



# City of Plymouth Historic District Commission Regular Meeting Agenda

Wednesday, April 6, 2022 – 7:00 p.m.

Plymouth City Hall & Online Zoom Webinar

City of Plymouth  
201 South Main Street  
Plymouth, Michigan 48170

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

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85063037706>

Webinar ID: 850 6303 7706

Passcode: 518060

- 1) CALL TO ORDER
- 2) CITIZENS COMMENTS
- 3) APPROVAL OF THE MINUTES
  - a) Approval of the February 2, 2022, regular meeting minutes
- 4) APPROVAL OF THE AGENDA
- 5) COMMISSION COMMENTS
- 6) OLD BUSINESS
- 7) NEW BUSINESS
  - a) H22-01, 320 S. Main, The Make-up Loft: Façade paint color change
- 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 AREA ONE - SUSTAINABLE INFRASTRUCTURE

#### OBJECTIVES

1. Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35<sup>th</sup> District Court, recreation department, and public safety
2. Incorporate eco-friendly, sustainable practices into city assets, services, and policies; including more environmentally friendly surfaces, reduced impervious surfaces, expanded recycling and composting services, prioritizing native and pollinator-friendly plants, encouraging rain gardens, and growing a mature tree canopy
3. Partner with or become members of additional environmentally aware organizations
4. Increase technology infrastructure into city assets, services, and policies
5. Continue sustainable infrastructure improvement for utilities, facilities, and fleet
6. Address changing vehicular habits, including paid parking system /parking deck replacement plan, electric vehicle (EV) charging stations, and one-way street options

### GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

#### OBJECTIVES

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

### GOAL AREA THREE - COMMUNITY CONNECTIVITY

#### OBJECTIVES

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

### GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

#### OBJECTIVES

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



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

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

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

**Plymouth City Hall**

**1. CALL TO ORDER**

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

Present: Chair Polin, Members Jeremy Borys, Stanley Cole, Gania Kandalajt, Joshua Mrozowski, 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**

Townsend offered a motion, seconded by Mrozowski, to approve the minutes of the December 1, 2021 meeting as presented.

There was a roll call vote.

Yes: Cole, Kandalajt, Mrozowski, Townsend, Polin

Abstain: Borys

MOTION PASSED 5-0

**4. APPROVAL OF THE AGENDA**

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

There was a roll call vote.

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

MOTION PASSED 6-0

**5. ELECTION OF OFFICERS**

Cole nominated Polin for the position of chair of the Historic District Commission for 2022.

There was a roll call vote.

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

MOTION PASSED 6-0

Townsend nominated Cole for the position of vice-chair of the Historic District Commission for 2022.

There was a roll call vote.

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

MOTION PASSED 6-0

## 6. COMMISSION COMMENTS

Polin congratulated former HDC member Linda Filipczak for being elected to the City Commission, saying she'd be missed on the HDC.

Cole asked whether there was an update on the Greek Islands project. Buzuvis said they are working through their plan and researching options.

## 7. OLD BUSINESS

- a. H21-07, 306 S. Main: Revised exterior alterations, signage, exterior lighting and limestone rehabilitation and repair

Architect Gus Pappas provided an overview of the project revisions and described the proposed material as less destructive to the limestone than the original plan.

### ***Citizen Comments***

Ellen Elliott, 404 Irvin, commented on preserving the structure of the building and the appearance of the proposed sign.

### ***Commissioner Comments***

Commission members discussed the limestone repair material and the proposed sign and exterior lighting. Townsend offered a motion, seconded by Borys, to issue a certificate of appropriateness for H21-07, 302 S. Main.

### ***Findings of Fact***

The proposed work will meet the Secretary of Interior's standards for rehabilitation numbers 1, 2, 3, 5, 6, 7 and 9 and gives consideration and/or significance to City of Plymouth criteria 1, 2, 3 and 4.

There was a roll call vote.

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

MOTION PASSED 6-0

## 8. NEW BUSINESS

- a. 2022 Goals Discussion

Deal asked members to refer to the City's strategic plan when considering goals, and to send their ideas to her or Buzuvis.

