of properties within districts to apply to, and receive permission from, local commissions prior to performing work on their properties. When permission is denied, these same owners may challenge the commissions' decisions pursuant to provisions in the LHDA.³ At times, those challenges focus on economic feasibility and hardship issues. This article addresses the confusion that frequently surrounds the application of the various economic and/or finance

NOTICE TO PROCEED - ECONOMIC HARDSHIP

What kind of evidence do you need to justify Financial
Hardship – in demolition?



NOTICE TO PROCEED – INTEREST IN THE MAJORITY OF THE COMMUNITY

- When designated declared a community interest
- Major improvement programs like road improvements



MAKING THE DECISION POSTPONE TO A DATE CERTAIN

Can postpone the application for the following:

- More information about the application.
- Clarify information provided.
- Cannot get a motion passed

Be careful of 60 days, get a written extension from the applicant.

BEFORE THE MEETING

Ensure applications are complete – develop application guidelines

Ensure given proper notification for meetings – Agenda set ahead

Ensure reviewing applications within 60 day time frame

Do your homework! Review the applications BEFORE you get to the meeting! Visit the site.

PERCEPTION - DURING THE MEETING

- Ensure public can hear – speak loudly and clearly – use microphones if possible – no sidebar conversations!
- Ensure recording meeting, in case of appeal
- Ensure taking notes for minutes and in case technology fails
- Explain what's going to happen – script for chair
- Treat public with kindness and respect – they might be nervous!

AFTER THE MEETING

- Written decisions sent to applicants
 - Why application approved or denied
 - If denied: reason, how to correct, how to appeal
 - Must be sent within 60 days
 - Good idea to send denials registered mail and 1st class
- Decisions are communicated to Building Department
- Minutes are prepared

VIOLATIONS OF THE ORDINANCE

Property owners who do work before getting a permit or do not do what the Commission approved.

Law allows for the Commission to order work corrected if it does not meet “The Secretary of the Interior’s Standards.”

If work not corrected Commission can get a court order to enter property, correct work, and put a lien on the property.



DEMOLITION BY NEGLECT

Neglect in maintaining, repairing, or securing a resource that results in deterioration of an exterior feature of the resource or the loss of structural integrity of the resource.

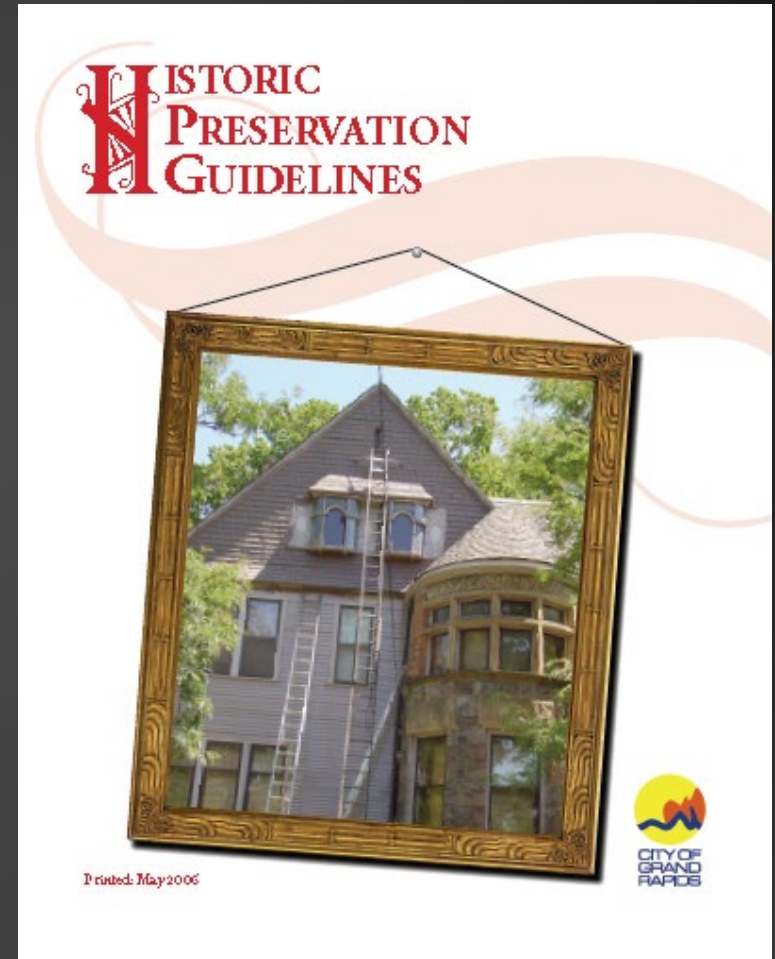
Commission can order repairs made.

If owner does not make repairs Commission can get a court order to enter property, make repairs, put a lien on the property.



DESIGN GUIDELINES

- Helpful for common types of work
- Must be approved by the State Historic Preservation Office
- Make them easy for the public to understand
- Get comments from public before adopting so there is buy-in



HELPFUL HDC EDUCATION HINTS

- Year-end wrap up – slide show of before & after of applications; evaluate HDC's work – what can be improved? Invite elected officials
- Send agendas with results to elected officials so they can see you're approving most applications
- Meet annually with elected officials
- Celebrate Preservation Month – ice cream social with HDC – Open House

HDC STAFF DUTIES

- Varies from community to community
- Generally Staff is the day-to-day face of the Commission – directed by the municipality - answers questions, reviews applications, meeting agendas, field work, reports/recommendations, decision letters, violations, demo by neglect

QUESTIONS?

