DATE: Thursday, May 2, 2019  
TIME: 5:30 pm – 7:00pm  
PLACE: Eastern County Government Center  
      Office of Community & Economic Development – 2nd Floor  
      415 W. Michigan Avenue, Ypsilanti, MI

Call to Order – Chair  
Roll Call – Secretary  
Approval of the Agenda of the Current Meeting – Chair  
Approval of the Minutes of Previous Meeting March 7, 2019 – Chair  
Citizen Participation and Commissioner follow-up – Chair  
  • Gordon Hall Interior Rehabilitation Plans: Staff introduction. Presentation, Hopkins Burns Architects  
  • Thornoaks empty lot construction proposal: Staff introduction. Presentation, Main Street Homes  
Application Reviews – Chair  
  • 4101 Thornoaks Drive: Application for roof replacement and soffit repair, Neighborhood Roofing Company  

Business and Reports  
  • Staff Report – Melinda Schmidt  
    o Local Historic Districts  
      o Gordon Hall  
      o Thornoaks  
      o Geer School  
      o Conant Farm  
    o Programming and Promotional Materials  
      o MHPN Workshop  
      o Brochure  
      o Black Ypsilanti Storymap  
      o Social Media  
    o Historic Markers  
      o St. John the Baptist Evangelical Lutheran Church  
    o Washtenaw County Updates  
      o Temporary Employee on-boarding process  
    o Current Legislation  
      o Federal  
      o State  
    o Potential Projects  
      o 1330 N Huron River Drive  
      o Bell Road Bridge  
      o Nanry House  
      o Maple-Foster Bridge  
    o Items for Consideration by Commission  
      o Demolition Permit  
      o Administrative Approval  

• Treasurer Report

Items for Discussion  
  • Commissioner Potential Projects  
  • Commissioner Updates

Adjournment

Next Meeting: Thursday, July 11, 2019 - Washtenaw County Eastern County Government Center
Attachments:
- Minutes of the March 7, 2019 Meeting
- Staff Report
- “Application Consideration Process” section from the demolition permit draft
- COA application packet for 4101 Thornoaks Drive
DATE: Thursday, March 7, 2019  
TIME: 5:30 pm-7:00pm  
PLACE: Eastern County Government Center  
Office of Community & Economic Development- 2nd floor  
415 W. Michigan Ave, Ypsilanti, MI

Call to Order
- Commissioner Jerome called the Washtenaw County Historic District Commission meeting to order at 5:30 PM

Roll Call
- Commissioner Jerome conducted roll call:
  - Commissioners present: Jerome, Kelley, Pinney, Mann, Remensnyder
  - Commissioners absent with notice: Cook, Ralph, Smith
  - Staff present: Melinda Schmidt

Approval of the Agenda of the Current Meeting:
Commissioner Jerome asked if there were any corrections to the agenda. Staff noted that Commissioner Kelley was sworn in prior to the meeting by OCED notary Heidi Johnson. Commissioner Kelley moved to add Bell Road Bridge to potential projects and strike the swearing in of new commissioners from the agenda. Commissioner Pinney seconded the motion. The motion passed unanimously.

Approval of the Minutes of Previous Meeting: January 3, 2019:
Commissioner Jerome asked if there were any corrections to the minutes. With none, the minutes stand approved.

Commissioner Elections: Staff proposed a slate based on commissioner interest. Commissioner Jerome opened the floor for discussion. Commissioner Kelley moved to nominate Commissioner Ralph as Chair, Commissioner Jerome as Vice-Chair, and Commissioner Smith as Secretary/Treasurer. Commissioner Pinney seconded the motion. The motion passed unanimously.

