



# City of Plymouth Historic District Commission Regular Meeting Agenda

Wednesday, July 24, 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/82165176132>

Webinar ID: 821 6517 6132

Passcode: 974891

- 1) CALL TO ORDER
- 2) CITIZENS COMMENTS
- 3) APPROVAL OF THE MINUTES
  - a) Approval of the June 19, 2024, regular meeting minutes
- 4) APPROVAL OF THE AGENDA
- 5) COMMISSION COMMENTS
- 6) OLD BUSINESS
- 7) NEW BUSINESS
  - a) H24-03, 296 S. Main, Ste 208, Arcminute Marketing: Second Story 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](mailto: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, 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, June 19, 2024 - 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

**1. CALL TO ORDER**

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

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

Excused: Members Jeremy Borys, Joshua Mrozowski

Also present: Economic Development Director John Buzuvis

**2. CITIZEN COMMENTS**

There were no citizen comments.

**3. APPROVAL OF THE MINUTES**

Townsend offered a motion, seconded by Covino, to approve the minutes of the April 3, 2024 regular meeting.

There was a voice vote.  
MOTION PASSED

**4. APPROVAL OF THE AGENDA**

Kandalraft offered a motion, seconded by Covino, to approve the agenda for June 19, 2024.

There was a voice vote.  
MOTION PASSED

**5. COMMISSION COMMENTS**

There were no commission comments.

**7. OLD BUSINESS**

- a. Designation of Minor Work to Administration

Townsend offered a motion, seconded by Covino, to approve the document as presented.

Cole offered a friendly amendment to add a statement requiring photographic documentation when applicant requests like-for-like replacement. He also noted a typographical error.

Townsend and Covino accepted the friendly amendment.

There was a voice vote.  
MOTION PASSED UNANIMOUSLY

**8. NEW BUSINESS**

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

Noting that illuminated signs such as the one submitted in the original application were not permitted, a representative of Stixels provided an alternative hanging sign similar to the sign Panera Bread had to be illuminated by the existing gooseneck lamps. The applicant provided the commission with written details for the alternative sign. Commission members asked questions about what materials would be used and the method of attaching the sign to the building.

Cole offered a motion, seconded by Covino, to issue a Certificate of Appropriateness for application number H24-02 provided the following conditions are met:

The sign is of the design presented at today's meeting as option two.

The sign is to be made of non-corrosive materials, including anchors.

The sign is to be attached to existing anchor holes from where the previous tenant's sign was located.

The existing gooseneck light fixture is to remain and serve as a light source for the sign.

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**8. REPORTS AND CORRESPONDENCE**

Buzuvis asked commission members if they would like to reschedule the July 3 meeting due to its proximity to the holiday. There was consensus that the next meeting would be July 24 if needed, and that if there were submissions for August, they could be added to the meeting on July 24<sup>th</sup>.

**9. ADJOURNMENT**

Covino offered a motion, seconded by Townsend, to adjourn the meeting at 7:28 p.m.

There was a voice vote.

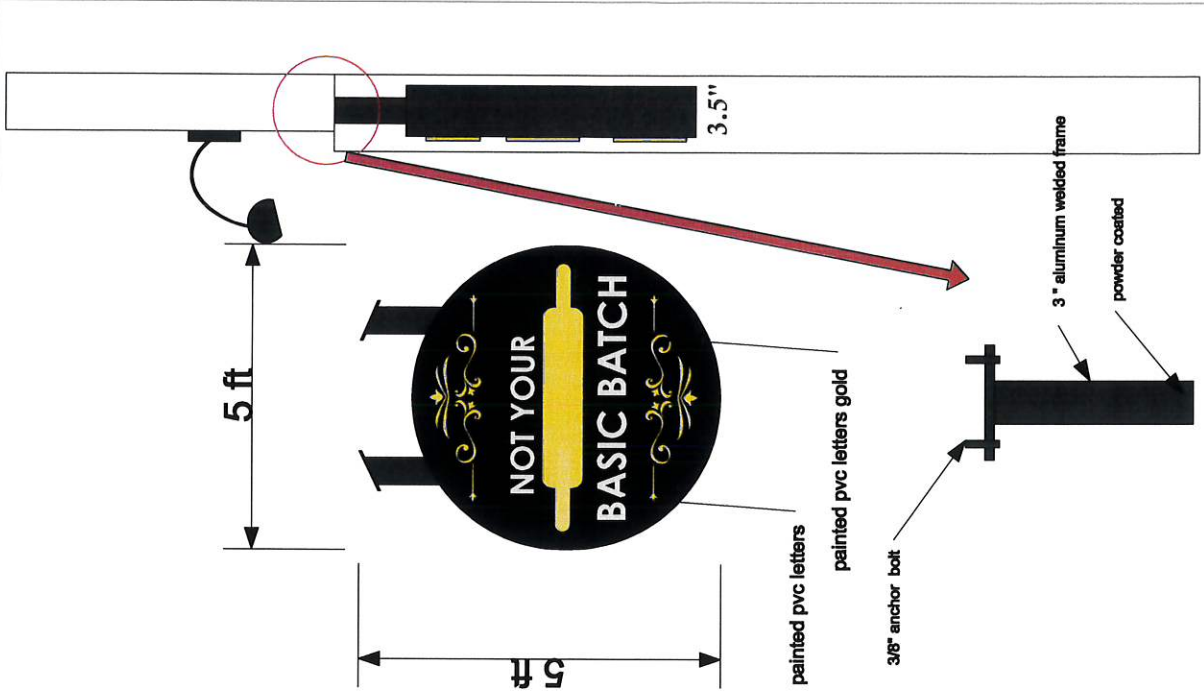
MOTION PASSED UNANIMOUSLY





H24-02 Approved Option #2  
 400 S. Main St.