- Thank you!
- Reminder – MHPN Conference
- May 11-13, 2023
- Mission Point, Mackinac Island
- www.mhpn.org





Historic District Commission
201 S. Main Plymouth, MI 48170

Case Number H23-03
Agenda Date: March 1, 2023

Address: 760 Penniman
Year Built: 1941
Historical Significance: Commerce/Architecture – contributing structure

Address: 844 Penniman
Year Built: 1922
Historical Significance: Commerce/Architecture – contributing structure

Address: 388 S. Main
Year Built: 1930
Historical Significance: Commerce – non-contributing structure

Address: 340 S. Main
Year Built: c. 1930
Historical Significance: Commerce – contributing structure

Proposed Changes: Install temporary artwork

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 – TEMPORARY ARTWORK INSTALLATION				
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 such as soffits, fascia, gutters, and trim	[X]	[]	[]
3.	Materials finish list	[]	[X]	[]
4.	Detailed justification of why installation 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 installation	[]	[X]	[]
9.	Scaled cross-section of building elevation indicating proposed installation	[]	[X]	[]
10.	Identification of all materials used in the construction of installation	[X]	[]	[]
11.	Material samples including number, letter, font size, and colors of signage and/or awning	[]	[X]	[]

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

RECEIVED

FEB 16 2023

**CITY OF PLYMOUTH
COMMUNITY DEVELOPMENT**

I. Site/Project Information

Site Address VARIOUS	<input type="checkbox"/> Contributing structure <input type="checkbox"/> Non-contributing structure	Date of Application 2/13/2023
Name of Property Owner SAM PLYMALE	Phone Number 734 455-1453	
Mailing Address 831 PENNIMAN	Email Address (Required) SPLYMALE@PLYMOUTHMI.GOV	
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	Developer	Engineer	Lessee
Applicant/Company Name SEE ABOVE	Phone Number —			
Applicant/Company Address —	City —	State —	Zip Code —	
Email Address (Required) —				

III. Site Plan Designer and Contact Information

Site Plan Designer Company Name N/A	Phone Number N/A		
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 checked="" 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 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 checked="" type="checkbox"/> Other
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
V. Description of Work

DIA INSIDE OUT PROGRAM
PHASE II OF PLYMOUTH ART WALK

VI. Applicant Signature

Signature of Applicant	Date
	2/13/2023

VII. Property Owner Signature

Signature of Property Owner	Date
	

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Detailed justification of why the changes are 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.	Photographs of the building and site as they exist today	<input 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 type="checkbox"/>
8.	Scaled drawings to include existing and proposed floor plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Scaled drawings to include existing and proposed elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Scaled drawings to include existing and proposed cross sections and other details as needed	<input 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 type="checkbox"/>
12.	Material samples and colors for roofing, siding, and trim	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 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 type="checkbox"/>
15.	Color rendering of exterior elevation	<input 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 type="checkbox"/>
Proposed window replacement project				
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"/>

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 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"/>
Proposed door or garage door 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 door 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 door material including color and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Photographs of the affected doors 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 doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Material samples and colors of doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Number of doors to be replaced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Dimensions of doors including frame thickness and frame width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Photographs of other projects incorporating the door replacement component	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed roof replacement				
1.	Completed application	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>
3.	Materials finish list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Detailed justification of why roof 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 roof material including color and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Photographs of the roof as it exists 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 replacement roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Material samples and colors of roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Dimensions of replacement roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Photographs of other projects incorporating the roof replacement component	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed siding replacement				
1.	Completed application	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Materials finish list	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>
5.	Historic photographs of the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Description of the existing siding material including width, color, and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Photographs of the siding as it exists 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.	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 roof 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 including related work such as soffits, fascia, gutters, and trim	<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 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 site improvement is necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Historic photographs of the building and site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Photographs of the building and site as it exists today	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Scaled and dimensioned site plan showing existing lot lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Scaled and dimensioned site plan showing existing buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Scaled and dimensioned site plan showing	<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"/>

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 type="checkbox"/>
3.	Materials finish list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Detailed justification of why the changes are 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.	Photographs of the building and site as they exist today	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Description of the existing porch material including location, size, material, color, and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Scaled drawings to include existing and proposed site plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Scaled drawings to include existing and proposed floor plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Scaled drawings to include existing and proposed elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Scaled drawings to include existing and proposed cross sections and other details as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Cut sheets (manufacturer information) for proposed replacement porch materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Material samples and colors for porch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paint color change				
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 the changes are 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.	Photographs of the building and site as they exist today	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Samples of the proposed paint color (paint chip)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Photographs and/or diagrams showing the locations and colors where paint will be applied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building cleaning				
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 the changes are 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.	Photographs of the building and site as they exist today	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>
8.	Brochure for cleaning agents	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>



Memorandum

To: Historic District Commission
From: Plymouth Downtown Development Authority Director Sam Plymale
Date: 2/13/2023
Re: Downtown Plymouth Art Installations

The Plymouth Downtown Development Authority staff is working toward completing the strategic plan task of "creating and adding artwork throughout the DDA district" by partnering with the Detroit Institute of Arts (DIA) on the Inside Out program, and partnering with the Tony Roko Art Foundation and Community Financial Credit Union on Phase II of the Plymouth Art Walk. The goal of both partnerships is to activate unused areas of the downtown. DDA staff is hopeful that both art programs will be installed in spring of 2023. DDA staff has attached details of both programs for your review.

