



# City of Plymouth Historic District Commission

## Regular Meeting Agenda

Wednesday, August 4, 2021 – 7:00 p.m.  
ONLINE Zoom Meeting

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

Join the Webinar: <https://us02web.zoom.us/j/88083701173>

**Webinar ID: 880 8370 1173 Passcode: 335170**

Statement of explanation of the reason why the public body is meeting electronically:

On March 10, 2020 the Governor of the State of Michigan declared a State of Emergency across the State of Michigan under section 1 of Article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 – 421, and the Emergency Powers of the Governor Act of 1945, 1945 PA 302, as amended, MCL10.31 – 33. These sections provide the governor with broad powers and duties to cope with dangers to this state or to the people of the state.

As a part of the response to the emergency, the Governor has deemed it reasonable and necessary to temporarily suspend rules and procedures relating to physical presence at meetings and hearings of public bodies and other governmental entities in Michigan. These public bodies and entities must continue to conduct public business during this emergency.

- 1) CALL TO ORDER
- 2) CITIZENS COMMENTS
- 3) APPROVAL OF THE MINUTES
  - a) Approval of the May 5, 2021, Regular Meeting Minutes
- 4) APPROVAL OF THE AGENDA
- 5) COMMISSION COMMENTS
- 6) OLD BUSINESS
- 7) NEW BUSINESS
  - a) H21-05: Ground sign at 248 S. Union
- 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.

GOAL I - QUALITY OF LIFE
<p><b>OBJECTIVES</b></p> <ul style="list-style-type: none"> <li>Support the neighborhoods with high-quality customer service</li> <li>Engage in collaboration with private entities and surrounding municipalities to implement the <a href="#">Joint Recreation Master Plan</a></li> <li>Improve communication with the public across multiple platforms</li> <li>Maintain a high level of cleanliness throughout the City</li> <li>Support and host a diverse variety of events that foster community and placemaking</li> </ul>

**ONE-YEAR TASKS 2021**

- Restore sports and recreational programs that were halted by COVID-19 as soon as possible
- Review and evaluate the special event policy with safety considerations
- Address challenges with the Kellogg Park improvements with safety considerations
- Move Kellogg Park Fountain project forward
- Continue to re-engage service clubs to help enhance parks and public properties
- Increase followers by 2,000 on all our communications platforms
- Develop an internal and external communications plan
- Upgrade City Hall facilities to accommodate remote meetings and remote participation
- Continue investigating multi-modal transportation opportunities
- Revisit noise ordinance

GOAL II - FINANCIAL STABILITY
<p><b>OBJECTIVES</b></p> <ul style="list-style-type: none"> <li>Approve balanced budgets that maintain fiscal responsibility</li> <li>Advocate for increased revenue sharing with the State of Michigan</li> <li>Encourage and engage in partnerships, both public and private, to share costs of services and equipment</li> <li>Address the issue of legacy costs</li> <li>Seek out and implement efficient and effective inter-departmental collaboration</li> <li>Market our successes to attract new economic and investment opportunities</li> </ul>

**ONE-YEAR TASKS 2021**

- Identify mechanisms for funding sources for capital improvement projects
- Increase funding to the Public Improvement Fund
- Create a potential package for financing emergency structural repairs
- Develop a comprehensive asset management plan that includes a review of the equipment fleet
- Search out other possible revenue streams through continued association with the CWW and the MML
- Develop a financial plan for public safety
- Continue to make extra payments towards legacy costs
- Monitor outside influences on our revenue sources, including unfunded mandates, the 35<sup>th</sup> District Court and the PCCS
- Negotiate three labor contracts

GOAL III - ECONOMIC VITALITY
<p><b>OBJECTIVES</b></p> <ul style="list-style-type: none"> <li>Continue to support and improve active, vibrant downtown branding</li> <li>Support community and economic development projects and initiatives</li> <li>Support a mix of industrial, commercial and residential development</li> <li>Reference the <a href="#">Master Plan</a> in economic decision-making</li> </ul>

**ONE-YEAR TASKS 2021**

- Complete Saxton’s development
- Develop municipal parking lot at Saxton’s site
- Support development of 23 parcels adjacent to the Starkweather School property
- Continue to administer the grant and the brownfield plan to support the Pulte project’s completion
- Finish Redevelopment Ready Community (RRC) certification by the end of 2021
- Develop an annual training calendar for the Planning Commission, the Historic District Commission, the Zoning Board of Appeals and the DDA, and identify a funding source
- Implement temporary plans to assist businesses in recovery efforts

GOAL IV - SERVICE AND INFRASTRUCTURE
<p><b>OBJECTIVES</b></p> <ul style="list-style-type: none"> <li>Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention, succession planning</li> <li>Support and deliver safe and responsive emergency services</li> <li>Maintain a sophisticated and responsive technology to communicate and manage data</li> <li>Continually record, maintain, update, and improve City infrastructure</li> </ul>

**ONE-YEAR TASKS 2021**

- Explore enhanced pedestrian safety opportunities into targeted intersections
- Research funding opportunities for ADA compliance at the PCC
- Implement 2021 infrastructure program
- Continue training for future career development and succession planning
- Conduct a traffic study to determine whether to make additional streets one way
- Update mapping resources including parcel data, completing 50% by the end of the year
- Update/replace current technology to ensure compliance with new regulations, rules, and operating systems
- Revisit paid parking



City of Plymouth  
Historic District Commission  
Regular Meeting Minutes  
Wednesday, May 5, 2021 - 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

**Online Zoom Meeting**

**1. CALL TO ORDER**

- a. Chair Colleen Polin called the meeting to order at 7:01 p.m.

