City of Plymouth Historic District Commission
Regular Meeting Agenda
Wednesday, June 19, 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/86000530579
Webinar ID: 860 0053 0579
Passcode: 637667

1) CALL TO ORDER

2) CITIZENS COMMENTS

3) APPROVAL OF THE MINUTES
   a) Approval of the April 3, 2024, regular meeting minutes

4) APPROVAL OF THE AGENDA

5) COMMISSION COMMENTS

6) OLD BUSINESS
   a) Delegation of Minor Work to Administration

7) NEW BUSINESS
   a) H24-02, 400 S. Main, Not Your Basic Batch: Wall Signage.

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.

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.

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**

"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, April 3, 2024 - 7:00 p.m.

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

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

DRAFT

1. CALL TO ORDER

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

Present: Chair Polin, Vice Chair Stan Cole, Members Meghan Covino, Gania Kandalaft, John Townsend

Excused: Members Jeremy Borys, Joshua Mrozowski

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 Kandalaft, to approve the minutes of the February 7, 2024 regular meeting.

There was a voice vote.

MOTION PASSED

4. APPROVAL OF THE AGENDA

Covino offered a motion, seconded by Cole, to approve the agenda for April 3, 2024.

There was a voice vote.
MOTION PASSED

5. COMMISSION COMMENTS

There were no commission comments.

6. ELECTION OF OFFICERS

Buzuvis asked for a nomination for the office of Chair of the Historic District Commission. Cole nominated Polin. Buzuvis asked three more times if there were any other nominations, and there were none.

There was a voice vote.
POLIN WAS ELECTED CHAIR

Polin asked for a nomination for the office of Vice Chair of the Historic District Commission. Townsend nominated Cole. Polin asked three more times if there were any other nominations, and there were none.

There was a voice vote.
COLE WAS ELECTED VICE CHAIR

7. OLD BUSINESS

a. Designation of Minor Work to Administration

Commission Discussion

Commission members reviewed the document outlining the designated minor work to administration suggestions compiled by the subcommittee. Items on the list included signage, awnings, paint, fencing, porches and decks, trees, sidewalks and driveways, doors and windows, gutters and downspouts, roofs, and items representing a false sense of history. Commission members suggested changes, and it was agreed that the subcommittee would provide the group with a revised document for the next meeting.

8. NEW BUSINESS

There was no new business

8. REPORTS AND CORRESPONDENCE

Kandalaft said she would give a report at the next meeting about a National Parks Service seminar she recently attended on the use of substitute materials on historic buildings.
Polin showed the group a book about the history of the Rotary Club of Plymouth.

9. ADJOURNMENT

Townsend offered a motion, seconded by Covino, to adjourn the meeting at 8:17 p.m.

There was a voice vote.
MOTION PASSED

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Administrative Recommendation

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: May 30, 2024
RE: Delegation of Administrative Approvals for Minor Work

Background:
The commission has had several opportunities to review and comment on the enclosed draft policy delegating authority for approval of specific minor classes of work to the administration. The enclosed draft is a product of commission feedback, sub-committee work, with input from the administration.

The format of the enclosed draft has changed to that of a policy with introduction paragraphs giving more general details and guidelines than the bullet points. Additionally, based on previous feedback the section about administrative approval of exterior painting has been removed at this time. The policy can be amended at any time by action of the commission and paint related items, or any other issues, can be added or revised at the commission's discretion.

Recommendation:
The administration recommends the commission review and approve the enclosed policy for the delegation of minor classes of work to the administration.

DELEGATION OF MINOR CLASSES OF WORK FOR ADMINISTRATIVE APPROVAL

Background of Policy

The Kellogg Park Historic District (HDC) was established in 1994 by ordinance in the City of Plymouth. The purpose of the district is to safeguard the heritage of the city, stabilize and improve property values, foster civic beauty, strengthen the local economy, and assist property owners in recognizing and protecting their historic resources.

To achieve these goals the Kellogg Park Historic District Commission (HDC) is required to follow the U.S. Secretary of Interior's Standards for Rehabilitation and guidelines for rehabilitating historic buildings. The HDC by ordinance is permitted to delegate the issuance of certificates of appropriateness for specified minor classes of work to the staff (administration).