Received 6-19-24  
 @ HDC





Historic District Commission  
201 S. Main Plymouth, MI 48170

Case Number H24-03  
Agenda Date: July 24, 2024

Address: 296 S Main #208 (main address 290 S Main)  
Year Built: 1898  
Historical Significance: Architecture/commerce

Proposed Changes: New wall 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

<b>Sign and awning installation or replacement</b>				
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.



RECEIVED

JUN 19 2024

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

CITY OF PLYMOUTH  
COMMUNITY DEVELOPMENT

I. Site/Project Information

Site Address 296 S Main Street #208	<input type="checkbox"/> Contributing structure <input type="checkbox"/> Non-contributing structure	Date of Application 06/17/24
Name of Property Owner Downtown Plymouth, LLC - John Mazzei	Phone Number 734 216 1932	
Mailing Address 296 S. Main St.	Email Address (Required) downtownplymouthllc@gmail.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.	Architect	Developer	Engineer	<input checked="" type="checkbox"/> Lessee
Applicant/Company Name Arcminute Marketing, LLC	Phone Number 734.263.1890			
Applicant/Company Address 296 S Main Street #208	City Plymouth	State MI	Zip Code 48170	
Email Address (Required) greg.stewart@arcminutemarketing.com				

III. Site Plan Designer and Contact Information

Site Plan Designer Company Name Signarama Flint	Phone Number 248-924-3324 x 109			
Company Address 4297 Miller Rd.	City Flint	State MI	Zip Code 48501	
Registration Number	Expiration Date	Email Address (Required) ryan@signarama-novi.com		

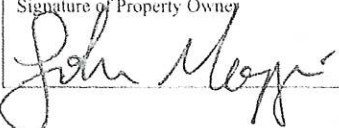
IV. Type of Project (Please Select All that Apply)

<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. Applicant Signature

Signature of Applicant 	Date 6/18/24
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VI. Property Owner Signature

Signature of Property Owner 	Date 6/18/24
--	-----------------

## VII. Submittal Checklist

Please include the following applicable information

### Demolition, new construction, additions, and alterations

	YES	NO	N/A
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	[ ]	[ ]	[ ]

	YES	NO	N/A
Please include the following applicable information			
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 siding replacement component	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Sign and awning installation or replacement**

1. Completed application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Synopsis: description of the project in words	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Materials finish list	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Detailed justification of why 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Site improvements: fence, walls, paving, or landscaping installation**

1. Completed application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Synopsis: description of the project in words	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Materials finish list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Detailed justification of why site improvement is necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Historic photographs of the building and site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Photographs of the building and site as it exists today	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Scaled and dimensioned site plan showing existing lot lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Scaled and dimensioned site plan showing existing buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Scaled and dimensioned site plan showing where fencing, paving, walls, or landscaping will be placed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Identification of all materials used in the construction of fencing, paving, walls, or landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Material samples including number, letter, font size, and colors of fencing, paving, or walls	<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.	[ ]	[ ]	[ ]

# City of Plymouth

## Historic District Commission Application

Signarama – Novi/Flint representing:

Arcminute Marketing, LLC

296 S. Main Street

### Intent:

The installation of a new dimensional building sign to the multi-tenant building façade. Arcminute Marketing is a new tenant needing representation of the business location in the building and community.

### Materials:

- 25mm thick black PVC sheet contour cut to the logo shape.
- Digitally printed name/logo using UV activated ink.
- UV vinyl laminated for added fade resistance.
- 3" threaded studs with anchors for secure mounting.

Historic Photos: Not provided.

### Current Signage:

There is no current sign being replaced. The size of the new sign is within code compliance.

Current Building Photo: Included.

Building Elevation Rendering: Sign scaled to appear as actual production size: included.





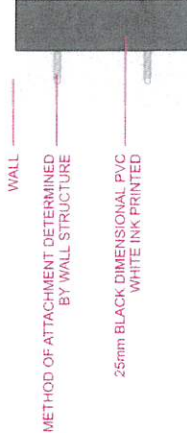
OPTION A



48 in

15.61 in

**PVC STUD MOUNTED  
DIMENSIONAL LETTERS**



**QUANTITY**

1

**MATERIAL**

25mm Black PVC Flatbed Printed

LAMINATE

NO LAMINATE

GLOSSY FINISH

MATTE FINISH

SINGLE SIDED

DOUBLE SIDED

INSTALL

NO INSTALL

REMOVAL

NO REMOVAL

**JOB NOTES**

N/A

**PROOF REVIEW**

Approval states that contents of this proof are correct and the responsibility of the client. Please review Dimensions, Layout, Spelling and Colors. If an exact Pantone match is required, please contact your sales representative.

Due to limitation in the printing process, colors shown may vary slightly.

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**VERSION #**

1  2  3  4  5  6

ADDITIONAL CHARGE MAY APPLY FOR EACH REVISION AFTER 3\*





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