Present: Chair Polin, Members Jeremy Borys, Stanley Cole, Linda Filipczak, Gania Kandalajt, Joshua Mrozowski (arrived at 7:30), John Townsend

Also present: Community Development Director John Buzuvis, City Commission Liaison Suzi Deal

**2. CITIZENS COMMENTS**

There were no citizen comments.

**3. APPROVAL OF THE MEETING MINUTES**

After removing the Suzi Deal from the attendee list, Townsend offered a motion, seconded by Filipczak, to approve the minutes of the of the March 3, 2021 meeting.

There was a roll call vote.

Yes: Borys, Cole, Filipczak, Kandalajt, Polin, Townsend

MOTION PASSED 6-0

**4. APPROVAL OF THE AGENDA**

After an agreement to change New Business to item 6 and Old Business to item 7, Townsend offered a motion, seconded by Filipczak, to approve the agenda for Wednesday, May 5, 2021.

There was a roll call vote.

Yes: Borys, Cole, Filipczak, Kandalajt, Polin, Townsend

MOTION PASSED 6-0

**5. COMMISSION COMMENTS**

There were no commission comments.

**6. NEW BUSINESS**

- a. H21-04: Outdoor patio area in private alleyway at 290 S. Main

Vince Spica, representing the Penn Grill, described his request for patio seating in the alley next to the business.

***Citizen Comments***

Ellen Elliott, 404 Irvin, asked about what the rest of the approval process would be.

Karen Sisolak of the Planning Commission clarified that the tables and chairs are considered a temporary use, and if the Planning Commission granted a special land use, it would be permanent.

Jennifer Kehoe of the Planning Commission asked about parking and whether any other businesses had been granted a similar permanent request.

**Commission Comments**

The group discussed the application and clarification of the request. They agreed that the HDC purview was aesthetics and the Planning Commission's was land use.

**Resolution**

Cole offered a resolution, seconded by Filipczak, to issue a certificate of appropriateness for application H21-04.

**Finding of Facts**

The proposed work meets the Secretary of Interior's Standards for Rehabilitation standard numbers 1, 2, 3, 4, 5, 6 and 9 and would give consideration and/or significance to the City of Plymouth Ordinance review criteria numbers 3 and 4.

There was a roll call vote.

Yes: Borys, Cole, Filipczak, Kandaloft, Mrozowski, Polin, Townsend

MOTION PASSED 7-0

**7. OLD BUSINESS**

a. H21-01: Revised exterior modifications at 248 S. Union

Owner Cam Miller described the changes made to his original request, including the paint color because they found and matched the building's original color and a door that must be ADA compliant. The original front door is being repaired and sample windows have been provided.

**Citizen Comments**

Ellen Elliott, 404 Irvin, said she appreciated that the owner is saving the front door.

**Commission Comments**

There was an extensive discussion that included the exposure of the siding, the skirt at the bottom of the building and a pediment. Early photographs were consulted for comparison.

Cole offered a resolution, seconded by Townsend, to issue a certificate of appropriateness for application H21-04, provided the following conditions are met.

1. That the siding exposure matches the existing siding presumed to be 4 inches, unless photographic or physical evidence is shown to allow for the 6-inch exposure.
2. That the window surrounds match existing surrounds unless physical or photographic evidence is shown to allow for an 8-inch pediment
3. That the skirt matches the existing skirt unless photographic or physical evidence is presented to allow for a 10-inch skirt.

***Findings of Fact***

The proposed work meets the Secretary of Interior's Standards for Rehabilitation standard numbers 1, 2, 3, 4, 5 and 6 and would give consideration and/or significance to the City of Plymouth Ordinance review criteria numbers 1, 2, 3 and 4.

Yes: Borys, Cole, Filipczak, Kandalajt, Mrozowski, Polin, Townsend

MOTION PASSED 7-0

**8. REPORTS AND CORRESPONDENCE**

Buzuvis said the fountain project is underway and that the demolition was complete, and some utilities are in place. The granite is in fabrication and electrical work will be done soon.

He said he would keep the group informed about the status of virtual meetings, and reminded them about the board and commission training session on May 17 at 4:00 p.m.

**9. ADJOURNMENT**

A motion to adjourn was offered at 8:42 p.m. by Borys and seconded by Filipczak. There was a roll call vote.