Over the past two years, the administration and the HDC have worked to create a policy authorizing the administration to issue certificates of appropriateness for minor classes of work such as replacement of signage, replacement of non-original doors and windows, roofs, gutters, and downspouts, etc. The following policy delegates the authority to the administration to authorize certificates of appropriateness for the following types of work provided the work does not create a false sense of history and that any materials replaced will be like-for-like in dimension, shape, color, material, etc. The administration reserves the right to refer any application for minor work (listed or not listed) to the HDC for review. All administrative approvals will be reported to the Historic District Commission at their next regularly scheduled meeting.

Any and all minor work shall conform to the Secretary of Interior Standards for Rehabilitation.

Administrative Delegation Policy

By act of the HDC the following types and classes of work are authorized for administrative approval provided the Secretary of Interior Standards for Rehabilitation are met:

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; and that the sign is attached using non-corrosive fasteners, all holes are located in mortar joints, no new holes are created, and the installation does not damage the historic materials of the structure.

2. **Pedestrian oriented signage** perpendicular to the sidewalk that meets the sign ordinance and is attached using non-corrosive hardware, and that all holes are located in mortar joints, no new holes are created, and the installation does not damage the historic materials of the structure.

3. **Replacement of the fabric of existing awnings** of the same color with or without signage (as long as it meets the sign ordinance), provided that the shape and dimensions of the awning do not change, and the replacement awning material is canvas and is not plastic. or vinyl coated.

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DELEGATION OF MINOR CLASSES OF WORK FOR ADMINISTRATIVE APPROVAL

4. **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 and matches existing materials.

5. **Reconstruction of existing porches or decks** provided that the design, size, and materials match the design, profile, color and materials of the existing porch.

6. **Removal of dead, diseased, or damaged trees** provided that a written statement by a professional arborist documenting the condition and that the trees are not savable is submitted, or it is an emergency as determined by the Economic Development Director or their designee.

7. **Replacement of a sidewalk or driveway** provided that the size, materials, and location are like-for-like and match the existing.

8. **Replacement of non-original doors and/or windows** on non-contributing buildings with non-original windows or doors that are in the same opening, have light or dark sashes, and match the existing in size, shape, design (mullions) and material.

9. **Replacement of gutters and downspouts** provided that the size, color, materials, configuration, shape, and placement match the existing.

10. **Replacement of roofs** provided that the size, color, materials, configuration, shape, and placement of the new roofing material match the existing.

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Historic District Commission
201 S. Main Plymouth, MI 48170

Case Number H24-02
Agenda Date: June 5, 2024

Address: 400 S Main
Year Built: 2000
Historical Significance: Non-contributing

Proposed Changes: New internally illuminated wall sign and awning color change.

Sec. 18-654. - Duties and powers.

(a) It shall be the duty of the historic district commission to review all plans for the construction, addition, alteration, repair, moving, excavation or demolition of structures in the historic district and it shall have the power to pass upon such plans before a permit for such activity can be granted. In reviewing the plans, the commission shall follow the U.S. Secretary of the Interior's standards for rehabilitation and guidelines for rehabilitating historic buildings, as set forth in 36 CFR 67, or their equivalent as approved or established by the state bureau of history of the department of state, and shall also give consideration and significance to:

(1) The historical or architectural value and significance of the historic resource and its relationship to the historic value of the surrounding area;

(2) The relationship of the exterior architectural features of such historic resource to the rest of the resources and to the surrounding area;

(3) The general compatibility of the exterior design, arrangement, texture and materials proposed to be used;

(4) To any other factor, including aesthetics, which it deems pertinent;

(5) The proposed major changes to open spaces in a historic district. The HDC shall review plans for major changes to these open spaces, such as the removal of large trees (over 12 inches in diameter as measured four feet above ground) or the making of major contour changes in terrain features. The HDC may use its discretion to decide if proposed changes are major in nature or not.

(b) The HDC shall review and act upon exterior features of a resource, and shall not review and act upon interior arrangements unless interior work will cause visible changes to the exterior of the historic resource. The HDC shall not disapprove applications except in regard to considerations as set forth in subsection (a) of this section.