The Inside Out program brings high quality painting reproductions from the DIA Museum to life outdoors in metro Detroit communities. This is the second time the Plymouth DDA has hosted the DIA's Inside Out program. The program came to Downtown Plymouth in 2017 and enhanced the downtown's art and culture. Two of the eight chosen locations for this year's program are in the City's Historic District. Those two locations are the Penn Theatre wall facing The Gathering and the outer wall of the Post Local Bistro facing the Westborn Market Patio. The DIA program's temporary art installations are scheduled to be installed in May and removed in October of 2023. Three locations are located outside of the DDA District. This was done intentionally this year to work toward the City's Strategic Plan task of increasing community connectivity to the downtown area. One location is in Old Village and another on North Main between Old Village and downtown in an effort to connect the two districts. The third location outside the DDA is at the Plymouth Community Arts Council, which has indicated that they will be creating programming around both new art walks. The DIA has provided installation instructions for your review.

Similarly, Phase II of the Plymouth Art Walk has two locations within the Historic District. Those locations are the wall of The Sardine Room in the walkway to Main Street from the Central Parking Deck and Sun & Snow's wall near the entrance to the Central Parking Deck from Ann Arbor Trail. The Plymouth Art Walk planned installations are anticipated to be semi-permanent paintings, with the potential to rotate different pieces in from year to year in these locations. The DDA's partnership on the Plymouth Art Walk includes Tony Roko's Art Foundation, Community Financial Credit Union and the Plymouth Community Arts Council. There are plans to for the PCAC to have an in-house contest for one of the locations on an annual basis.

Tony Roko's Art Foundation installers have provided some installation details as well as preliminary renderings of the project. The Art Foundation has indicated they will use stainless steel anchors for fasteners. Frames will be made from pressure treated wood coated with dark walnut Minwax oil base with another topcoat of polyurethane to repel water to avoid any running or staining on the brick.

For both programs, the DDA has secured agreements with all property owners. With approvals, the DIA installations are scheduled to go up in May and installation of Phase II of the Plymouth Art Walk is scheduled for the last week of March.

D o w n t o w n
PLYMOUTH



Not Just a Walk in the Park



2023

PLYMOUTH DIA INSIDE-OUT LOCATION LIST

Sam Plymale | splymale@plymouthmi.gov | 831
Penniman, Plymouth, MI 48170 | 734.455.1453

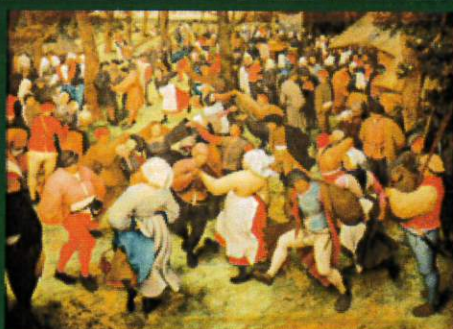
Site/Location

Image

OUTER SIZE (H/W, in.) WM/F



Community Financial Credit Union, 500 S. Harvey



The Wedding Dance - Peter Brugel

57.50 X 72

WALL
MOUNT



Penn Theatre, 760 Penniman Ave, Ellen Elliott



The Palms Parade Crowd - Russ Marshall

INNER 44 X 32.86

WALL
MOUNT



Plymouth District Library, 223 S. Main Street, Shauna Anderson



Young Girl Sleeping - Eberhart Keilhau

20.50 X 41

WALL
MOUNT

PROCEED TO NEXT PAGE

Site/Location**Image****OUTER SIZE (H/W, in.) WM/F**

Plymouth Historical
Museum, 155 S. Main, Liz
Kerstens



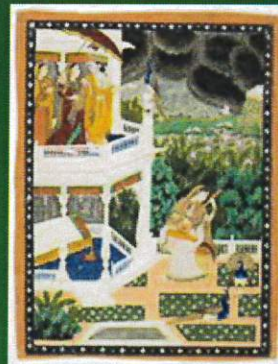
A Day in June
Bellows, George Wesley

45 X 56.50

WALL
MOUNTED



Westborn Market/The Post Bistro,
860 Penniman, Jennifer Dales



Lovers on a Balcony During
Monsoon - Unknown Artist

INNER 11.25 X 8.50

WALL
MOUNTED



Plymouth Crossing Building,
340 N. Main Street (side
facing Main Street), Mike
Ferrantino



Portrait of Sophia, Princess
Palatine - Gerrit van
Honthorst

34.75 X 28.75

WALL
MOUNTED

PROCEED TO NEXT PAGE

Site/Location**Image****OUTER SIZE (H/W, in.) WM/F**

Starkweather Park, No Address (Corner of Farmer and Starkweather Street in Plymouth's Old Village)