## 9. REPORTS AND CORRESPONDENCE

Buzuvis reminded the group that there would be a joint meeting between the City Commission, Planning Commission, Downtown Development Authority, and the Historic District Commission on February 15 at the Plymouth Cultural Center.

## 10. ADJOURNMENT

Mrozowski offered a motion to adjourn at 7:48 p.m. Kandalajt seconded the motion.

There was a roll call vote.

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

MOTION PASSED 6-0



Historic District Commission  
201 S. Main Plymouth, MI 48170  
Administrative Review of 320 S. Main  
Case Number H21-09  
Agenda Date: April 6, 2022

Address: 320 S. Main  
Year Built: 1893  
Historical Significance: Architecture/Commerce

Proposed Changes: Paint the exterior front façade

### 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

Paint color change				
The following applicable information has been provided		YES	NO	N/A
1.	Completed application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Synopsis: description of the project in words	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Historic photographs of the building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Photographs of the building and site as they exist today	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Samples of the proposed paint color (paint chip)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Photographs and/or diagrams showing the locations and colors where paint will be applied	<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 HISTORIC DISTRICT COMMISSION APPLICATION

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

### I. Site/Project Information

Site Address <b>320 S. Main</b>	<input type="checkbox"/> Contributing structure <input type="checkbox"/> Non-contributing structure	Date of Application <b>11/15/2021</b>
Name of Property Owner <b>Plymouth Park Center</b>		Phone Number
Mailing Address <b>P.O. 1447</b>		Email Address (Required)
City <b>Brighton</b>	State <b>MI.</b>	Zip Code <b>48380</b>

### II. Applicant and Contact Information

Indicate Who the Applicant Is. If Property Owner, Skip to Section III.				
Applicant/Company Name <b>Shaw Construction</b>	Architect	Developer	Engineer	Lessee
Phone Number <b>734.425.6854</b>				
Applicant/Company Address <b>13980 Farmington Road</b>	City <b>LIVONIA</b>	State <b>MI</b>	Zip Code <b>48154</b>	
Email Address (Required) <b>mapson@shawcm.com</b>				

### III. Site Plan Designer and Contact Information

Site Plan Designer Company Name	Phone Number		
Company Address	City	State	Zip Code
Registration Number	Expiration Date	Email Address (Required)	

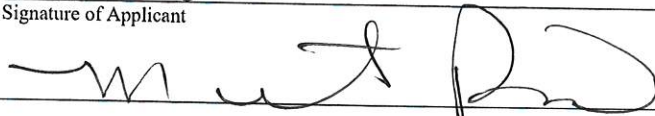
### IV. Type of Project (Please Select All that Apply)

<input type="checkbox"/> New Construction	<input type="checkbox"/> Window Replacement	<input type="checkbox"/> Sign/Awning Install or Replacement	<input checked="" 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

<b>Storefront Painting Change</b>
<b>Main Tenant Corporate Color</b>

**VI. Applicant Signature**

Signature of Applicant 	Date 11/15/21
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**VII. Property Owner Signature**

Signature of Property Owner Jan T. McKee, Manager Plymouth Park Center LLC	Date 11/15/2021
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**VIII. Submittal Checklist**

Please include the following applicable information

	YES	NO	N/A
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**Demolition, new construction, additions, and alterations**

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. 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
<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	<input checked="" type="checkbox"/>	[ ]	[ ]
2.	Synopsis: description of the project in words	<input checked="" type="checkbox"/>	[ ]	[ ]
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.	[ ]	[ ]	[ ]