(c) The HDC may delegate the issuance of certificates of appropriateness for specified minor classes of work to its staff, to the inspector of buildings, or to another delegated authority. The HDC shall provide to such delegated authorities specific written standards for issuing the certificates of appropriateness under this subsection. Such delegated authorities shall come before the next regularly scheduled HDC meeting and the HDC shall review the certificates of appropriateness so issued. These reviews are to serve the purpose of keeping the HDC informed as to what certificates of appropriateness for minor work have been issued since the last HDC meeting. On a quarterly basis, the HDC shall review the certificates of appropriateness, if any, issued by the aforesaid delegated authority to determine whether or not the delegated responsibilities should be continued.

(d) In case of an application for work affecting the appearance of a resource or for the alteration, moving or demolition of a resource which the commission deems so valuable to the city that the loss thereof will adversely affect the public purpose of the city, the historic district commission shall endeavor to work out with the owner an economically feasible plan for preservation of the historic resource.

Application Review

Sign and awning installation or replacement				
Please include the following applicable information		YES	NO	N/A
1.	Completed application	[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 signage and/or awning installation or replacement 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 size and location of signage and/or awning	[ ]	[X]	[ ]
9.	Scaled cross-section of building elevation indicating proposed signage and/or awning	[ ]	[X]	[ ]
10.	Identification of all materials used in the construction of signage and/or awning	[ ]	[X]	[ ]
11.	Material samples including number, letter, font size, and colors of signage and/or awning	[ ]	[X]	[ ]

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

City of Plymouth
201 South Main Street
Plymouth, Michigan 48170

www.plymouthmi.gov
Phone 734-453-1234 x 232
Fax 734-455-1824

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

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

HISTORIC DISTICT COMMISISON 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. Site plans submitted for review must be in the hands of the City by 12:00 PM on the third Tuesday of the month in order to be on the following month's agenda.

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

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

CITY OF PLYMOUTH

HISTORIC DISTRICT COMMISSION APPLICATION

Community Development Department
201 S. Main Street Plymouth, MI 48170
Ph. 734-453-1234 ext. 232
www.plymouthmi.gov

I. Site/Project Information

Site Address		Date of Application
400 S. Main	☐ Contributing structure ☐ Non-contributing structure	04/19/2024

Name of Property Owner	Phone Number	
Down Town Plymouth Ventures	248-645-6200	
Mailing Address PO BOX 2079	Email Address (Required) bemis@rsmdevelopment.com	
City Birmingham	State MI	Zip Code 48012

II. Applicant and Contact Information

Indicate Who the Applicant Is. If Property Owner, Skip to Section III.		Architect		Developer		Engineer	X	Lessee
Applicant/Company Name Not Your Basic Batch	Phone Number 248-933-3367							
Applicant/Company Address 400 S Main	City Plymouth	State MI	Zip Code 48170					
Email Address (Required) bmheisen@hotmail.com								

III. Site Plan Designer and Contact Information

Site Plan Designer Company Name	Phone Number		
Stixels Design Studio	313-289-0152		
Company Address 25505 West Seven Mile Rd	City Redford	State MI	Zip Code 48240
Registration Number Expiration Date	Email Address (Required) Stixelz@gmail.com		

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

☐ New Construction	☐ Window Replacement	■ Sign/Awning Install or Replacement	☐ Color Change
☐ Addition	☐ Siding Replacement	☐ Wall/Fence Install or Replacement	☐ Building Cleaning
☐ Alteration	☐ Door Replacement	☐ Paving Install or Replacement	☐ Other
☐ Porch Reconstruct/Repair	☐ Roof Replacement	☐ Landscaping Install or Replacement	

V. Applicant Signature

Signature of Applicant	Date

VI. Property Owner Signature

Signature of Property Owner	Date

VII. Submittal Checklist

Please include the following applicable information		YES	NO	N/A
Demolition, new construction, additions, and alterations				
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	[ ]	[ ]	[ ]
Proposed window replacement project				
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	[ ]	[ ]	[ ]
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	[ ]	[ ]	[ ]