Yes: Borys, Cole, Filipczak, Kandalajt, Mrozowski, Polin, Townsend

MOTION PASSED 7-0



Historic District Commission  
201 S. Main Plymouth, MI 48170  
Administrative Review of 248 S. Union  
Case Number H21-01  
Agenda Date: August 4, 2021

Address: 248 S. Union  
Year Built: circa 1920  
Historical Significance: Architecture

Proposed Changes: New ground sign

### 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

Application includes the following applicable information:		YES	NO	N/A
<b>Proposed signage installation</b>				
1.	Completed application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Synopsis: description of the project in words	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Materials finish list	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Detailed justification of why signage installation is necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Historic photographs of the building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	Description of the existing signage 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Scaled cross-section of building elevation indicating proposed signage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Identification of all materials used in the construction of signage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Material samples including number, letter, font size, and colors of signage and/or awning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SAMPLE MOTION LANGUAGE

### **1. Motion to Approve Application**

I move that the Commission issue a Certificate of Appropriateness for application number \_\_\_. The Findings of Fact are as follows: (list facts of finding). The work as proposed meets the Secretary of the Interior's Standards for Rehabilitation standard number(s) \_\_\_ and would give consideration and/or significance to the City of Plymouth Ordinance review criteria number(s) \_\_\_.

Vote "Yes" to approve application. Vote "No" to deny application.

### **2. Motion to Approve Application with Conditions**

I move that the Commission issue a Certificate of Appropriateness for application number \_\_\_, provided that the following conditions are met: (list conditions). The Findings of Fact are as follows: (list facts of finding). The work would then meet the Secretary of the Interior's Standards for Rehabilitation, standard number(s) \_\_\_ and would give consideration and/or significance to the following City of Plymouth Ordinance review criteria number(s) \_\_\_.

Vote "Yes" to approve application with conditions. Vote "No" to deny application with conditions.

### **3. Motion to Postpone Review**

I move that the Commission Postpone Review of application number \_\_\_ until the next regular meeting scheduled for \_\_\_.

Vote "Yes" to approve postponing the review. Vote "No" to deny postponing the review.

### **4. Motion to Deny Application**

I move that the Commission issue a Certificate of Appropriateness for application number \_\_\_. The Findings of Fact are as follows: (list findings of facts that do not warrant the project's approval). The work as proposed does not meet the Secretary of the Interior's Standards for Rehabilitation, standard number(s) \_\_\_ and would not give consideration and/or significance to the following City of Plymouth Ordinance review criteria number(s) \_\_\_.

*Note:* Voting "No" to positively framed motion is the easiest way to deny an application's request for a Certificate of Appropriateness. FYI: Making a motion for approval and then voting "No" to deny is the same as making a motion to deny an application and then voting "Yes".

Vote "No" to deny the application. Vote "Yes" to approve the application.

### **5. Motion to Issue a Notice to Proceed**

#### **May be used in special conditions or emergencies.**

I move that the Commission issue a Notice to Proceed for application number \_\_\_. The Findings of Fact are as follows: (list facts of finding). The work as proposed does (not) meet the Secretary of the Interior's Standards for Rehabilitation, standard number(s) \_\_\_ and would (not) give consideration and/or significance to the following City of Plymouth Ordinance review criteria number(s) \_\_\_. The work which is approved with this Notice to Proceed is as follows: (list approved work). The work that is not approved/not appropriate requires the following conditions to be met: (list conditions). The proposed work will substantially improve or correct the following: (list notice to proceed options). Additional work desired which is not approved within this Notice to Proceed is to be resubmitted for a Certificate of Appropriateness.

Vote "Yes" to approve notice to proceed. Vote "No" to deny notice to proceed.





**CITY OF PLYMOUTH  
COMMUNITY DEVELOPMENT DEPARTMENT  
HISTORIC DISTRICT COMMISSION APPLICATION**

201 South Main Street  
Plymouth, Michigan 48170  
(734) 453-1234 ext. 232  
www.plymouthmi.gov

**GENERAL INFORMATION:**

Applicants within the Kellogg Park Historic District who desire to alter their site or modify the exterior of their building must obtain a Certificate of Appropriateness from the City's Historic District Commission (HDC) prior to modification work being completed. Applicants seeking HDC approval are encouraged to familiarize themselves with the City of Plymouth Zoning Ordinance and the Secretary of the Interior Standards for Rehabilitation in order to assure that the project fits within the various requirements.

**WHAT REQUIRES HDC REVIEW:**

When a project includes demolition, new construction, a building addition or addition onto site (new landscaping, new wall or fence, signage, impervious surface/pavement, etc.), alteration of openings (windows, doors, skylights, etc.), change in materials (siding, railings, decking, fencing, etc.), change in paint or finish color, or cleaning the exterior of the building, formal HDC review is required. Maintenance and repair work that is a like-for-like replacement and does not involve the change of colors or change in materials does not require submission to the HDC. If you have questions if your maintenance or repair project requires HDC approval, contact the Community Development Department directly.