Citizen Participation: none

Commissioner follow-up to citizen participation: none

Application Reviews: none

Business and Reports:

Staff Report
Staff Melinda Schmidt updated the Commission on the following items:
- Local Historic Districts Updates
  - Gordon Hall:
    - Staff, DAHS representative Neil Adams, and two Hopkins Burns architects met with John Hamlin, Washtenaw County Plan Reviewer at the Building Inspection office on February 15 to provide an overview of current proposed plans and discuss potential code difficulties. Mr. Hamlin will review the plans and return comments
    - Staff submitted Hopkins Burns’ 75% plans for the Interior Rehabilitation of Gordon Hall to SHPO on February 22. Hopkins Burns plans to attend the May 2 WCHDC meeting to provide an update on the interior rehabilitation plans and how they may affect the exterior of the building. Later this year, DAHS leadership hopes to attend a WCHDC meeting to share their vision for Gordon Hall.
    - Commissioner Remensnyder updated the commission on the lecture hosted by the University of Michigan that outlined the findings of the archeology class that met at Gordon Hall in fall 2018. Commissioner Remensnyder reported that the class found the foundations for the outhouse and the original ell. The archeological resources are in good shape and could provide more information about the history of the property.
Conant Farm:
- Property owners Susan and Mark Hill hope to attend a future HDC meeting to share their rehabilitation plans and vision for Conant Farm. Staff shared the MEDC grant funding the infrastructure necessary for the large development surrounding the farm has been put on hold pending state investigation. Commissioner Jerome requested more information about the project, and suggested staff talk to the land conservancy.

Thornoaks:
- In mid-March, Staff will visit 4086 Thornoaks Drive, which was vacant for several months before it was recently purchased, and meet with the property owners to discuss their plans for the home.

Popkins School:
- Staff received a phone call on March 7 inquiring about allowed reuses for the Popkins School. The property is currently for sale and the inquiries were on behalf of a potential buyer. Staff reviewed the COA process and recommended the future property owner contact the HDC to discuss potential projects.

CLG Updates:
- 2019 Grant Application: Northfield Township Historical Society and Washtenaw County submitted a CLG grant application on January 31 to fund the completion of historic contexts for the Phase I Historic Resources Survey of Northfield Township already started by the historical society. The Washtenaw County Board of Commissioners approved the application at their February 6 meeting, and staff submitted all necessary signatures by mid-February. The Northfield Township Board of Trustees approved a letter of support for the grant application at their February 14 meeting. Notice of award will be given in early summer. Commissioner Kelley noted that Northfield Township Historical Society member Jacob Donner, a knowledgeable local historian, could give a presentation to the HDC pending grant award. Commissioner Kelley also mentioned most Whitmore Lake commercial property owners live in Brighton.
- 2018 Annual Report: Staff is working on the 2018 Annual Report, due to SHPO April 1. SHPO has provided a template for the report, which will cover October 1, 2017 through September 30, 2018.

Legislation Updates:
- Senate Bill 54 and House Bill 4100 to reinstate the Michigan historic preservation tax credit were introduced in late January by Senator Schmidt in the Senate and Representative Frederick in the House. Governor Whitmer has expressed support of the bills. The bills would reinstate the previous tax credits, which was a 25% tax refund on qualifying rehabilitation costs for buildings located within local historic districts. The Senate and House bills are different. Senate Bill 54 is the preferred version, and would reinstate the 2011 version of the tax credits. House Bill 4100 carries over the most recent version of the bill from 2018, including all the revisions made during the negotiations last year.
- Preservation Advocacy Day 2019: Staff attended Preservation Advocacy Day in Lansing on February 26. The goal of this year’s Advocacy Day was promoting the historic preservation tax credit. Staff met with several Washtenaw County area representatives and senators or their staff, including Senator Theis, Senator Irwin, Representative Lasinski, Representative Peterson, and Representative Warren.
- Staff recommends giving support by passing a motion to request that the Board of Commissioners consider a resolution of support and letter of support for the bills. Commissioner Jerome stated the commission would consider the resolution after the staff report.

Washtenaw County Updates
- Bylaws and Standing Rules: The revised Bylaws and Standing Rules passed by the WCHDC at the January meeting were approved by the Board of Commissioners (BOC) on February 6th.
- HDC Appointment: The BOC posted the HDC commissioner vacancy on February 12, but declined to appoint a new commissioner on March 6. Any applications to serve on the HDC from fall 2018 remain active for consideration by the BOC for appointment. The Commission expressed their disappointment. Staff will talk to OCED leadership regarding the appointment.
Transition of boards and commissions to temporary employee status: The County appreciates the feedback the WCHDC gave regarding this transition at the end of 2018, but sees no other option but to move forward in order to comply with IRS requirements. Corporation Counsel has confirmed the transition will occur. This means each commissioner will become a temporary employee and receive a $25 stipend for each meeting. A few of you have already completed the paperwork required, thank you! If you have not yet completed the paperwork, you can find the packet online. Staff is happy to mail you a packet as well.