Please include the following applicable information		YES	NO	N/A
Proposed door or garage door replacement				
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	[ ]	[ ]	[ ]
Proposed roof replacement				
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	[ ]	[ ]	[ ]
Proposed siding replacement				
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	[ ]	[ ]	[ ]
4.	Detailed justification of why siding replacement is necessary	[ ]	[ ]	[ ]
5.	Historic photographs of the building	[ ]	[ ]	[ ]
6.	Description of the existing siding material including width, color, and condition	[ ]	[ ]	[ ]
7.	Photographs of the siding as it exists today	[ ]	[ ]	[ ]

Please include the following applicable information		YES	NO	N/A
8.	Photographs of the building with proposed changes indicated	[ ]	[ ]	[ ]
9.	Scaled and dimensioned elevations showing the replacement siding	[ ]	[ ]	[ ]
10.	Cut sheets (manufacturer information) for replacement siding	[ ]	[ ]	[ ]
11.	Material samples and colors of siding	[ ]	[ ]	[ ]
12.	Dimensions including full profile of replacement siding	[ ]	[ ]	[ ]
13.	Photographs of other projects incorporating the siding replacement component	[ ]	[ ]	[ ]
Sign and awning installation or replacement				
1.	Completed application	[ ]	[ ]	[ ]
2.	Synopsis: description of the project in words	[ ]	[ ]	[ ]
3.	Materials finish list	[ ]	[ ]	[ ]
4.	Detailed justification of why signage and/or awning installation or replacement is necessary	[ ]	[ ]	[ ]
5.	Historic photographs of the building	[ ]	[ ]	[ ]
6.	Description of the existing signage/awning material including location, size, material, color, and condition	[ ]	[ ]	[ ]
7.	Photographs of the building as it exists today	[ ]	[ ]	[ ]
8.	Scaled and dimensioned front and side elevations showing the size and location of signage and/or awning	[ ]	[ ]	[ ]
9.	Scaled cross-section of building elevation indicating proposed signage and/or awning	[ ]	[ ]	[ ]
10.	Identification of all materials used in the construction of signage and/or awning	[ ]	[ ]	[ ]
11.	Material samples including number, letter, font size, and colors of signage and/or awning	[ ]	[ ]	[ ]
Site improvements: fence, walls, paving, or landscaping installation				
1.	Completed application	[ ]	[ ]	[ ]
2.	Synopsis: description of the project in words	[ ]	[ ]	[ ]
3.	Materials finish list	[ ]	[ ]	[ ]
4.	Detailed justification of why site improvement is necessary	[ ]	[ ]	[ ]
5.	Historic photographs of the building and site	[ ]	[ ]	[ ]
6.	Photographs of the building and site as it exists today	[ ]	[ ]	[ ]
7.	Scaled and dimensioned site plan showing existing lot lines	[ ]	[ ]	[ ]
8.	Scaled and dimensioned site plan showing existing buildings	[ ]	[ ]	[ ]
9.	Scaled and dimensioned site plan showing where fencing, paving, walls, or landscaping will be placed	[ ]	[ ]	[ ]
10.	Identification of all materials used in the construction of fencing, paving, walls, or landscaping	[ ]	[ ]	[ ]
11.	Material samples including number, letter, font size, and colors of fencing, paving, or walls	[ ]	[ ]	[ ]

Please include the following applicable information		YES	NO	N/A
Porch reconstruction or repair				
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	[ ]	[ ]	[ ]
Paint color change				
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	[ ]	[ ]	[ ]
Building cleaning				
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.	[ ]	[ ]	[ ]

