

AGENDA
BIRMINGHAM HISTORIC DISTRICT COMMISSION
WEDNESDAY – APRIL 20, 2022
BIRMINGHAM CITY HALL, 151 MARTIN ST., COMMISSION ROOM #205 *
******* 7:00 PM*******

The highly transmissible COVID-19 Delta variant is spreading throughout the nation at an alarming rate. As a result, the CDC is recommending that vaccinated and unvaccinated personnel wear a facemask indoors while in public if you live or work in a substantial or high transmission area. Oakland County is currently classified as a substantial transmission area. **The City has reinstated mask requirements for all employees while indoors. The mask requirement also applies to all board and commission members as well as the public attending public meetings.**

- 1) Roll Call
- 2) Approval of the HDC Minutes of April 6, 2022
- 3) Courtesy Review
- 4) Historic Design Review
 - A. 148 Pierce – Telephone Exchange Building – Request for Wall Art Installation (POSTPONE)
- 5) Sign Review
- 6) Study Session
 - A. CLG Grant – Historic Design Guidelines – RFP Response Review
 - B. Bates St. Historic District Signage (Update)
- 7) Miscellaneous Business and Communication
 - A. Pre-Application Discussions
 - B. Draft Agenda
 1. May 4, 2022
 - C. Staff Reports
 1. Administrative Sign Approvals
 2. Administrative Approvals
 3. Demolitions
 4. Action List 2022
- 8) Adjournment

*Please note that board meetings will be conducted in person once again. Members of the public can attend in person at Birmingham City Hall, 151 Martin St., OR may attend virtually at:

Link to Access Virtual Meeting: <https://zoom.us/j/91282479817>
Telephone Meeting Access: 877 853 5247 US Toll-free
Meeting ID Code: 912 8247 9817

Notice: Individuals requiring accommodations, such as interpreter services for effective participation in this meeting should contact the City Clerk's Office at [\(248\) 530-1880](tel:2485301880) at least on day in advance of the public meeting.

Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al [\(248\) 530-1880](tel:2485301880) por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).

A PERSON DESIGNATED WITH THE AUTHORITY TO MAKE DECISIONS MUST BE PRESENT AT THE MEETING.

Historic District Commission

Minutes Of April 6, 2022

151 Martin Street, City Commission Room 205, Birmingham, MI

Minutes of the regular meeting of the Historic District Commission ("HDC") held Wednesday, April 6, 2022. Chair John Henke called the meeting to order at 7:00 p.m.

1) Rollcall

Present: Chair John Henke; Board Members Gigi Debbrecht, Natalia Dukas, Dustin Kolo, Patricia Lang; Student Representatives Meghan Murray, Charlie Vercellone

Absent: Board Members Keith Deyer, Michael Willoughby; Alternate Board Members Steven Lemberg, Cassandra McCarthy

Administration: Nicholas Dupuis, Planning Director
Laura Eichenhorn, City Transcriptionist

04-22-22

2) Approval of the HDC Minutes of March 16, 2022

PD Dupuis stated that Mr. Deyer had sent in a few minor grammatical corrections to the minutes. PD Dupuis asked if the HDC would accept those corrections.

The HDC agreed to do so.

Motion by Ms. Dukas

Seconded by Ms. Debbrecht to approve the HDC Minutes of March 16, 2022 as amended.

Motion carried, 5-0.

VOICE VOTE

Yeas: Henke, Debbrecht, Lang, Kolo, Dukas

Nays: None

3) Courtesy Review

None.

04-23-22

4) Historic Design Review

A. 160 W. Maple – Dick O' Dows – Request for Wall Art Installation

PD Dupuis summarized the item.

Motion by Ms. Lang

Seconded by Ms. Debbrecht to approve the Wall Art application for 160 W. Maple – Dick O’ Dows. The subject site is located within the Central Business Historic District, but is not a designated historic resource and the proposed mural installation does not adversely affect the district or any adjacent or nearby resources.

Motion carried, 5-0.

VOICE VOTE

Yeas: Henke, Debbrecht, Lang, Kolo, Dukas

Nays: None

04-24-22

B. 148 Pierce – Telephone Exchange Building – Request for Wall Art Installation

PD Dupuis summarized the item.

