



# City of Plymouth Historic District Commission Regular Meeting Agenda

Wednesday, April 3, 2024 – 7:00 p.m.

Plymouth City Hall & Online Zoom Webinar

City of Plymouth  
201 South Main Street  
Plymouth, Michigan 48170

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

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89545646685>

Webinar ID: 895 4564 6685

Passcode: 372296

- 1) CALL TO ORDER
- 2) CITIZENS COMMENTS
- 3) APPROVAL OF THE MINUTES
  - a) Approval of the February 7, 2024, regular meeting minutes
- 4) APPROVAL OF THE AGENDA
- 5) COMMISSION COMMENTS
- 6) ELECTION OF OFFICERS
- 7) OLD BUSINESS
  - a) Delegation of Minor Work to Administration
- 8) NEW BUSINESS
- 9) REPORTS AND CORRESPONDENCE
- 10) ADJOURNMENT

Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues regarding items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

Meetings of the City of Plymouth are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, disability, or any other trait protected under applicable law. Any individual planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) should submit a request to the ADA Coordinator at 734-453-1234 ext. 234 at least two working days in advance of the meeting. The request may also be submitted via mail at 201 S. Main St. Plymouth, MI 48170, or email to [clerk@plymouthmi.gov](mailto:clerk@plymouthmi.gov).

**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

*"The government in this community is small and accessible to all concerned."*

-Plymouth Mayor Joe Bida

November 1977



City of Plymouth  
Historic District Commission  
Regular Meeting Minutes  
Wednesday, February 7, 2024 - 7:00 p.m.

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

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**1. CALL TO ORDER**

- a. Chair Colleen Polin called the meeting to order at 7:02 p.m.

Present: Chair Polin, Members Jeremy Borys, Joshua Mrozowski, John Townsend

Excused: Vice Chair Stan Cole, Members Meghan Covino and Gania Kandalajt

Also present: Economic Development 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 December 6, 2023, regular meeting.

There was a voice vote.

MOTION PASSED

**4. APPROVAL OF THE AGENDA**

Borys offered a motion, seconded by Mrozowski, to approve the agenda for February 7, 2024 as amended to address new business prior to old business.

There was a voice vote.

MOTION PASSED 4-0

**5. COMMISSION COMMENTS**

There were no commission comments.

**6. ELECTION OF OFFICERS**

It was agreed to move this agenda item to the next meeting when more members are in attendance.

**7. NEW BUSINESS**

- a. H24-01 - 233 S. Main, Vitrine on Main: Renovation of rear porch, stairs, railing, and door

Architect Mike Gordon described the project, which includes a new main floor entry door and an ADA-compliant mechanical lift.

***Public Comment***

Zach Funk, 1250 Ross, asked questions about the door swing and the call button for the lift.

***Commission Discussion***

Commission members asked about how the lift would be accessed and how it would be attached to the building. Commission member Gania Kandalaft, who was unable to attend the meeting, suggested via Zoom that approval should include a condition that the door is to be like-for-like, and that any attachment hardware be mounted in the mortar. It was determined that these conditions were already in the application packet. There was a discussion about using Trex material instead of wood, which is considered acceptable if it conveys the same appearance as the wood.

***Motion***

Townsend offered a motion, seconded by Borys, to issue a certificate of appropriateness for H24-01 at 233 S. Main for a renovation of rear porch, stairs, railing, lift, and door

***Finding of Fact***

The project meets the Secretary of Interior standards for rehabilitation numbers 1, 2, 3, 5, 9, and 10 and gives consideration and/or significance to City of Plymouth criteria 1, 2, 3, and 4.

There was a voice vote.

MOTION PASSED 4-0.

**7. OLD BUSINESS**

a. Delegation of Administrative Approvals

Polin recommended that the discussion on this subject be deferred to a future meeting when all members are present. The group agreed.

**8. REPORTS AND CORRESPONDENCE**

Buzuvis said that the Ledger would be opening in the next few weeks and that the owners of Not Your Basic Batch planned to open in the next few months. He also said that the Highline Spirits building was progressing, and that they gave the Wiltsie's sign to the Plymouth Historic Museum.

Via Zoom, Kandalaft let the group know that the National Park Service has a webinar of using substitute materials on historic buildings.

**9. ADJOURNMENT**

Borys offered a motion, seconded by Mrozowski, to adjourn the meeting at 7:35 p.m.

There was a voice vote.