**HISTORIC DISTRICT COMMISSION REVIEW FEES:**

At this time, there are no fees required to apply to the Historic District Commission.

**REVIEW PROCESS:**

Submit 10 copies of the Historic District Commission Application and 10 copies of the supplemental information which may include site plan drawings (folded and stapled), historic photos, narrative, and any supplemental information required in the following checklists to the Community Development Department before the review process can begin. Submit one digital copy of the entire submission package (application, site plan drawings, supplemental information, etc.) via email to [plans@plymouthmi.gov](mailto:plans@plymouthmi.gov). Site plans submitted for review must be in the hands of the City **by 12:00 PM on the third Monday of the month** in order to be on the following month's agenda.

This application will be initially reviewed for completeness by the Community Development Department. Incomplete applications will be returned for modification. Following determination of completeness, applications are distributed to the Historic District Commissioners for review to ensure compliance with all applicable codes and ordinances.

The Historic District Commission meets on the first Wednesday of the month in the City of Plymouth Commission Chambers (second floor), 201 S. Main Street, Plymouth, MI at 7:00 PM unless otherwise specified on the City's website.

**CITY OF PLYMOUTH**  
**HISTORIC DISTRICT COMMISSION APPLICATION**

Community Development Department  
 201 S. Main Street Plymouth, MI 48170  
 Ph. 734-453-1234 ext. 232  
[www.plymouthmi.gov](http://www.plymouthmi.gov)

**I. Site/Project Information**

Site Address 248 s Union st plymouth, mi 48170	<input type="checkbox"/> Contributing structure <input type="checkbox"/> Non-contributing structure	Date of Application 07-16-2021
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Name of Property Owner Miller and Calabrese, P.C.	Phone Number (734) 455-1230	
Mailing Address 409 Plymouth Rd Suite 180,	Email Address (Required) greg@millercalabrese.com	
City Plymouth	State MI	Zip Code 48170

**II. Applicant and Contact Information**

Indicate Who the Applicant Is. If Property Owner, Skip to Section III.	<input type="checkbox"/> Architect	<input type="checkbox"/> Developer	<input type="checkbox"/> Engineer	<input type="checkbox"/> Lessee
Applicant/Company Name Signarama of Farmington	Phone Number (248) 957-1240			
Applicant/Company Address 31178 Grand River Ave	City Farmington	State MI	Zip Code 48336	
Email Address (Required) omar.hashem@signarama-farmington.com				

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

Site Plan Designer Company Name Signarama of Farmington	Phone Number (248) 957-1240		
Company Address 31178 Grand River Ave	City Farmington	State MI	Zip Code 48336
Registration Number	Expiration Date	Email Address (Required) omar.hashem@signarama-farmington.com	

**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. Description of Work**

New Post and Panel Sign for the front of the building

**VI. Applicant Signature**

Signature of Applicant 	Date 07-16-2021
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**VII. Property Owner Signature**

Signature of Property Owner 	Date 07-16-2021
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**VIII. Submittal Checklist**

Please include the following applicable information		YES	NO	N/A
<b>Demolition, new construction, additions, and alterations</b>				
1.	Completed application	[ ]	[ ]	[ ]
2.	Synopsis: description of the project in words	[ ]	[ ]	[ ]
3.	Materials finish list	[ ]	[ ]	[ ]
4.	Detailed justification of why the changes are necessary	[ ]	[ ]	[ ]
5.	Historic photographs of the building	[ ]	[ ]	[ ]
6.	Photographs of the building and site as they exist today	[ ]	[ ]	[ ]
7.	Scaled drawings to include existing and proposed site plan including property lines, easements, setbacks, and landscape features	[ ]	[ ]	[ ]
8.	Scaled drawings to include existing and proposed floor plans	[ ]	[ ]	[ ]
9.	Scaled drawings to include existing and proposed elevations	[ ]	[ ]	[ ]
10.	Scaled drawings to include existing and proposed cross sections and other details as needed	[ ]	[ ]	[ ]
11.	Cut sheets (manufacturer information) for all exterior materials including windows, doors, garage, doors, exterior lighting, fencing, etc.	[ ]	[ ]	[ ]
12.	Material samples and colors for roofing, siding, and trim	[ ]	[ ]	[ ]
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.	[ ]	[ ]	[ ]
14.	Time frame for the project including approximate start date and dates for exterior completion, landscaping completion, and final occupancy	[ ]	[ ]	[ ]
15.	Color rendering of exterior elevation	[ ]	[ ]	[ ]
16.	New construction requires a streetscape view (to scale) with the proposed project inserted	[ ]	[ ]	[ ]
<b>Proposed window replacement project</b>				
1.	Completed application	[ ]	[ ]	[ ]
2.	Synopsis: description of the project in words	[ ]	[ ]	[ ]
3.	Materials finish list	[ ]	[ ]	[ ]
4.	Detailed justification of why window replacement is necessary	[ ]	[ ]	[ ]
5.	Historic photographs of the building	[ ]	[ ]	[ ]
6.	Description of the existing window material including color and condition	[ ]	[ ]	[ ]
7.	Photographs of the affected windows as they exist today	[ ]	[ ]	[ ]
8.	Photographs of the building with proposed changes indicated	[ ]	[ ]	[ ]