- Programming and Promotional Updates
  - WCHDC Brochure: Staff asked the commission to consider the best ways to distribute the brochure. Commissioner Jerome suggested distributing some through historic preservation students at EMU, who may be able to distribute them while working on class projects. He also suggested giving some to the Towner House Group. Commissioner Pinney suggested giving some to the local realtor association. She has a contact at the association. Commissioner Mann suggested distributing the brochures at realtor meetings. Commissioner Pinney also suggested looking into the new Opportunity Zones which could benefit from the additional tax credits that come from designation. Commissioner Jerome requested staff send out more information on Opportunity Zones.

- Potential Projects
  - 1330 N Huron River Drive:
    - Ralph Gerganoff, a prolific local architect who designed many residential and academic buildings in Ypsilanti and Ann Arbor, designed his mid-century home on the Huron River in Ypsilanti Township. The home still stands, though in a state of disrepair. It was recently purchased by an individual seeking to restore the home, and staff visited 1330 N Huron River Drive in early February. Staff discussed the possibility of designation and its benefits with the owner, who expressed interest in designation pending the return of the Michigan Historic Tax Credit program. Commissioner Mann noted that the Ypsilanti Historical Society archives had helped the new owner research the home.
  - Maple Foster Bridge:
    - A Barton Hills resident interested in designating the Maple Foster Bridge as a local historic district contacted staff in mid-February. Staff sent the resident more information regarding designation and will follow up in the coming weeks. If the resident would like to move forward with the designation process, next steps would include gauging community support for designation. Commissioner Jerome is hopeful that neighboring residents would be supportive. He also indicated both Scio and Ann Arbor Township would need to agree to a study committee.
  - Bell Road Bridge:
    - Commissioner Kelley inquired about the status of the Bell Road Bridge, noting that it is also a significant bridge worthy of local designation. Commissioner Jerome said he would ask Scio Township. It was recently mothballed, and though Scio Township was looking into making it a pedestrian bridge, there was local opposition to moving the bridge. Commissioner Mann mentioned another Pratt through truss located in Washtenaw County, now at the bottom of Ford Lake.

- Items for Consideration of Adoption or Approval by Commission
  - Resolution in support of reinstating the Michigan Historic Preservation Tax credits:
    - Staff presented the proposed resolution to the commission. Commissioner Mann noted the date was wrong on the resolution.
    - Commissioner Kelley moved to request that the Washtenaw County Board of Commissioners pass a resolution in support of the bill to reinstate the Michigan Historic Preservation Tax credits as presented with the revised date. Commissioner Mann seconded the motion. The motion passed unanimously.
  - Resolution of Appreciation for Terry Cwik:
    - Staff presented the draft resolution of appreciation for Terry Cwik, the previous HDC chair.
Commissioner Pinney moved to adopt the resolution of appreciation for Terry Cwik as presented with a formatting revision. Commissioner Remensnyder seconded the motion. The motion passed unanimously.

Treasurer Report: none

Adjournment: Commissioner Pinney motioned to adjourn the meeting at 7:00pm. Commissioner Remensnyder seconded the motion. The motion was passed unanimously.

The next HDC meeting is scheduled for May 2, 2019 at 5:30 p.m. at Eastern County Government Center Office of Community & Economic Development 2nd floor 415 W. Michigan Ave, Ypsilanti, MI
Washtenaw County Historic District Commission Staff Report  
May 2, 2019

Local Historic Districts

- **Gordon Hall:**
  - **Interior Rehabilitation Plans:** Hopkins Burns architects will provide an update on the Interior Rehabilitation Plans for Gordon Hall at the May 2 meeting. They will focus on plans that will affect the exterior of Gordon Hall and require a Certificate of Appropriateness application in the future.