Motion by Ms. Lang

Seconded by Ms. Debbrecht to postpone the Wall Art application for 148 Pierce – Telephone Exchange Building – to April 20, 2022 in order to offer the applicant time to consider other applications that will not jeopardize historic materials on the building.

Motion carried, 4-1.

VOICE VOTE

Yeas: Henke, Debbrecht, Lang, Kolo

Nays: Dukas

5) Sign Review

None.

6) Study Session

A. CLG Grant – Historic Design Guidelines – RFP Responses

PD Dupuis asked each HDC member to fill out four of the scorecards he provided, one for each respondent, by the next HDC meeting on April 20, 2022. In regards to funding, he said he would prefer to try and find funding for all aspects of the project before discussing whether some aspects might need to be amended.

Ms. Debbrecht noted the focus would be on creating guidelines for current and future or prospective owners of historic homes.

Chair Henke said an emphasis on education would be particularly important. He said it would be helpful both to promote historic designation and to discourage the frequent selling of older homes for demolitions and rebuilds.

Ms. Lang said plans for widely publicizing the value of historic homes, and modes of preservation, would be particularly important.

Chair Henke recommended that the interviews with the selected respondents be virtual. He said one question for the interview should be 'How do you best convey both the preservation focus and the CLG focus?'

In reply to PD Dupuis, both Chair Henke and Ms. Lang agreed that a graphically-oriented set of guidelines would likely be more helpful than a very text-heavy one.

It was noted that it would also be important to provide homeowners with a resource list of people who can perform appropriate repairs on older and historic homes.

Chair Henke recommended that the HDC members browse each respondent's website.

PD Dupuis said he would email out the scorecard, which could be filled out for each applicant either on paper or virtually, and the RFP for the HDC's reference.

B. Bates St. Historic District Signage (Update)

Reserved for future discussion.

7) Miscellaneous Business and Communication

Ms. Lang raised the issue of demolitions. She asked what the HDC could do to slow demolitions in order to preserve historic resources, and she asked how her fellow Committee members felt about the prospect of attempting to do so.

In reply to Ms. Lang, Mr. Kolo concurred that it is difficult to see the City's historic housing stock decline. He noted that the HDC could possibly make recommendations to the Commission on policy changes, and that those would have to be reviewed by the Commission and the public.

PD Dupuis said the HDC could possibly request that their purview be expanded to include reviews of proposed demolitions of historic, but non-designated, homes.

Chair Henke said that achieving an ordinance change on this topic would require a Commission, Planning Board, and public that understands the importance of historic preservation. He described the review process that would need to occur in order to implement an ordinance change, and noted it would not be an immediate remedy to Ms. Lang's concern.

Ms. Lang acknowledged Chair Henke's statements, and said she still believed the topic to be worth pursuing.

Chair Henke concurred with Ms. Lang. He said it would be essential to have a joint meeting with the Commission if this matter is to go further.

Ms. Lang emphatically agreed that a joint meeting with the Commission is necessary.

Chair Henke said it is an urgent issue, that it is worth raising with the Commission, and that it is worth advocating for increased historic preservation as vehemently as possible. He cautioned his fellow HDC members to also be aware that this topic may not get an airing with the Commission before the 2040 Plan is adopted.

Chair Henke said one of the most persuasive approaches to discussing the topic would be noting that, as PD Dupuis pointed out, there are 3,000 homes turning 100 years old by 2030. Chair Henke noted the HDC must explain why that housing stock should be preserved. He said it would be important to clarify that preservation of well-constructed homes is not more costly than demolitions and rebuilds.

In reply to Mr. Kolo, Chair Henke said a goal of the review process would be to encourage homeowners considering demolition to consider other possibilities.

PD Dupuis noted that benefits of historic preservation of homes overlap favorably with the City's growing emphasis on sustainability. He noted that the environmental impact of preservation is generally better than a demolition and rebuild.

Chair Henke agreed that the alignment of historic preservation and sustainability is an important point to emphasize.

Ms. Dukas concurred with her colleagues' comments about the importance of historic preservation. She suggested that individual members of the HDC reach out to individual Commission members to build awareness around the issue. She also stated that HDC members need to continue publicizing the issue.