Please include the following applicable information		YES	NO	N/A
9.	Cut sheets (manufacturer information) for all replacement windows	[ ]	[ ]	[ ]
10.	Material samples and colors of windows	[ ]	[ ]	[ ]
11.	Number of windows to be replaced	[ ]	[ ]	[ ]
12.	Dimensions of windows including frame thickness and frame width	[ ]	[ ]	[ ]
13.	Photographs of other projects incorporating the window replacement component	[ ]	[ ]	[ ]
<b>Proposed door or garage door replacement</b>				
1.	Completed application	[ ]	[ ]	[ ]
2.	Synopsis: description of the project in words	[ ]	[ ]	[ ]
3.	Materials finish list	[ ]	[ ]	[ ]
4.	Detailed justification of why door replacement is necessary	[ ]	[ ]	[ ]
5.	Historic photographs of the building	[ ]	[ ]	[ ]
6.	Description of the existing door material including color and condition	[ ]	[ ]	[ ]
7.	Photographs of the affected doors as they exist today	[ ]	[ ]	[ ]
8.	Photographs of the building with proposed changes indicated	[ ]	[ ]	[ ]
9.	Cut sheets (manufacturer information) for all replacement doors	[ ]	[ ]	[ ]
10.	Material samples and colors of doors	[ ]	[ ]	[ ]
11.	Number of doors to be replaced	[ ]	[ ]	[ ]
12.	Dimensions of doors including frame thickness and frame width	[ ]	[ ]	[ ]
13.	Photographs of other projects incorporating the door replacement component	[ ]	[ ]	[ ]
<b>Proposed roof replacement</b>				
1.	Completed application	[ ]	[ ]	[ ]
2.	Synopsis: description of the project in words including related work such as gutters, soffit, and fascia	[ ]	[ ]	[ ]
3.	Materials finish list	[ ]	[ ]	[ ]
4.	Detailed justification of why roof replacement is necessary	[ ]	[ ]	[ ]
5.	Historic photographs of the building	[ ]	[ ]	[ ]
6.	Description of the existing roof material including color and condition	[ ]	[ ]	[ ]
7.	Photographs of the roof as it exists today	[ ]	[ ]	[ ]
8.	Photographs of the building with proposed changes indicated	[ ]	[ ]	[ ]
9.	Cut sheets (manufacturer information) for replacement roof	[ ]	[ ]	[ ]
10.	Material samples and colors of roof	[ ]	[ ]	[ ]
11.	Dimensions of replacement roof	[ ]	[ ]	[ ]
12.	Photographs of other projects incorporating the roof replacement component	[ ]	[ ]	[ ]
<b>Proposed siding replacement</b>				
1.	Completed application	[ ]	[ ]	[ ]
2.	Synopsis: description of the project in words including related work such as soffits, fascia, gutters, and trim	[ ]	[ ]	[ ]
3.	Materials finish list	[ ]	[ ]	[ ]