Dear members of the Historical Commission,

As the new tenant of 400 S Main St, we are embarking on an exciting project to replace the existing exterior building sign with one that aligns with our brand identity and business offerings.
Objective:
The primary objective of this project is to update the building signage to accurately reflect the nature of our business and create a strong visual presence in the community. **Scope:**
The scope of the project includes the removal of the current signage and installation of our new signage in compliance with local regulations and building standards.
Timeline:
We aim to complete the sign replacement project as quickly as possible, minimizing disruption to building occupants and neighboring businesses.
Benefits:
- Improved Visibility: The new sign will enhance our visibility and attract foot traffic, increasing brand awareness and potential customer engagement.
- Brand Consistency: By aligning the signage with our brand identity, we ensure consistency across all touchpoints, reinforcing our brand message and values.
- Enhanced Aesthetics: The updated sign will contribute to the overall aesthetics of the building, enhancing its curb appeal and creating a positive impression on passersby.
Conclusion:
The replacement of the exterior building sign marks an important milestone in our journey as the new tenant of 400 S Main St. We are committed to ensuring a seamless transition and look forward to unveiling the new sign that reflects our commitment to excellence and innovation.

Also, the current sign, while serving its purpose for the previous tenant, no longer accurately reflects the services and atmosphere that my business offers. Replacing the current sign is imperative to effectively communicate our brand identity and the nature of our business to passersby. The new sign will not only signify a change in occupancy but also serve as a beacon, inviting patrons into an environment tailored to meet their needs.

Respectfully,

HIstory of 400 S Main:

Bed and Breakfast
Mayflower Motel

Mayflower Motel

Signage information:

There is currently no building sign and the awning is an aluminum frame with black sunbrella fabric, we will not be making changes to the awning.

This will be an aluminum sign with vinyl face

WELCOME
NO

WELCOME

WELCOME
HOURS
Monday - Thursday
7:30am - 6:30pm
Friday
7:30am - 5:30pm
Saturday
9am - 9:00pm
Sunday
1:00pm - 5:30pm
Fax 3123 +

START CROSSING
Watch For
Vehicles
DON'T START
Finish Crossing
If Started
TIME REMAINING
To Finish Crossing
DON'T CROSS
TO CROSS
PUSH BUTTON
NO

35.7 ft

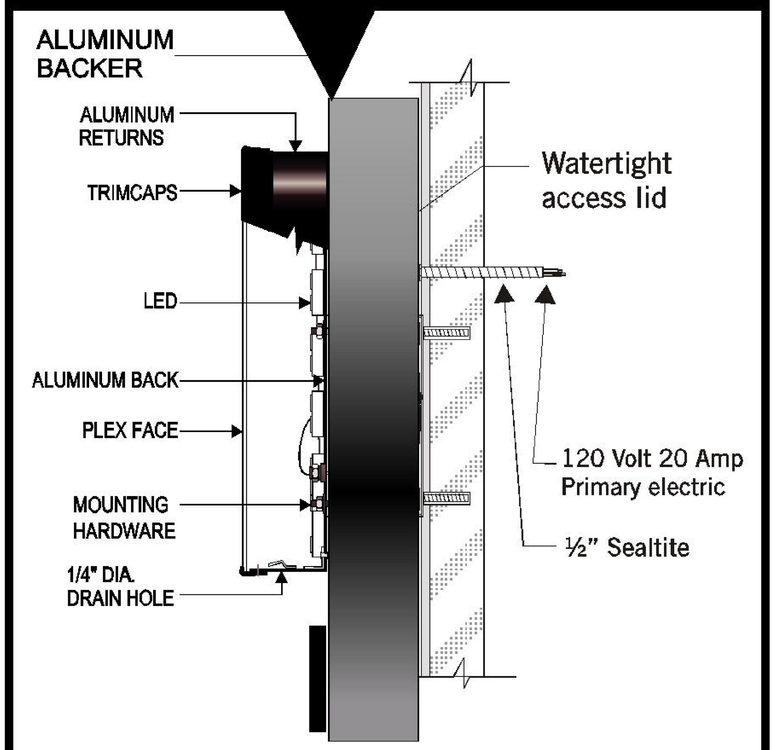
21.51 ft

9 FT

3 FT

BLACK BAKER AND GOLD CHANNEL LETTERS

CHANNEL LETTERS ON RACEWAY



Letter Faces
ACRYLIC

Letter Faces

Vinyl
TRANSLUCENT VINYL

Letter Trim Caps
WHITE

Letter Returns
WHITE

Raceway Color
TO MATCH BUILDING

Raceway Size
4"

Illumination
White LED