Mr. Kolo said he believes a Michigan State Historic Preservation Office document on the topic states that a diverse housing stock increases property values. He said that would be an important point to raise as well.

Mr. Kolo said there might also be a way to incentivize historic preservation through tax credits.

The HDC directed PD Dupuis to continue work on this topic, and to return the topic to the HDC for further action.

PD Dupuis acknowledged the direction, and said he would add the topic to the HDC's action list likely under the historic preservation master plan.

- A. Pre-Application Discussions**
- B. Draft Agenda**
- C. Staff Reports**
 - 1. Administrative Sign Approvals**
 - 2. Administrative Approvals**

PD Dupuis asked for permission to administratively approve a change to the plans for the ATM part of the storefront of 100 N. Old Woodward.

There was no objection to PD Dupuis' request.

3. Demolitions
4. Action List 2022

04-25-22

8) Adjournment

Motion by Ms. Debbrecht

Seconded by Ms. Lang to adjourn the HDC meeting of April 6, 2022 at 8:07 p.m.

Motion carried, 5-0.

VOICE VOTE

Yeas: Henke, Debbrecht, Lang, Kolo, Dukas

Nays: None



Nicholas Dupuis
Planning Director



Laura Eichenhorn
City Transcriptionist

EVALUATION FORM

BIRMINGHAM HISTORIC DESIGN GUIDELINES

The City will utilize a qualifications-based selection process in choosing a Contractor for the completion of this work. The evaluation panel will consist of City staff, board members, and/or any other person(s) designated by the City who will evaluate the proposals.

NAME OF FIRM: _____

REVIEWER: _____

CRITERIA	SCORE
Ability to provide services as outlined	_____ (0-15)
Experience with similar projects	_____ (0-15)
Content of proposal	_____ (0-20)
Cost of services	_____ (0-10)
Timeline and schedule for completion	_____ (0-10)
References	_____ (0-10)
TOTAL	_____ (0-80)



March 4, 2022

Nicholas J. Dupuis
City Planner
City of Birmingham
151 Martin Street
Birmingham, MI 48009

Re: City of Birmingham Historic District Guidelines
Preserving Birmingham: Commercial and Residential Historic Design Guidelines

Dear Nicholas:

Building Conservation Associates, Inc. (BCA) is pleased to offer the following proposal for the preparation of Commercial and Residential Historic Design Guidelines for the City of Birmingham, MI, to which we take no exception.

This proposal will remain in effect for 60 days after March 4, 2022.

Please contact us with any questions. Thank you for this opportunity.

Sincerely,

Building Conservation Associates, Inc.
Erica Morasset
Regional Director
emorasset@bcausa.com

BUILDING CONSERVATION ASSOCIATES INC

535 Griswold St, Suite 111 Detroit, MI 48226

MAIN 313.456.8035

www.bcausa.com

City of Birmingham

Preserving Birmingham: Commercial and Residential Historic Design Guidelines *Birmingham, Michigan*

Proposal for RFP for Historic Design Guidelines



Old Woodward Avenue, ca 1950s, *The Detroit News*.

Submitted by:
Building Conservation Associates, Inc.
535 Griswold Street
Detroit, MI 48226
313.456.8035

March 4, 2022



BUILDING CONSERVATION ASSOCIATES INC

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- G. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (“Attachment E”)

ABOUT BCA

Building Conservation Associates, Inc. (BCA) is a private consulting and research firm practicing preservation design, conditions assessments, materials science, and historic building documentation.

Since 1985, BCA has provided custom technology and planning services to architects, private institutions, developers, building owners, museums, and government agencies. BCA's pragmatic philosophy is rooted in construction technology and museum practices. Our company's mission is to make building conservation an economically viable option within the normal parameters of property development and rehabilitation. BCA's expertise in local, state, and federal landmarks regulation pertains to both existing historic properties and new construction in historic districts.

BCA is headquartered in New York, with regional offices in New England, Philadelphia, Washington, D.C., and Detroit. BCA's staff includes building and object conservators, architects, historic preservationists, scientists, historians, planners, and artisans. We have in-house capabilities in GIS, Access, and graphic design. BCA has won numerous awards for excellence in architectural conservation and historic preservation. In 2012 the Preservation League of New York State awarded a *Pillar of New York* award to BCA.