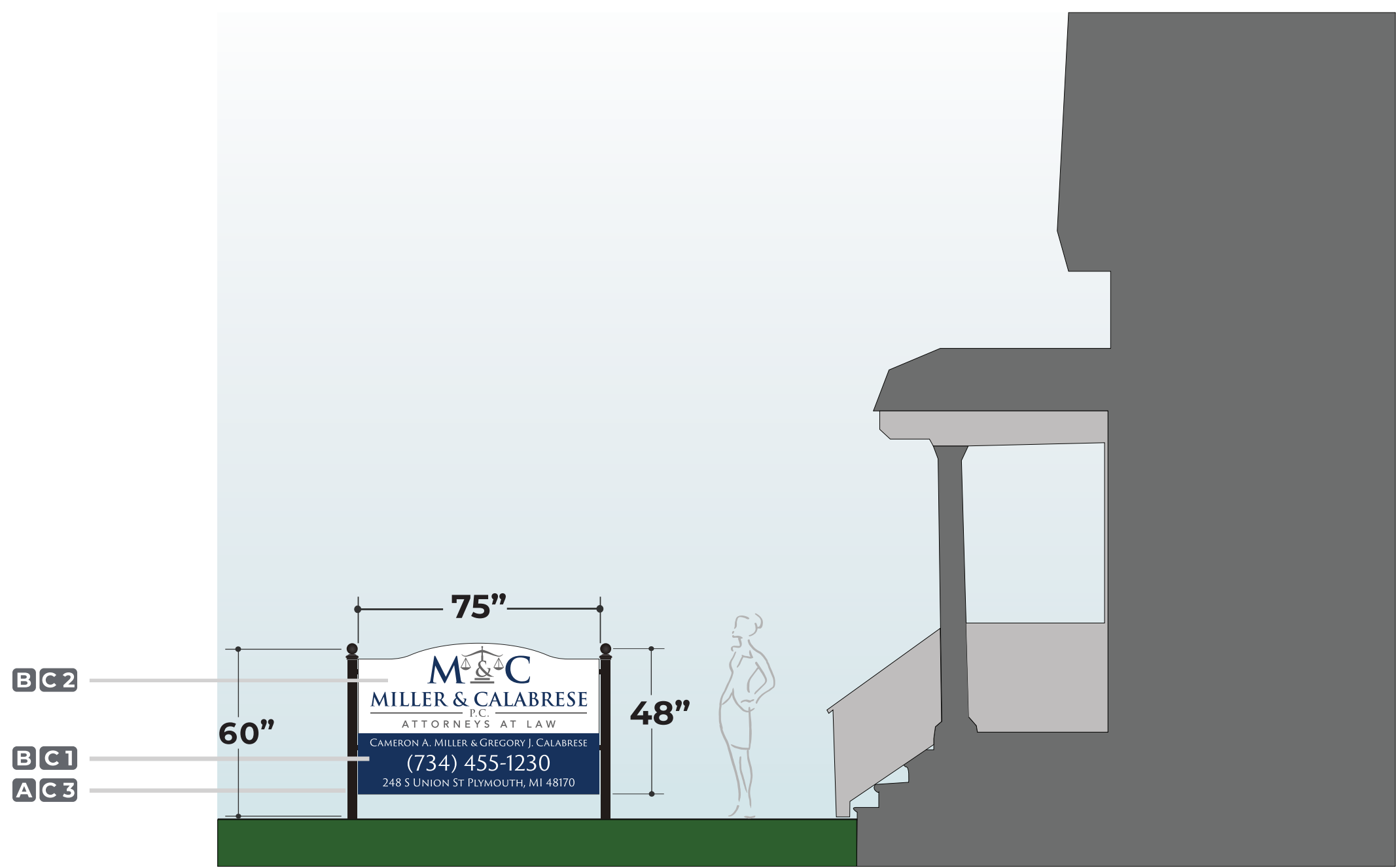
Please include the following applicable information		YES	NO	N/A
4.	Detailed justification of why siding replacement is necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Historic photographs of the building	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
<b>Sign and awning installation or replacement</b>				
1.	Completed application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Synopsis: description of the project in words including related work such as soffits, fascia, gutters, and trim	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Materials finish list Aluminum Post frame and 2 aluminum composite panels (ACM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Detailed justification of why signage and/or awning installation or replacement is necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Historic photographs of the building	<input 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 checked="" 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 checked="" type="checkbox"/>
10.	Identification of all materials used in the construction of signage and/or awning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Material samples including number, letter, font size, and colors of signage and/or awning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site improvements: fence, walls, paving, or landscaping installation</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 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
<b>Porch reconstruction or repair</b>				
1.	Completed application	[ ]	[ ]	[ ]
2.	Synopsis: description of the project in words	[ ]	[ ]	[ ]
3.	Materials finish list	[ ]	[ ]	[ ]
4.	Detailed justification of why the changes are necessary	[ ]	[ ]	[ ]
5.	Historic photographs of the building	[ ]	[ ]	[ ]
6.	Photographs of the building and site as they exist today	[ ]	[ ]	[ ]
7.	Description of the existing porch material including location, size, material, color, and condition	[ ]	[ ]	[ ]
8.	Scaled drawings to include existing and proposed site plan	[ ]	[ ]	[ ]
9.	Scaled drawings to include existing and proposed floor plans	[ ]	[ ]	[ ]
10.	Scaled drawings to include existing and proposed elevations	[ ]	[ ]	[ ]
11.	Scaled drawings to include existing and proposed cross sections and other details as needed	[ ]	[ ]	[ ]
12.	Cut sheets (manufacturer information) for proposed replacement porch materials	[ ]	[ ]	[ ]
13.	Material samples and colors for porch	[ ]	[ ]	[ ]
<b>Paint color change</b>				
1.	Completed application	[ ]	[ ]	[ ]
2.	Synopsis: description of the project in words	[ ]	[ ]	[ ]
3.	Materials finish list	[ ]	[ ]	[ ]
4.	Detailed justification of why the changes are necessary	[ ]	[ ]	[ ]
5.	Historic photographs of the building	[ ]	[ ]	[ ]
6.	Photographs of the building and site as they exist today	[ ]	[ ]	[ ]
7.	Samples of the proposed paint color (paint chip)	[ ]	[ ]	[ ]
8.	Photographs and/or diagrams showing the locations and colors where paint will be applied	[ ]	[ ]	[ ]
<b>Building cleaning</b>				
1.	Completed application	[ ]	[ ]	[ ]
2.	Synopsis: description of the project in words	[ ]	[ ]	[ ]
3.	Materials finish list	[ ]	[ ]	[ ]
4.	Detailed justification of why the changes are necessary	[ ]	[ ]	[ ]
5.	Historic photographs of the building	[ ]	[ ]	[ ]
6.	Photographs of the building and site as they exist today	[ ]	[ ]	[ ]
7.	Description of the cleaning method including the names of chemicals and the pressure of any washes or applications	[ ]	[ ]	[ ]
8.	Brochure for cleaning agents	[ ]	[ ]	[ ]
9.	Description of the treatment of the building exterior (surface) after cleaning – painting, sealing, tuck pointing, etc.	[ ]	[ ]	[ ]