Poultry Yard - Melchior de Hondecoeter

41.5 X 41.5

FREE
STANDING



Plymouth Community Arts Council,
774 N. Sheldon, Lisa Howard



Henri Matisse, The Window
Accession #22.14

63.50 X 51.50

WALL
MOUNTED



Plymouth Community Arts
Council, 774 N. Sheldon,
Lisa Howard



Portrait of Postman Roulin -
Vincent Van Gog

32 X 25.75

FREE
STANDING



2023 INSIDE|OUT Installation Agreement

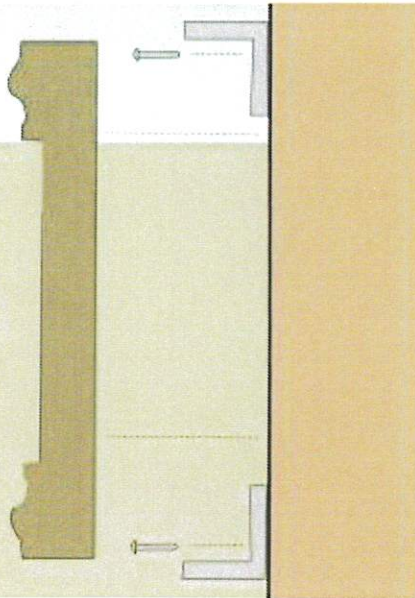
This letter of agreement will confirm the participating site owner and DIA's commitment to the conditions of installation.

- a) A full-sized, framed reproduction of a work from the DIA's permanent collection will be produced at the museum's expense, using materials that are weatherproof and lightfast. Installation onto buildings will be performed by a licensed and insured sign contractor at the museum's expense, installation onto free-standing sign posts will be by DIA staff.
- b) Installations by sign contractor onto buildings will require anchoring the reproduction substrate with appropriate hardware. De-installation will also be performed by the same contractor and includes remediation of mounting holes with materials specified by site owner in this agreement. The de-installed reproduction will remain the property of the DIA.
- c) Commercial general liability insurance during the period of exhibition will be covered by DIA underwriter (Lyman and Sheets Insurance Agency) with limits of insurance of \$1,000,000. each occurrence and \$2,000,000 annual aggregate.
- d) In the event of theft or vandalism, as budget allows, the DIA will replace or remove the reproduction at the museum's expense. Replacement will require approximately fourteen days from request to reinstallation. If for any reason the owner or municipality requests removal before the date specified in this agreement, the DIA will comply within five days, at the museum's expense.
- e) Cities and businesses involved in the project will be featured on a map on the DIA's website (www.dia.org). They will also be connected to the DIA through our social networks, including our Facebook, Flickr and Twitter accounts. The project will receive recognition through our newsletter and various printed and electronic communications.
- f) The duration of installation is approximately from **May** through **October**, although individual installation/de-installation dates may vary based on owner's arrangements with DIA site manager.

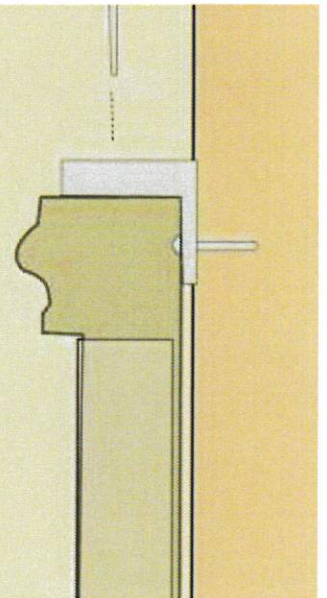
Installation Details

The replicas are lightweight and will not require heavy installation hardware. Each location will be evaluated prior to installation and mounting hardware will be as minimal as possible. Reproductions will be mounted to walls using mortar screws and customized hardware fitted by the sign contractor. Holes are drilled into the mortar leaving the brick untouched. The mortar will be patched by the sign contractor when the reproduction is removed.

The frame will be mounted to the wall using a customized metal L Bracket and specialty screws. These screws are first driven through holes in the L Bracket into the mortar joint of the brick wall.



Specialty screws are then driven through the top portion of the L Bracket to secure the frame in place.





Process Statement

The DIA's Inside | Out program brings high-quality framed reproductions from the museum's collection to outdoor spaces throughout the tri-county.

Installations are scheduled for May 2023.

For wall-mounted installations the replicas are lightweight and will not require heavy installation hardware.

Reproductions are mounted to walls using mortar screws and customized hardware fitted by a long-standing sign contractor in business for 75 years.

Holes are drilled into the mortar leaving the bricks untouched. During de-installation the mortar will be remediated by the company and the patched areas will be unnoticeable.

Wall spaces for the 2023 program have been evaluated and confirmed suitable for installation.

Sharon Harrell
Community Engagement Manager
Office of Public Affairs & Engagement
Detroit Institute of Arts
5200 Woodward Avenue, Detroit, Michigan 48202
sharrell@dia.org

The Plymouth ArtWalk: Phase II

Preliminary Renderings



S Harvey St

Fleet St

Penniman Ave



PHASE 1

PHASE 2

1

PHASE 2

2

PHASE 2

3

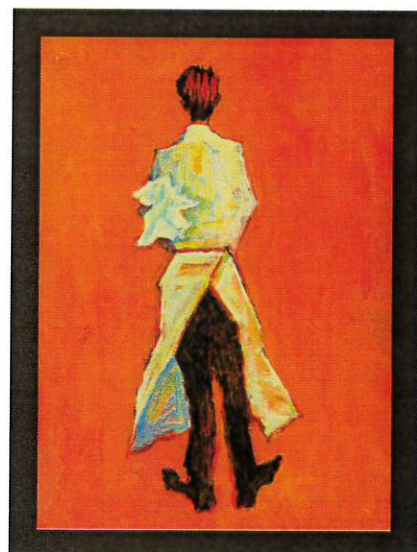
W Ann Arbor Trail

S Main St

(renderings are rough drafts, not necessarily to scale,
artwork subject to approval)