- **Thornoaks**
  - **Empty Lot:** Main Street Homes will present a preliminary concept for construction on an empty lot in the Thornoaks Neighborhood on behalf of the property owner. The architects are looking for feedback from the HDC before they move forward with a formal Certificate of Appropriateness application in the next few months. Staff was contacted by the Ann Arbor Student Building Industry Program regarding the sale of their empty lot in the Thornoaks Neighborhood to a private party in March.
  - **4101 Thornoaks Drive:** Neighborhood Roofing Company contacted staff about a roof replacement at 4101 Thornoaks Drive. The house needs a roof replacement (membrane) and soffit repair on the north and south side elevations. The soffit boards on the side elevations are deteriorated and a potential solution includes cutting the side elevation overhang back a foot. Staff provided the contractor with a COA application and noted work would affect a defining feature of the home by changing the overhang from two feet deep to one foot deep. However, the contractor feels it would not be feasible to replace the soffit boards because the fir beams extend exposed through the interior of the home. Neighborhood Roofing Company submitted a formal COA application, which is included in this packet.
  - **4086 Thornoaks Drive:** Staff visited 4086 Thornoaks Drive, which was vacant for several months before it was recently purchased, and met with the property owners to discuss their plans for the home. Exterior renovation plans include gutter replacement and roof replacement. Additionally, they would like to install a fence for their dogs. Staff recommended the property owners send pictures of the proposed fencing for feedback prior to an official application to the HDC. Property owners also plan to reconstruct the garage, which is currently failing due to several large trees growing in the foundation. Staff noted this application to the HDC would be the most intensive, and outlined what information will be required in the application.

- **Geer School**
  - **Maintenance:** Staff talked with the Plymouth Canton Schools Maintenance & Operations Director regarding Geer School maintenance, which includes fixing and painting the front doors and belfry. He said they will try to reach the belfry with their equipment, and will notify staff if it is not possible. Staff offered to help find adequate equipment if needed. Staff reviewed needed belfry work, which includes painting the belfry and repairing or replacing broken slats. The director inquired about replacing the belfry with a replica. Staff reminded him that belfry replacement would require an application to the HDC, and is only recommended if the belfry is beyond repair.

- **Conant Farm**
  - **Southeast Michigan Land Conservancy:** Staff spoke with the Southeast Michigan Land Conservancy regarding the protections for Conant Farm under the conservancy easement. Conservancy staff recommends the property owners make sure any neighboring developers are aware of the easement and that items such as water features are protected under the easement. She will send additional information directly to the property owners. The Land Conservancy does not participate in advocacy.

Programming and Promotional Materials

- **MHPN HDC Training:** MHPN is putting on a regional workshop especially considering HDCs with single-property districts on Monday May 6 at 6:30pm. Please attend if possible. Sign up here: https://www.eventbrite.com/e/southeast-michigan-regional-hdc-workshop-registration-59783331554
- **Brochures:** Staff ordered brochures from Standard Printing in Ypsilanti and will bring them to the May HDC meeting.
- **Black Ypsilanti Storymap:** Staff has completed the Black Ypsilanti Storymap, which is linked to the website listed on the Black Ypsilanti tour signs (http://blackypsilantihistory.com/). Signs were installed mid-April.
- **Social Media:** Staff recommends promoting heritage products such as Storymaps and smartphone tours on the HDC Facebook page. The page could also promote local historical events associated with WCHDC historic districts. Staff recommends the HDC designate a commissioner to run the HDC’s social media.
Historical Markers

- St. John the Baptist Evangelical Lutheran Church Historical Marker: The church will install their marker as part of their 140th anniversary celebrations on June 2 at 11 am, commissioners are welcome to attend.

Washtenaw County Updates

- Temporary Employee on-boarding process: Thanks to everyone who has completed the onboarding paperwork. If you have not already, please bring your identification for the I-9 form and direct deposit information with you to the May 2 meeting so we can process everyone’s onboarding paperwork.