WHY BCA?

- BCA believes in regular, ongoing client updates on our approach and progress. To that end, we propose email updates every two weeks (fortnightly). The information in these emails will provide key updates on the progress of the work and give Birmingham potential content opportunities for existing social media platforms and serve as updates for the Birmingham Historic District Commission (HDC).
- BCA believes that public engagement is at the heart of a successful project. We will work with the City and SHPO (Stakeholder Team) to develop an appropriate plan for engagement that will help to facilitate participation in the required public meetings, adequately inform the public, and use their input to mold the Guidelines.
- BCA maintains a rigorous review process for all aspects of our work. In-house meetings to strategize about our approach occur regularly throughout a project, and drafts of written work are reviewed and edited at regular milestones by senior staff. The project manager performs a weekly check on schedule status and meets every other week with senior staff to discuss project status and needs. BCA's quality assurance process ensures the long-term value of our deliverables. Staff have been selected for this project for their experience in the aspects of our discipline relevant to this scope of work.
- BCA's expertise in both historic preservation and architectural conservation ensures that both our preservation planning experience and our deep understanding of historic building materials will inform our survey of the historic resources in the City of Birmingham. See the sample project sheets for BCA's relevant experience and the "Work Sample" section that follows. BCA's work will follow the same rigor but tailored specifically to the stakeholders of the City of Birmingham.
- BCA will create final deliverables that are clear, easy to read, and reflect the collaboration and input of all stakeholders given throughout the process.

PROJECT TEAM

Raymond Pepi, President of BCA, provides executive oversight of all BCA projects. Michele Boyd, Director of Preservation Services, will provide technical direction for this project. Erica Morasset, Regional Director of the Detroit office will serve as the day-to-day project lead, with support from BCA technical staff. All staff assigned to the project meet the *Secretary of the Interior's Standards* for professional qualifications per NPS 36 CFR Part 61.

PROJECT APPROACH

Following is BCA's proposed work plan for the project titled, Preserving Birmingham: Commercial and Residential Historic Design Guidelines. For purposes of this proposal, BCA assumes that:

- The contract will be awarded in April 2022, and the project will have a 12-month duration based on a June 2022 kick-off meeting, per the RFP.
- The City of Birmingham will provide BCA with all relevant existing planning and historic preservation documents and inventory for the Preserving Birmingham: Commercial and residential Historic Design Guidelines project.
- The City of Birmingham will help to facilitate fieldwork by notifying the public regarding BCA's site survey and photography. BCA will take photographs from the public way and will not trespass on private property.
- BCA will collect data on historic resources according to the Michigan State Historic Preservation Office (SHPO) *Michigan Above-Ground Survey Manual*, 2018.
- BCA's design guidelines will comply with both the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and the *Secretary of the Interior's Standards for Rehabilitation Guidelines for Rehabilitating Historic Buildings* (revised 1990), 36 CFR 67-68.
- Based on previous experience, BCA recognizes the collaborative approach required between the Birmingham and all stakeholders during this process. As such, BCA identifies that additional meetings with City staff and Boards might be required during the process. An additional line item in the fee sheet is included for additional meetings.

The project approach shown on the following page, which includes tasks and timing, has been developed using the requirements outlined in the RFP.