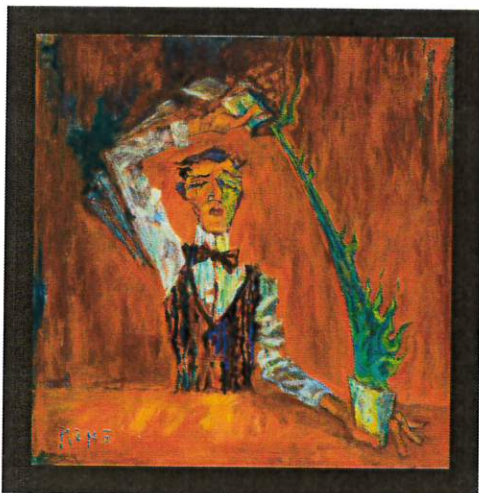
1

Location #1 - The Barber, The Server, and possible rotating student work



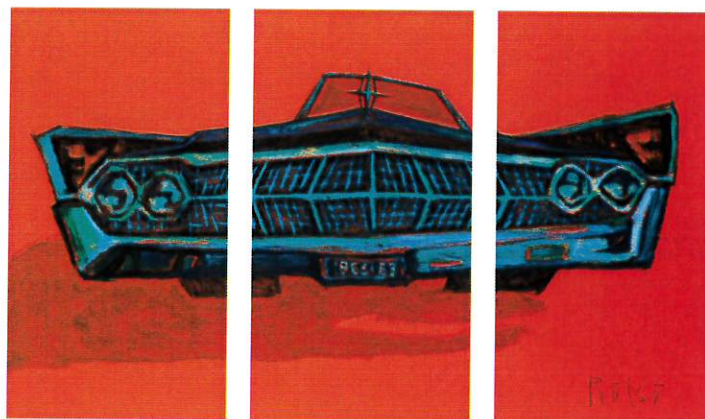
2

Location #2 - Blue Blazer, Heavy Pour, The Chef

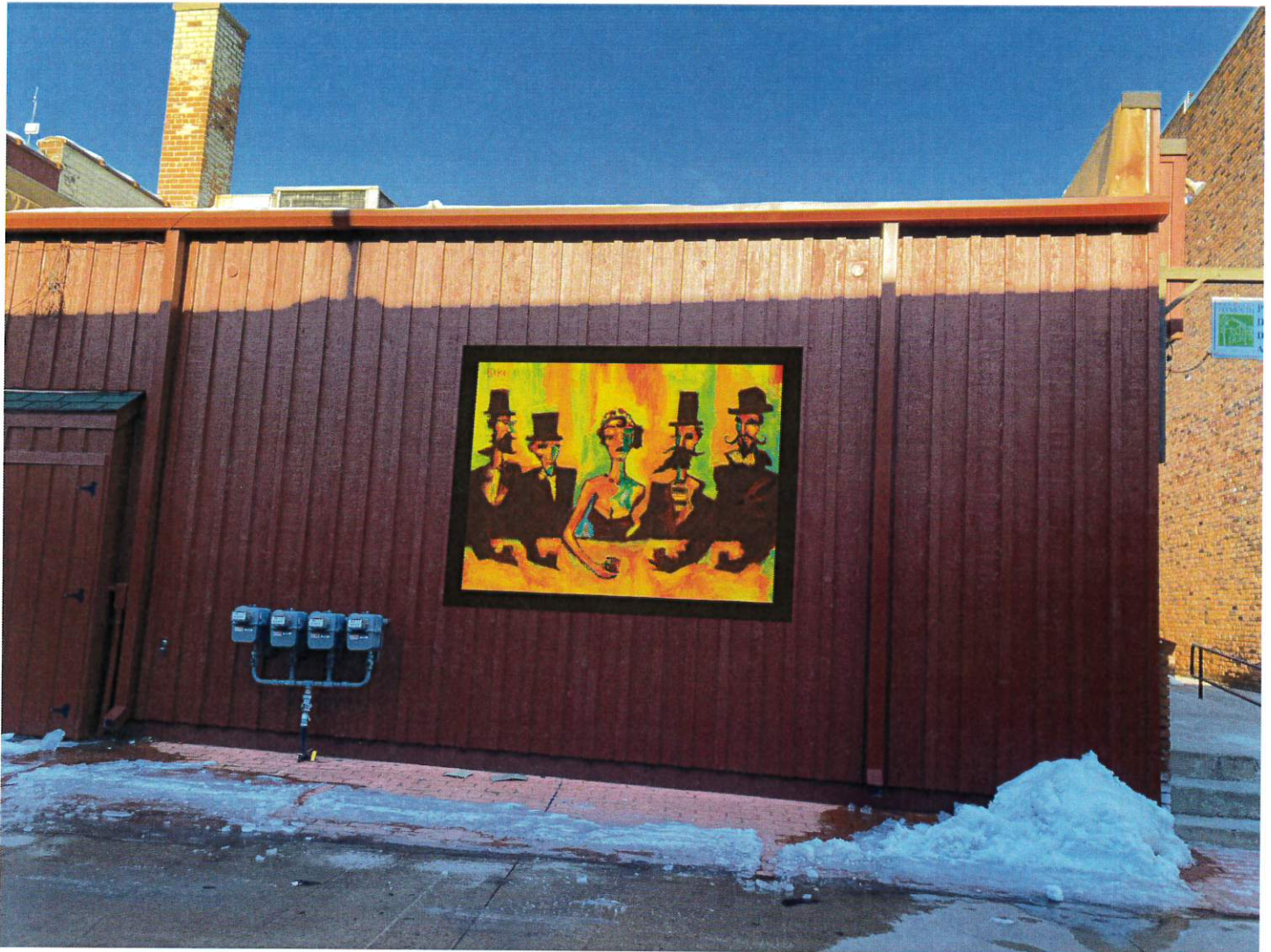


3

Location #3 - The Lincoln Triptych (need to discuss the pipes, frames?)



Possible additional location - After Hours at the Red Mill



Informational plaque options



Attachment Style #1:

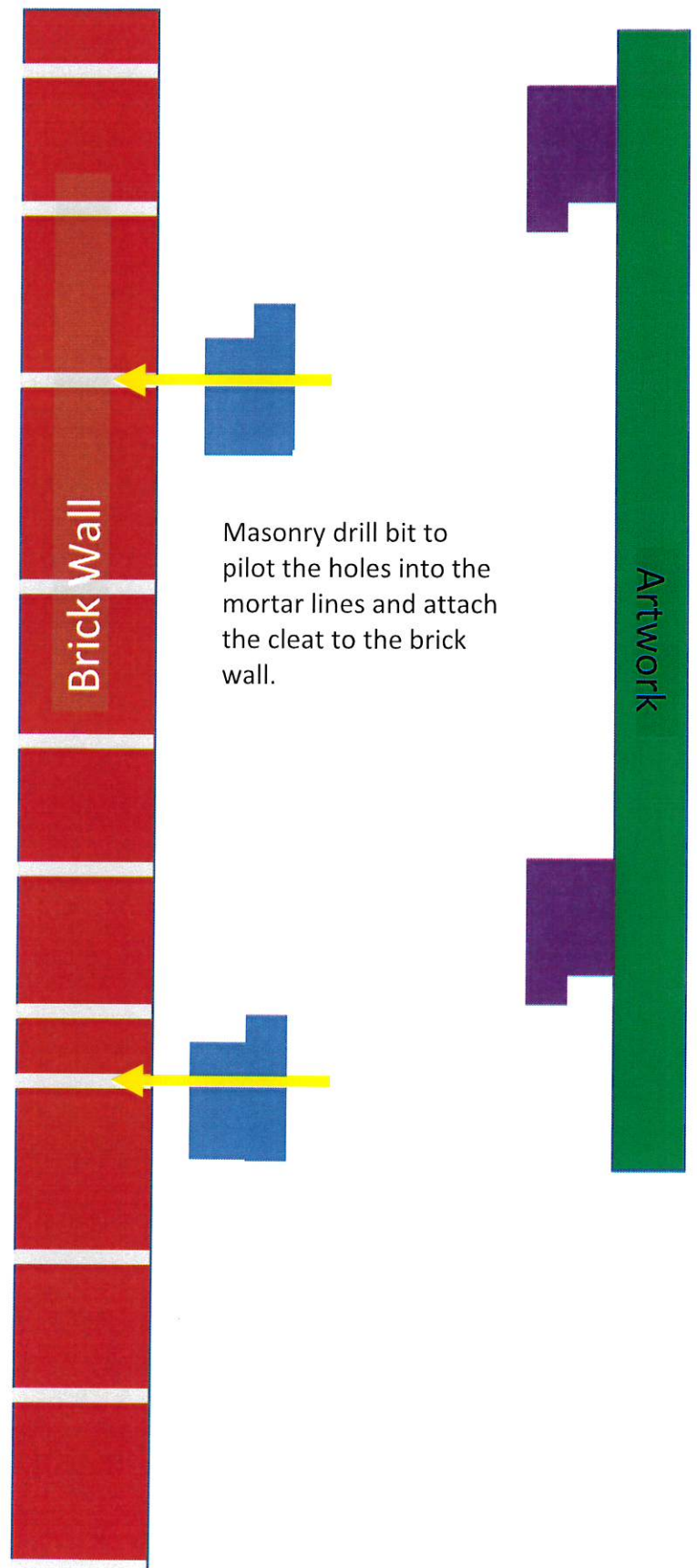
French Cleat style attachment side view

Wooden supports cleats are cut to create an interlocking hanging mechanism. These beams are made from weather-treated lumber (shown in blue) and are attached to the building with corrosion-proof hardware (approximately 4 anchors per attached cleat, only anchoring to the mortar lines between bricks, in accordance with the Secretary of Interior Standards for Historic Buildings. These fastenings can be removed without any lasting impact on the building after mortar joints have been filled with a matching mortar compound.