# New Monument Sign

District	Max. Height (ft.)	Maximum Area (sq. ft.) Per Side	Total (sq. ft.)
R-1	4	18	36
RT-1	4	18	36
RM-1	6	25	50
RM-2	6	25	50
MU (residential uses)	4	18	36
O-1	8	25	50
O-2	8	25	50
B-1	8	25	50
<b>B-2</b>	<b>15</b>	<b>25</b>	<b>50</b>
B-3	15	25	50
I-1	6	25	50
I-2	6	25	50
For multi-tenant business sites	8	32	64
MU (non-residential uses)	8	25	50



### Colors & Finishes:

- C1** ● Navy Colors shown here may not exactly match Final product. Customer is to approve final swatch color as per manufacturers specifications. For custom colors customer needs to provide specifications prior to final design approval.
- C2** ○ White
- C3** ● Black

### Material & Production Specifications:

- A** PAIR OF 3" X 8.33' SQUARE Aluminum POSTS WITH SF3B DECO BALL FINIALS. TWO 1" X 2" X 77" CROSS ARMS. ALL SEMI GLOSS BLACK.
- B** 2 ACM Sheet (aluminum bonded to a solid polyethylene core Ultra white matte finish), with printed vinyl



31178 Grand River Ave  
Farmington, MI 48336  
248-957-1240

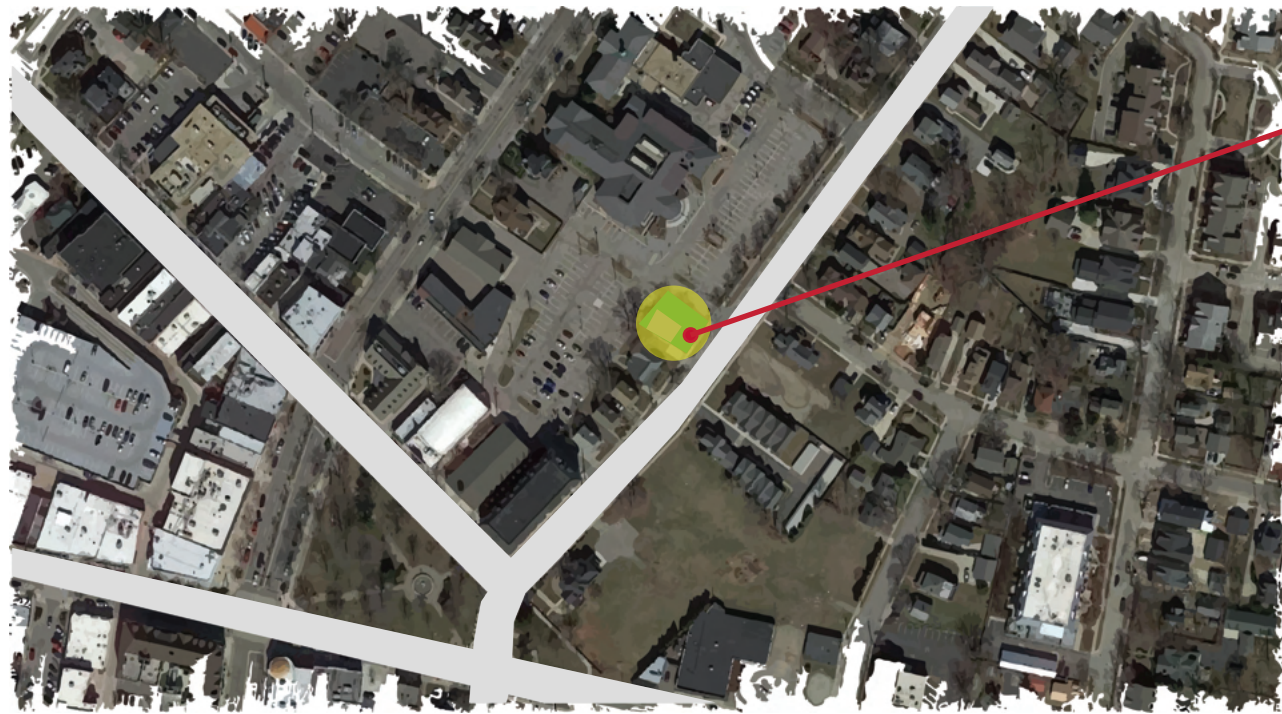
CLIENT: **MILLER & CALABRESE, P.C.**  
ADDRESS: **248 S UNION ST  
PLYMOUTH, MI 48170**