TIMELINE AND WORK PLAN

Month	Phase	Tasks	City Assistance Expected	Deliverables
1	1.1 Project Kick-Off Meeting	Organize and facilitate kick-off meeting with City + SHPO = Stakeholder Team: Team Introductions Project overview Review of survey project goals and study area Refinement of proposed schedule and timeline Establish communications & meeting protocols Review and discuss methods for public engagement	Coordinate Stakeholder Team availability Provide Stakeholder Team contacts for meeting invitations	Meeting agenda Meeting minutes Draft approach and schedule (to be provided with meeting minutes)
	1.2 Research Study Areas	Review relevant historic preservation and planning documents including existing Historic Districts, the City Code, master plans, surveys, and historic files	Recommend and provide relevant documents	N/A
	1.3 Email Updates	Provide the City with fortnightly email updates for use on City social media sites Provide the Historic District Commission with biweekly updates	Forward feedback for review by BCA	Fortnightly email updates throughout the duration of the Project
2	2.1 Public Meeting #1	Meet with Public to acquaint public officials and public with Project goals Provide overview of historic preservation principles, explain purpose of Project, describe Project approach and timeline, and solicit feedback from public about the project and/or issues affecting Historic Preservation activity	Coordinate Stakeholder Team availability Notify public of meeting Provide digital link for virtual meeting or coordinate meeting space Coordinate presentation equipment for in-person presentation	Meeting agenda Brief virtual or in-person presentation followed by public dialogue Documentation of discussion period with public (to be provided with meeting minutes) Meeting minutes Approach modifications as

Month	Phase	Tasks	City Assistance Expected	Deliverables
		Allow ample time for questions and dialogue to address questions and concerns		required based on public comment (to be provided with the meeting minutes) Summary statement(s) to be shared with public to address how their feedback will make an impact in final product
	2.2 Photographic Survey of Historic Resources	Begin documentation process using information collected in research phase and from the Stakeholder Team Organize and inventory images of historic resources Categorize building types	Notify public of field survey and photography to occur during months 2-4	N/A
3	3.1 Outline	Draft outline of Guidelines Outline will include draft for a single section of the Guidelines	N/A	N/A
4	4.1 Outline Review	Submit Outline of the Guidelines to City for Review	Provide assistance/ guidance on draft distribution method Review and comment on Outline of the Guidelines	Deliverable #1: Electronic version of Outline Guidelines
5-6	5.1 Project Review Meeting	Meet with Stakeholder Team to provide progress update and get feedback on outline.	Coordinate Stakeholder Team availability	Meeting agenda Brief virtual presentation Meeting minutes Final approach and schedule (to be

Month	Phase	Tasks	City Assistance Expected	Deliverables
				provided with meeting minutes)
	5.2 Guidelines Update	<p>Incorporate comments from outline into new draft</p> <p>Begin first draft of Guidelines</p> <p>Develop appropriate graphics and visuals for Guidelines</p>	N/A	N/A
7	7.1 Submit Draft	<p>Issue first draft of Guidelines for review and comment.</p> <p>Guidelines considered 75% complete</p>	<p>Provide assistance/ guidance on draft distribution method.</p> <p>Review and comment on first draft</p>	Deliverable #2: Electronic version of First Draft Design Guidelines Document
8	8.1 Project Review Meeting	Meet with Stakeholder Team to provide progress update and get feedback on first draft	Coordinate Stakeholder Team availability	<p>Meeting agenda</p> <p>Brief virtual presentation</p> <p>Meeting minutes</p>
	8.2	Incorporate reviewer comments into Guidelines		Begin second draft
9	9.1	<p>Complete second draft of Guidelines</p> <p>Complete draft of Residential and Commercial summary documents ("Cliff Notes")</p>		
10	10.1	<p>Issue second draft of Guidelines for comment</p> <p>Guidelines considered 90% complete.</p>	Provide assistance/ guidance on draft distribution method.	Deliverable #3: Electronic version of Revised Draft Guidelines Document

Month	Phase	Tasks	City Assistance Expected	Deliverables
			Review and comment on revised draft	Electronic version of Draft “Cliff Notes” Document
11	11.1 Project Review Meeting	Meet with Stakeholder Team to provide progress update and get feedback on revised draft and summary documents	Coordinate Stakeholder Team availability	Meeting agenda Brief virtual presentation Meeting minutes
	11.2 Public Meeting #2	Meet with Public to review findings of the Guidelines and proposed measures in Guidelines Allow ample time for questions and dialogue to address questions and concerns	Coordinate Stakeholder Team availability Notify public of meeting Provide digital link for virtual meeting or coordinate meeting space Coordinate presentation equipment for in-person presentation	Meeting agenda Brief virtual or in-person presentation Meeting minutes
	11.3 Final Design Guidelines	Develop final Design Guidelines Develop final residential and commercial Summary Documents.	N/A	N/A
12	12.1	Submit final draft of completed plan	Provide assistance/guidance on final report distribution method. Review Final Report.	Deliverable #4: Electronic PDF digital file and five hard color copies of Final Design Guidelines. Electronic PDF file of residential Design Guidelines summary