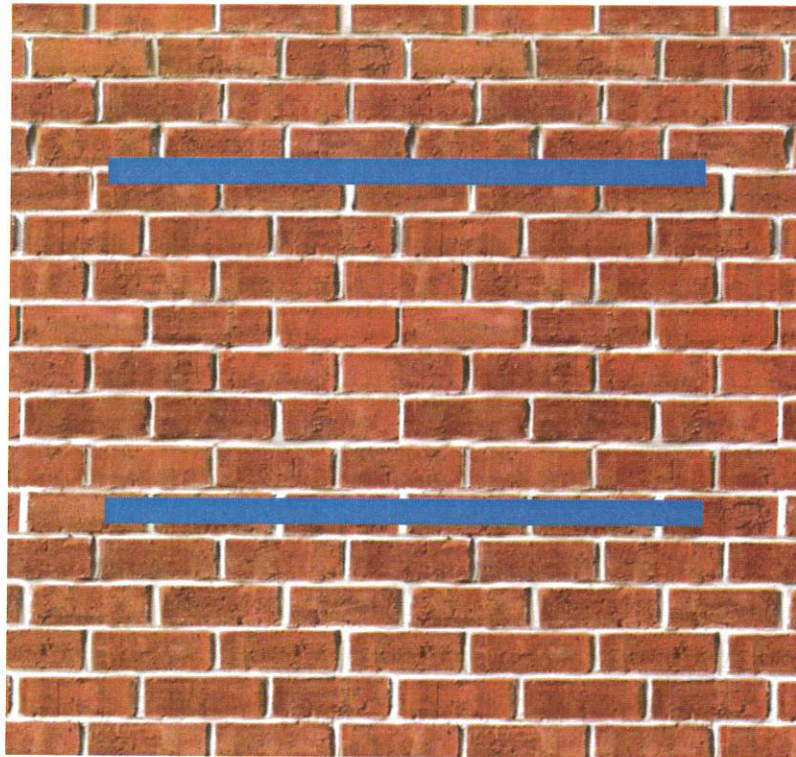
Inverse cleats (shown in purple) are attached directly to the frame of the artwork, which then lock flush into the groove of the cleats attached to the building

The final step is adding a corrosive-proof bracket to the base of the cleats to lock the artwork in place.

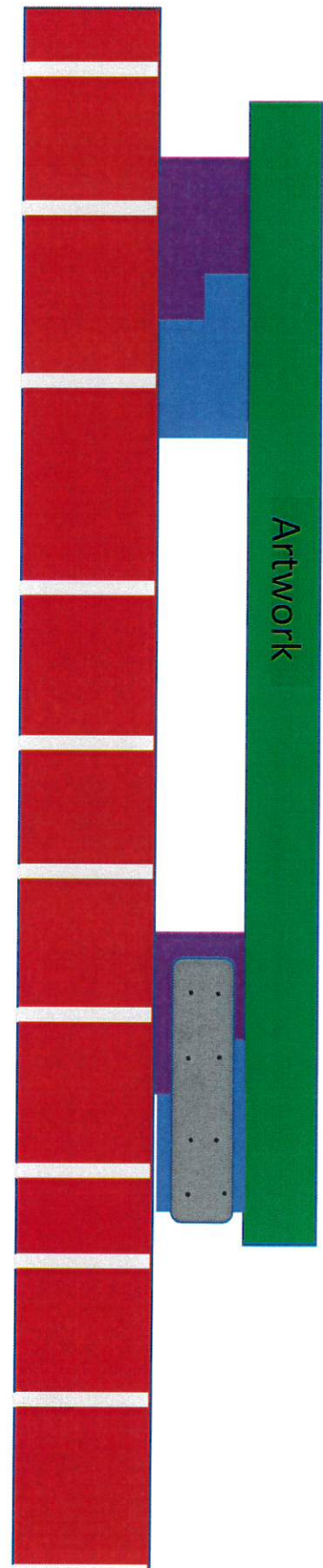
(Note: Figures are not drawn to scale, so the assembled attachment sits off the wall approximately 1 inch from brick wall to back of artwork frame.)



Front View of Wall Attachment without artwork



Assembled Side View



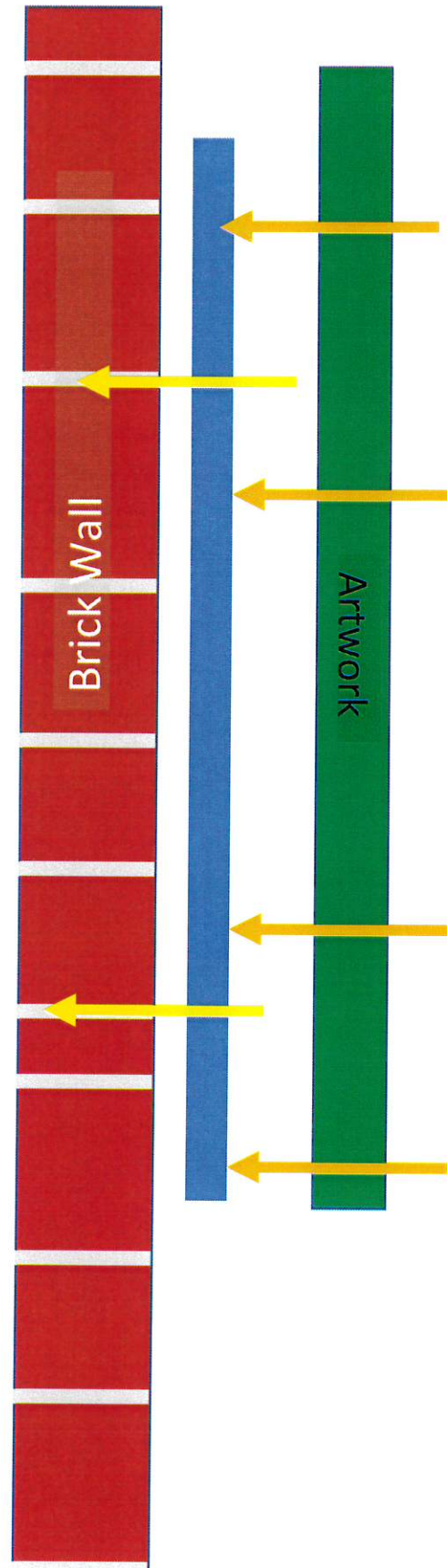
Attachment Style #2:

Wooden Skeleton style attachment side view

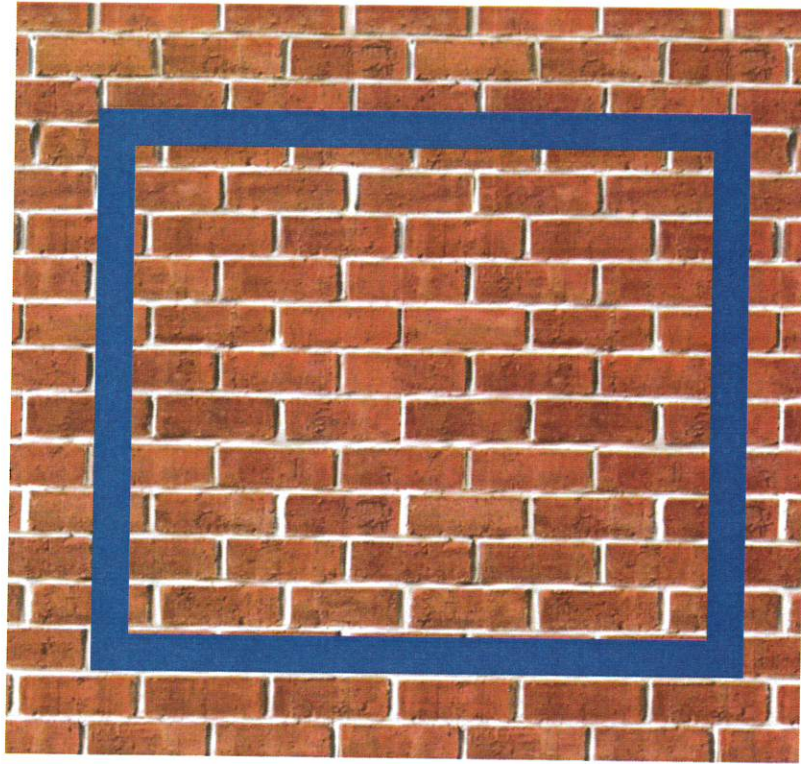
Rectangular wooden supports skeleton made from weather-proof lumber (1" x 4" severe weather treated lumber) is attached to the building with corrosion-proof hardware (approximately 4 anchors per attached side of the wooden rectangle), only anchoring to the mortar lines between bricks, in accordance with the Secretary of Interior Standards for Historic Buildings. These fastenings can be removed without any lasting impact on the building after mortar joints have been filled with a matching mortar compound.

The frame of the artwork is then directly attached to the wooden skeleton using corrosive-proof outdoor wood screws.

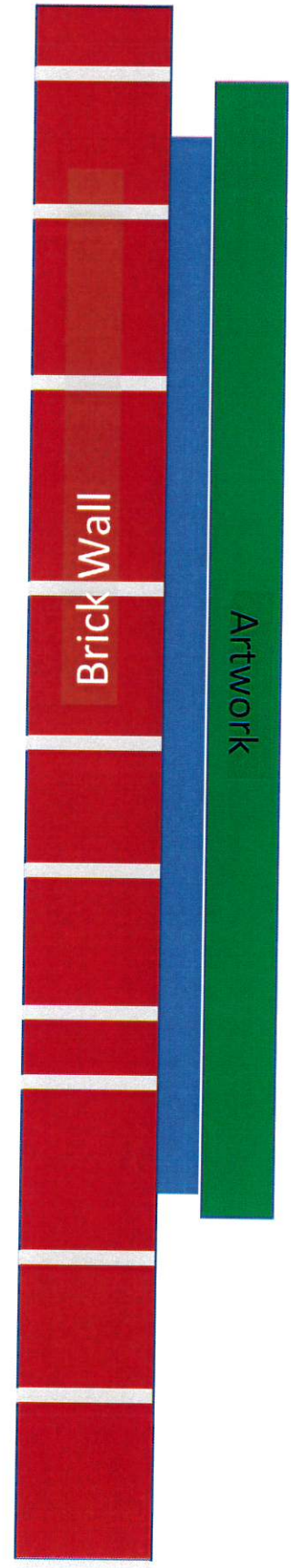
(Note: Figures are not drawn to scale, so the assembled attachment sits off the wall approximately 1 inch from brick wall to back of artwork frame)



Front View of Wall Attachment without artwork



Assembled Side View



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.