MOTION PASSED 4-0




## Administrative Recommendation

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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

To: City of Plymouth Historic District Commission  
From: John Buzuvis, Economic Development Director   
CC: S:\Community Development\HISTORIC DISTRICT COMMISSION\HDC Design Guidelines  
Date: March 20, 2024  
RE: Delegation of Administrative Approvals for Minor Work

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### Background:

The commission reviewed and commented on, at their December meeting, a draft resolution delegating authority for approval of specific minor classes of work to the administration. That draft was developed by the commission sub-committee and the administration. The commission provided feedback at the meeting and via email to the administration for incorporation into the draft and asked for the feedback to be incorporated and brought back to the commission for review at the next meeting. The commission requested additional details related to signage, paint requirements and not creating a "false sense of history" be added to the document.

At the February 7, 2024, HDC meeting the members present postponed review of the document until more members were present to comment. Additionally, the administration sent the document out again, on February 8<sup>th</sup>, to the HDC board at the request of the commission to seek any additional feedback on the document. As of this writing no additional feedback has been submitted and the document remains unchanged from that presented at the February HDC meeting.

The enclosed draft is based on the feedback from the commission and has been reviewed several times by the sub-committee. This document memorializes some things we currently allow without review by the HDC board such as roof replacement with matching shingles or repair/replacement of materials with like materials. This document will further provide details and guidelines for other types of minor work to be reviewed and approved administratively.

### Recommendation:

The administration recommends the commission review and approve the enclosed resolution of delegation.

**Kellogg Park Historic District Commission**  
**Resolution Delegating**  
**Minor Classes of Work for Staff Approval**

**BY COMMISSIONER \_\_\_\_\_.**

**WHEREAS**, Michigan's Local Historic District Act, being MCL 399.205(10), authorizes the \_\_\_\_\_ Historic District Commission to "delegate the issuance of certificates of appropriateness for specified minor classes of work to its staff," and "the commission shall provide to the delegated authority specific written standards for issuing certificates of appropriateness"; and

**WHEREAS**, the City \_\_\_\_\_ Ordinance \_\_\_\_\_ authorizes the \_\_\_\_\_ Historic District Commission to "delegate the issuance of certificates of appropriateness for specified minor classes of work to its staff," and "the commission shall provide to the delegated authority specific written standards for issuing certificates of appropriateness";

**NOW THEREFORE BE IT RESOLVED** that, the \_\_\_\_\_ Historic District Commission defines the following activities as "minor classes of work" which may be approved by the Economic Development Director or their designee:

**NOW THEREFORE BE IT FURTHER RESOLVED** that, the Economic Development Director, or their designee shall furnish the Historic District Commission with a report of all Certificates of Appropriateness issued, for informational purposes, at each regular meeting

1. **Replacement of signage** provided that the new sign fits within an existing frame or replaces a sign in the exact location, size, and shape of the existing sign
2. **Pedestrian Oriented signage** perpendicular to the sidewalk installed at 7' or higher provided it meets the sign ordinance.
3. **Replacement of the fabric of existing awnings** of any color with or without signage (provided it meets the sign ordinance) provided that the shape and dimensions of the awning do not change, and the new canvas is not plastic, or vinyl coated.
4. **Repainting of exterior of structure** provided the color is from the historic collection of paint manufacturer (i.e., Sherwin Williams or Benjamin Moore), or is a corporate color with a specific paint number. Solid colors only, unusual patterns or designs will require HDC approval
5. **Replacement of fencing** provided that: the fence is in the same location, the fence is the same height, and it is a chain link, wrought iron, or flat board fence.
6. **Reconstruction of existing porches or decks** provided that: the design, size, and materials match the design, profile, and materials of the existing porch.
7. **Removal of dead, diseased, or damaged trees** provided that: a written statement by a professional arborist is provided documenting the condition and that the trees are not savable, or it is an emergency as determined by the Economic Development Director or their designee.
8. **Replacement of a sidewalk or driveway** provided that: the size, materials, and location match the existing.
9. **Replacement of Non-Original Doors and/or Windows** on non-contributing buildings with new windows or doors that are in the same opening and have light or dark sashes and match the existing in size, shape, design (mullions) and material
10. **Replacement of gutters and downspouts** provided that: the size, materials, configuration, shape, and placement match the existing.
11. **Replacement of roofs** provided that: the materials (i.e., architectural shingles for architectural shingles and roofline match the existing).

12. No replacement of any materials shall represent a false sense of history and any upgrades such as replacing vinyl siding with wood siding will require review by the Historic District Commission
13. The Economic Development Director or their designee may request the Historic District Commission review proposed minor work

ADOPTED \_\_\_\_\_

EFFECTIVE \_\_\_\_\_