11/15/21, 9:51 AM

322 S Main St - Google Maps

Google Maps 322 S Main St

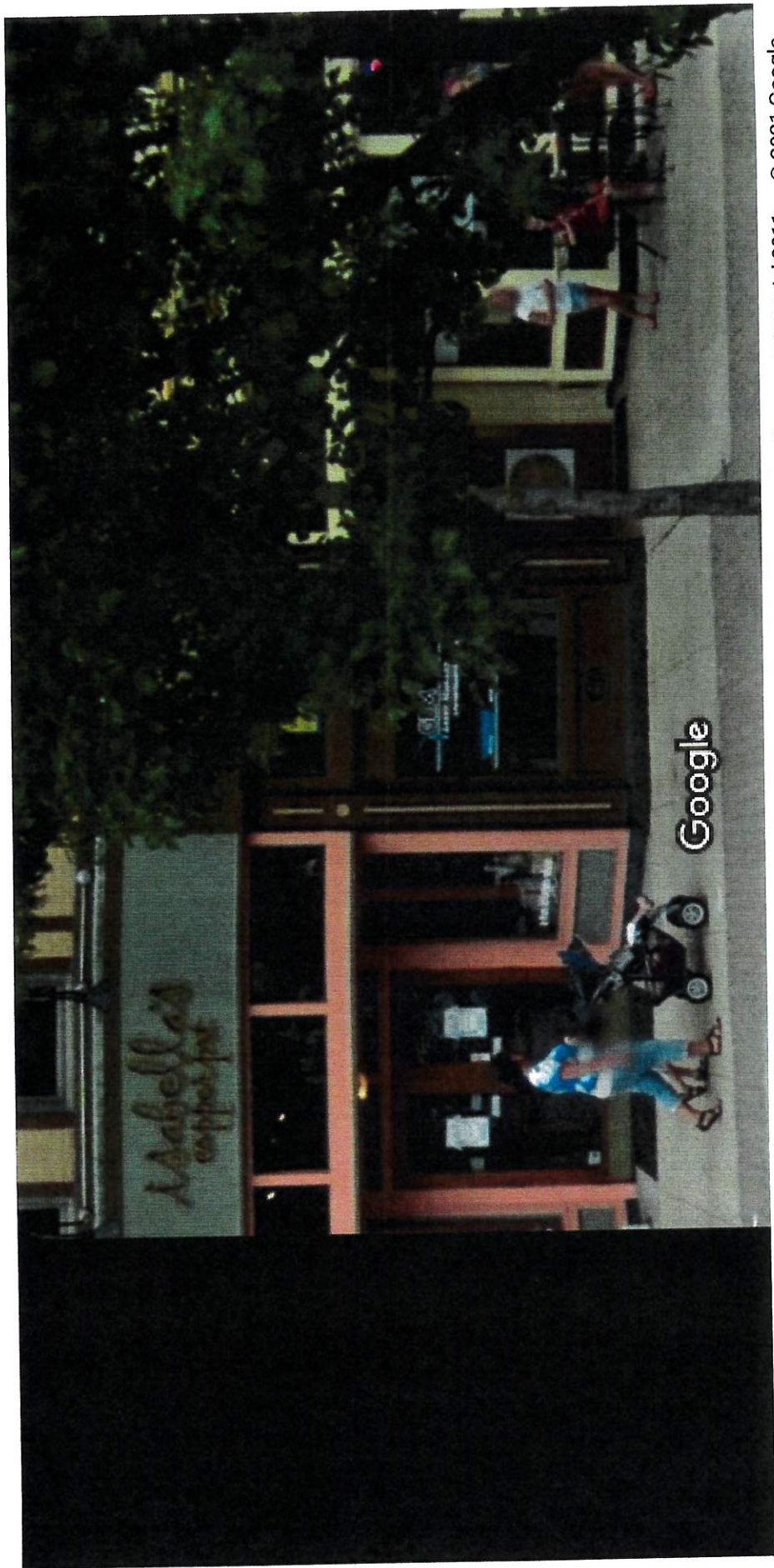
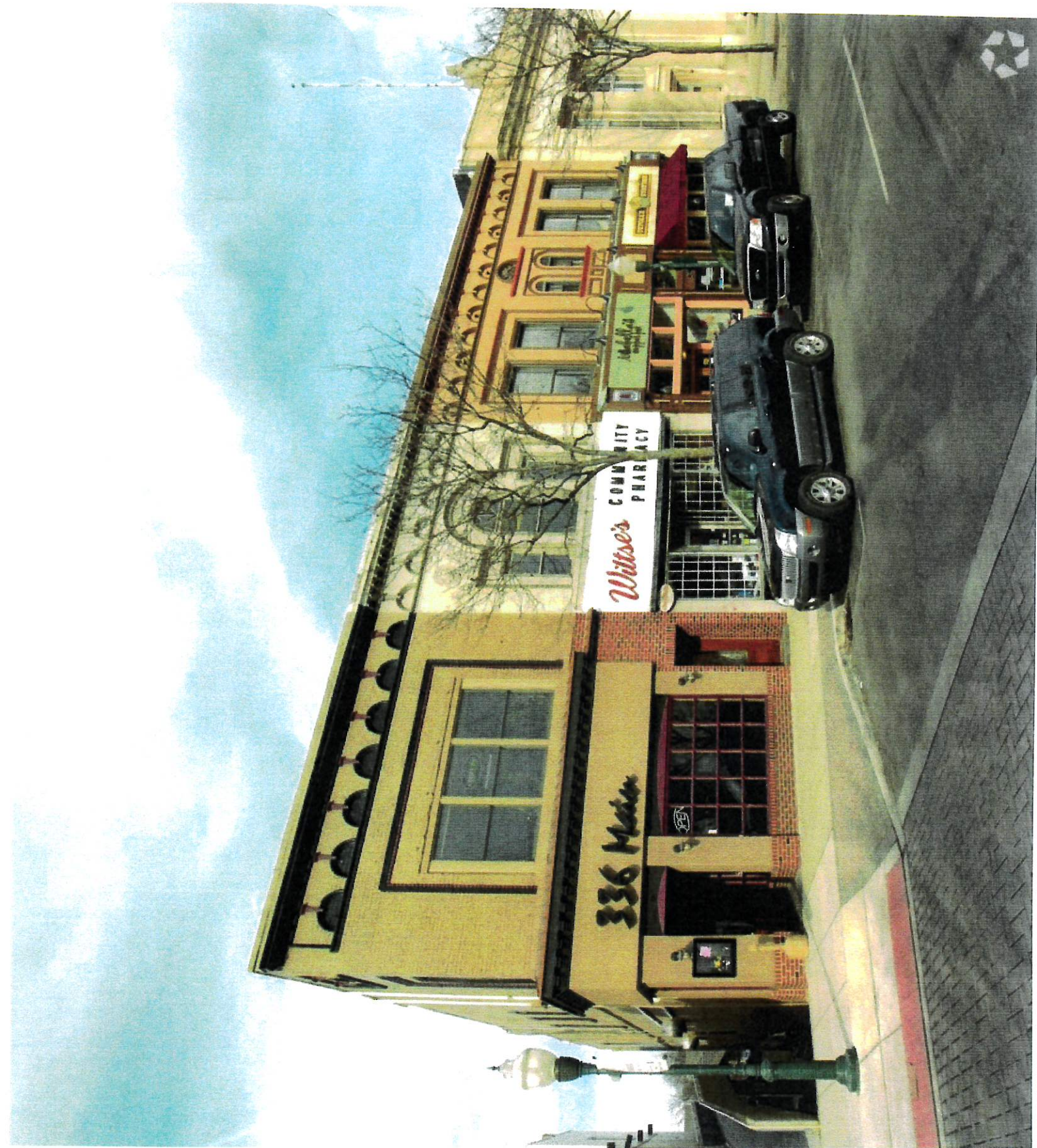


Image capture: Jul 2011 © 2021 Google

Plymouth, Michigan

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CUT

Customer: TD PAINTING & WALLCOVERING INC  
Store CCN: 701810  
Date Prepared: 12/28/21 Control Number: 18201

Job: 0  
Project Info: Plymouth Historical District  
Schedule: 0070  
Room/Use: n/a

Color: SHERWIN-WILLIAMS 0070 PINK SHADOW  
Product: SUPER PAINT SATIN EXTRA WHITE A89W02151