Current Legislation

- Federal: The Senate confirmed current Acting Secretary David Bernhardt to be the next Interior Secretary. Secretary Bernhardt takes over for former Secretary Ryan Zinke who resigned at the beginning of the year. Bernhardt previously served as Deputy Secretary in the Trump administration and served as solicitor in the Bush Administration. He also previously worked as a lawyer and lobbyist for the fossil fuel industry. Bernhardt is from Colorado.
- State: The House and Senate bills introduced to reinstate the historic preservation tax credit got some press recently after the Detroit News published a lengthy article exploring both sides of the issue.

Potential Projects:

- 1330 N Huron River Drive: Staff remains in contact with property owners, who are finalizing rehabilitation plans. Many thanks to James Mann and the Ypsilanti Historical Society for assisting the property owner with research. Planned rehabilitation will strive to maintain exterior and interior features.
- Bell Road Bridge: Roy Townsend, a project manager at Washtenaw County Parks and Recreation who formerly worked for the Washtenaw County Road Commission, updated staff regarding current plans for the bridge. In the fall of 2018, the Road Commission and Parks and Recreation had the bridge dismantled, tagged, and stored by Bach Ornamental and Structural Steel Inc., a bridge moving and restoration company in Holt, MI. The bridge is currently safely stored while Parks and Recreation finds a location for the bridge along the Border to Border Trail. Once a location is finalized, funding is needed to install the bridge.
- Nanry House: County Commissioner Sue Shink is looking for ways to save the house, preferably by purchasing the property. She is considering founding a non-profit friends society. If you know of anyone interested in helping restore the house, let staff know.
- Maple-Foster Bridge: Staff has not heard back regarding continued interest in pursuing designation of the bridge.

Items for Consideration by Commission

- Demolition Permit: Staff suggests including a public hearing as part of the demolition permit process. Staff has drafted an additional section in the Guidelines for the Consideration of Applications for the Demolition of Structures within Washtenaw County Local Historic Districts. The additional section, entitled “Application Consideration Process,” is included in this packet.
- Administrative Approval: In light of the increased applications for work from the Thornoaks Historic District, staff suggests adopting administrative approval guidelines in order to maintain a timely turnaround of applications. Staff suggests administrative approval for changes to a structure or property that do not significantly impact the site layout or design of a building. This could include: in-kind roof, chimney, siding, and driveway replacements, sidewalk maintenance, minor landscape alterations, mechanical equipment changes, removal of non-historic features, and minor changes to already-approved applications.

Commissioner Project Ideas and Updates:
Please come prepared with any project ideas you would like to share with the Commission.

Respectfully submitted,

Melinda Schmidt
Historic Preservation Specialist, Office of Community & Economic Development
(734) 544-2954 schmidtm@washtenaw.org
Application Consideration Process

DRAFT

Washtenaw County Historic District Commission meeting:

After a complete application is submitted, the Historic District Commission will consider the application at the next scheduled meeting. At this meeting, there will be time allotted for a presentation by the applicant and discussion by the HDC. Then the HDC will determine if sufficient information has been submitted along with the application, and request any additional information deemed necessary. If the application can be accepted as submitted, the commission shall vote to accept the application and schedule a public hearing. If the application cannot be accepted due to lack of information, the application may be tabled until the additional information is provided.

Public Hearing:

A notice shall be published at least seven days prior to the meeting at which the application is to be considered.

At the public hearing at which such application is considered, the Commission shall hear the applicant, the applicant’s designated representative, and any interested parties. The Commission shall then, without further comment from the applicant or the public, conduct its own discussion of the application and, if possible, reach a decision and vote either approval or denial.

Application Approved:

If the application meets all requirements and the HDC votes to approve the application, it may be issued with or without reservation. Without reservation shall become effective immediately. With reservation due to historical significance shall not become effective until six months after the date of issuance in order to provide a period of time within which it may be possible to relieve hardship, or be transferred to an owner willing to preserve it.