P.O. #:  
SALES PERSON: **Omar**  
DESIGNER: **Quinlan**

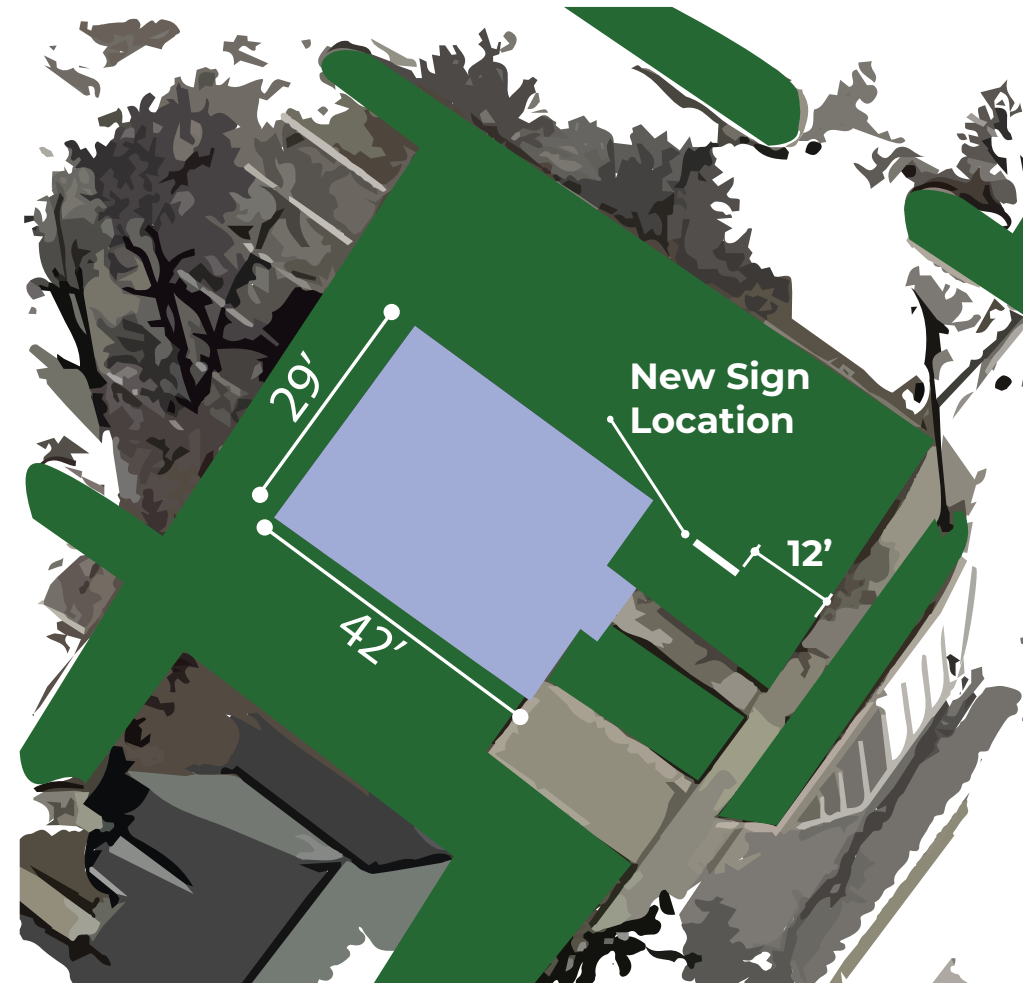
NOTES:



# New Monument Sign



## Proposed New Sign



Front Elevation



Side Elevation

This proposal is for a new Post and Panel Sign on behalf of the new law offices of:

**Miller and Calabrese, P.C.**  
248 S Union St Plymouth, MI 48170

The purpose of a Sign is to provide neighbors and patrons with an identifiable marker for where a business is geographically located. Signs also enhance the look and professional atmosphere of a business by displaying necessary information outside of the building while maintaining a look that compliments the historic appeal of the surrounding area.

**Colors & Finishes:**

- C1** Navy Colors shown here may not exactly match Final product. Customer is to approve final swatch color as per manufacturers specifications. For custom colors customer needs to provide specifications prior to final design approval.
- C2** White
- C3** Black

**Material & Production Specifications:**

- A** PAIR OF 3" X 8.33' SQUARE Aluminum POSTS WITH SF3B DECO BALL FINIALS. TWO 1" X 2" X 77" CROSS ARMS. ALL SEMI GLOSS BLACK.
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ADDRESS: **248 S UNION ST  
PLYMOUTH, MI 48170**

P.O. #:  
SALES PERSON: **Omar**  
DESIGNER: **Quinlan**

**NOTES:**