Application Denied:

If the Commission denies demolition, the applicant must be notified in writing of the reasons for the denial and of the applicant’s right to appeal to the State Historic Preservation Review Board. The Building Department must be provided with a copy of the letter.
**HDC Application for Commission Review**

**Historic District**
Thornoaks Neighborhood

**Name of Owner**
Yoram Koren

**Phone Number**
734-263-5641

**Name of Applicant (if same, leave blank)**
Tom Meadows, Neighborhood Roofing

**Email address**
tom@neighborhoodroofing.com

**Address of Property**
4101 Thornoaks Drive

**City, State, Zip**
Ann Arbor, MI 48104

**Summary of Proposed Work**
Remove existing roof system (2 layers). Install 2” rigid insulation over roof boards. Install White 060 mil thick TPO roof system. Install (2) new skylights.

Remove/cut back damaged soffit at southwest and northeast eave edges. Install new metal edging fabricated out of 24ga prefinished steel that matches the edge metal color on the main facade and rear elevation. Existing overhang is approximately 2’ wide, cut back to 1’ wide to remove rotted/damaged roof boards. The roof boards are also the exposed ceiling inside the house. Removing and replacing the roof boards present (2) major obstacles. (1) Matching the interior stain color will be unlikely. May require entire interior ceiling to be painted/stained. (2) Controlling debris entering the home will be difficult. Will require ceiling areas to be tarped and cleaning interior of home after work is complete. Dust debris will continue to enter home after work is complete for several months. Cutting the damaged/rotted wood out and shortening the overhang width is less invasive.

**Attachments:**
- Elevation photographs
- Roof photographs
- Soffit photographs
- Roof system example photographs
- Proposed roof replacement drawings
- Drawing depicting shortened soffit overhangs, provided by owner
- Edge metal color sheet
- Neighborhood Roofing bid for property owner
- 4101 Thornoaks Dr. survey report (p.12-13 of the Study Committee Report)
- Secretary of the Interior’s Standards for Rehabilitation
- Guide for Considering Certificate of Appropriateness Applications

**Proposed Motion**
“...move to approve the Certificate of Appropriateness application for a roof replacement at 4101 Thornoaks Drive as submitted with pictures, which includes: installing 2” rigid insulation over roof boards, installing White 060 mil thick TPO roof system and installing two new skylights; and cutting back damaged soffit 1’ on the southwest and northeast elevations and installing replacement-in-kind new edge metal; based on the Secretary of the Interior’s Standards for Rehabilitation 6 and 9.”
4101 Thornoaks Drive, front facade, view facing northwest

4101 Thornoaks Drive, rear elevation, view facing southeast
4101 Thornoaks Drive Current Roof
4101 Thornoaks Drive, southwest elevation, soffit deterioration
4101 Thornoaks Drive, northeast corner of rear elevation, soffit deterioration

4101 Thornoaks Drive, northwest corner of rear elevation showing soffit deterioration along the southwest elevation
TPO membrane examples:
Color Selection Guide

COATED METALS GROUP

ULTRA-CLAD™ with COOL technology.

Cool coating with premium heat-reflective technology from Dura Coat.
KYNAR 500 or HYLAR 5000 Pre-Finished Steel & Aluminum Flat Sheets & Coil.

Deep Black  Matte Black  Charcoal Gray  Musket Gray  Slate Gray  Ash Gray
Almond  Bright White  Bone White  Stone White  Cityscape  Pebble Clay
Sandstone  Sierra Tan  Medium Bronze  Mansard Brown  Burnished Slate  Dark Bronze
Harford Green  Classic Green  Hemlock Green  Teal  Slate Blue  Royal Blue
Regal Red  Colonial Red  Burgundy  Terra Cotta  Galvalume Plus  * Vintage
* Western Rust  * Copper Penny  * Weathered Zinc  * Silver  * Champagne  * Aged Copper

*Premium Color

Colors represented on this electronic chart may not exactly match actual material. All colors should be verified using actual metal samples. Mismatch of electronic color representations and actual material shall not be accepted as a cause for rejection.
## Stock Availability Matrix

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Oil canning is an inherent part of light gauge cold formed metal products and is not cause for coil, sheet or panel rejection. Protective film must be removed immediately upon installation. Colors and sizes can change without notice. Additional sizes may be available, please contact your sales representative. Please contact our office for maintenance and cleaning procedures.

### Product Description
Ultra-Clad pre-finished metal features Dura Coat Duraplon 70% full strength PVDF paint finishes formulated with Cool technology. This high performance product provides the ultimate in resistance against fading and weathering. In addition to our standard colors, custom colors are also available upon request.

### Color Samples
Colors shown represent the actual colors as accurate as modern printing technology will permit. Colors represented on electronic charts may not match actual material. All colors should be verified using actual metal samples. Mismatch of electronic color representation and actual material shall not be accepted as a cause for rejection. Free metal samples are available upon request.

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**Note:**
- **G90 Galvanized/AZ50 Galvalume**
- **Aluminum**

These specifications are subject to change without notice. Additional sizes may be available, please contact your sales representative. For more information, visit [www.cmgmetals.com](http://www.cmgmetals.com).
WE HEREBY PROPOSE TO FURNISH THE MATERIALS AND PERFORM THE LABOR NECESSARY TO COMPLETE THE INSTALLATION OF THE ROOFING PACKAGE OUTLINED BELOW. Work includes complete clean up of all work areas, and disposal of all job related scrap/waste and NEIGHBORHOOD ROOFING 10 YEAR SERVICE WARRANTY.

<table>
<thead>
<tr>
<th>S</th>
<th>RC</th>
<th>P</th>
<th>RR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Slope</td>
<td>25</td>
<td>35</td>
<td>1</td>
</tr>
</tbody>
</table>

### 60 mil Black EPDM Low Slope Roof System

- Tear off and disposal of existing roofing on low sloped/flat section of building.
- Inspection of roof deck for weakened areas or rotted wood: Re-nail if needed.
- Cut/remove approximately 12" of roof decking at East and West eave edge.
- Install (1) layer of 2" thick isocyanurate (ISO) insulation board over roof deck using factory approved MECHANICALLY FASTENED method.
- Install Black 60 mil EPDM single-ply membrane, over ISO insulation board using factory approved FULLY ADHERED method. Extend over edge to provide waterproof edge.
- Install 24ga prefinished steel roof edge trim, terminations, flashings and tie-ins as needed.
- Install (2) new Velux FCM glass skylights

**Total** $24,600.00 Includes 10 Year Labor Warranty

### Additional Work / Options / Notes

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional charge if roof boards at East and West overhang need to be replaced. This is a budget number, see notes in Option D below. This only applies if Historic Commission will not approve base proposal.</td>
<td>$6000.00 - $8000.00</td>
</tr>
<tr>
<td>Additional layer of 2&quot; ISO</td>
<td>$2,700.00</td>
</tr>
<tr>
<td>Additional charge to install 6&quot; K Style gutter and 3x4 downspouts to East and West eave edges</td>
<td>$1,650.00</td>
</tr>
</tbody>
</table>

If roof boards need to be replaced inside exterior walls, owner responsible for protection interior from debris etc entering home during roof replacement process. Owner responsible for paint/stain for both interior and exterior

### Attached Files:

All agreements must be secured by a 1/3 deposit. This deposit is used to secure materials and is non-refundable once the job’s start date is agreed upon. The balance is due immediately upon substantial completion of the work. Unpaid balances are subject to an 18% annual fee. Unless arranged with our office before the job has been started, credit card transactions may be charged a 3.5% processing fee.

Any alteration or deviation from the above specifications involving extra cost(s) will only be executed on written and signed change orders and will become an additional charge over and above this estimate. All agreements are contingent upon adverse weather, acts of God / Nature, strikes, accidents or delays beyond our control. Property owner agrees to carry theft, fire, tornado or any other insurance necessary to protect the property and material. Snow and ice build up that covers the intake or exhaust vents must be removed to help minimize / prevent ice dams that can occur during periods of extended cold or heavy snow fall.
If you would like to move forward with the work proposed, please click on the "approve" button and sign electronically. If you know the shingle type, shingle color, drip edge color, and additional work/options that you would like to select you can indicate those in the text box that will appear above the signature box. If you are not sure of these decisions yet, we can help you decide after you have signed. Once we have a signed proposal and a 1/3 deposit we will begin the process of ordering materials and putting you on our schedule.

Thank you for the opportunity to earn your business!

Neighborhood Roofing Co.
p: 734.994.6500 f: 734.994.6502
a: 832 Phoenix Drive Ann Arbor, MI
w: www.neighborhoodroofing.com

______________________________
Signature

______________________________
Print Name:

______________________________
Date:
Built in 1958, this James Livingston-designed home was once described as “an exceptional home for gracious living.”\(^1\) The home sits on lots 29 and 30 and was specifically designed to have the living area elevated to provide views to the north and the Huron River valley.\(^2\) The property was first owned by E.E. and Helen Kurtz who sold it to Leslie and Barbara Grimord in 1958.\(^3\) \(^4\) This low, wide front gable home has exposed fir roof beams that run from front to back. The home utilizes a mix of exterior materials – light-colored “Chicago” brick and deep brown horizontal and vertical wood siding. The front elevation faces east. The main entrance is accessed via a series of low, long stairs. A unique circular patio exhibits an entrance that is surrounded by floor-to-ceiling windows. Brick flanks either side of the main entrance and contrasts the airy, glassed center. The right side of the front facade exhibits under-the-gable windows, which rest on rectangular windows. There is also a small bump out on the right side clad in horizontal wood siding. The left side of the front elevation is accentuated by additional under-the-gable windows that sit on tan-brown brick. A slender, vertical floor-to-ceiling window sneaks in midway on the left side of the front elevation. Built into a hill, the home’s rear elevation has an accessible lower level. The brick continues across the lower level of the rear façade. There is a set of windows on

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1. Real estate listing card, 4101 Thornoaks Dr.
2. Lewis, Contemporary Styling Emphasized In Local Home, 1958
3. Washtenaw County Clerks Office, Historic Documents Index, Liber 805, 343.
4. Ibid., 344, 163.
the left side of the lower level. The rear façade also has a large deck on left side, directly off the main level living area. The current deck is not original. A 1963 photograph shows a more modest deck. In addition, the left side of the lower level was not encased in brick, as it is today. Instead, the lower level on this side was primarily windows. The deck spans approximately half the rear elevation. The left rear elevation contains floor-to-gable windows. The right side of the rear elevation has modest bands of windows, above which sit additional under-the-gable windows.

A two-car garage is incorporated into the lower level of the south façade. There is a louvered vertical window on the upper level of the south elevation, presumably to allow light to an interior stairwell. Two additional modest rectangular windows sit to the right of that window. The roof is broad yet thin, and rests on exposed rafters. There is a restrained chimney that exits the roof midway on the left side when facing the main entrance.

The original, detached glass greenhouse directly adjacent the home on the south elevation was removed in April 2017 (see Figure 16). This greenhouse was present in archival photos from c.1962.
The Secretary of the Interior’s Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall 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 architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall 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.
Guide for Considering Certificate of Appropriateness Applications

Process

a. Chair calls the XXXX Application hearing to order.

b. Staff presentation. This shall include: the name and address of the resource and historic district; a brief description of the resource and its history, including any significant changes to the original configuration; and a summary of the application.

c. Applicant’s presentation. The applicant may bring such witnesses and/or reports as necessary to testify on their own behalf. Exceptions to this rule may be made by a vote of the Commission a motion by a Commissioner.

d. Audience (citizen) participation. Any person addressing the Commission shall be allowed five minutes to speak on the specified case. Exceptions to this rule may be made by a vote of the Commission a motion by a Commissioner.

e. Staff participation. Staff shall be allowed to make technical comments on the specified case.

Motion Examples

“I move to approve the Certificate of Appropriateness application for XXX at XXX (location) as submitted based on the Secretary of the Interior’s Standards for Rehabilitation #, #, and #.”

I second the motion.

I motion to to amend the motion to read XXXXXX.

I second the motion.

(Friendly Amendment doesn’t need a vote)

I move to call the question.

I second the motion.

(The amendment to the motion passes or does not pass)

With no further discussion, the chair calls a vote on motion XXXXX (read the motion entirely).