Month	Phase	Tasks	City Assistance Expected	Deliverables
				Electronic PDF file of commercial Design Guidelines summary
	12.2 Project Review Meeting	Meet with Stakeholder Team to provide progress update and get feedback on final Guidelines	Coordinate Stakeholder Team availability	Meeting agenda Brief virtual presentation Meeting minutes
	12.3 Final Presentation	Presentation of final Guidelines to Historic District Commission	Coordinate Stakeholder Team and HDC availability. Coordinate presentation equipment for in-person presentation.	Meeting agenda In-person presentation Meeting minutes Updates to the final documents based on meeting comments.
TBD with Stakeholder Team	TBD	Meetings with HDC One (1) in-person meeting, three (3) virtual attendance. Provide a brief update on progress and answer questions	Coordinate Stakeholder Team and HDC availability.	Provide follow-up to supplement minutes issued by others

Appendix A

Fee Schedule

COST PROPOSAL FOR HISTORIC DESIGN GUIDELINES

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

*Attach technical specifications for all proposed materials as outlined in the Submission Requirements section of the RFP (pg. 5-6)

COST PROPOSAL	
ITEM	BID AMOUNT
1. Review of existing documentation	\$1,500.00
2. Field Investigation	\$9,400.00
3. Coordinate Public Engagement	\$2,000.00
4. Guidelines Outline	\$3,600.00
5. Guidelines First Draft and Revision	\$4,000.00
6. Public Meetings	\$6,000.00
7. HDC Meetings	\$2,000.00
8. Final Deliverable	\$2,000.00
TOTAL BID AMOUNT	\$30,500.00
ADDITIONAL BID ITEMS	
Additional Meetings with City Staff and Boards	\$ 2,400 (based on 4 mtgs/\$600/mtg)
Other -	\$
Other -	\$
GRAND TOTAL AMOUNT	\$

Firm Name: _____

Authorized Signature: _____ Date: _____

Hourly Rates

Principal:	\$300
Project Manager:	\$150
Senior Staff:	\$150
Junior Staff:	\$125

Appendix B

Resumes/ Qualifications

RAYMOND PEPI

PRESIDENT | BUILDING CONSERVATION ASSOCIATES, INC.



Education

Columbia University
Graduate School of Architecture,
Planning and Preservation

McCrone Institute
Microscopy for Conservators

State University of New York at Stony
Brook
B.A., History

Certifications

16-Hour Suspended Scaffold User,
as required by the New York City
Department of Buildings (DOB) to use
or work on suspended scaffolds in New
York City

10-Hour OSHA Construction Safety &
Health

JAHN Certification Masonry Restoration
Workshop

Meets the Professional Qualifications and
Standards of the U.S. Department of the
Interior, National Park Service (NPS) for
Architectural Historian as stated in 36
CFR 61 Appendix A

Memberships/Affiliations

Member, Association for Preservation
Technology (APT)

Member, American Institute of Architects
(AIA)

Member, American Institute for
Conservation of Historic and Artistic
Works (AIC)

Board of Directors, American Friends
of the Old Royal Naval College, part of
a World Heritage Site, in Greenwich,
London

Raymond Pepi founded Building Conservation Associates in September of 1985 to provide historic preservation and materials conservation services for the documentation, analysis, repair, and maintenance of historic buildings, monuments, and works of art. It is one of the oldest and most experienced private firms specializing in architectural materials conservation and preservation planning in the country.

In addition to managing the firm, which has offices in New York, Boston, Philadelphia, Washington, D.C., and Detroit, Mr. Pepi is personally involved in many of BCA's projects, including the restoration of Trinity Church Wall Street, the restoration of St. Patrick's Cathedral, the ongoing restoration and adaptive reuse of the James A. Farley Post Office as Moynihan Station, the phased restoration of the Cathedral of Saint John the Divine, and various past and current projects at Grand Central Terminal, where BCA has worked closely with Metro North Railroad for the last 15 years. He is also well-versed in the regulatory review process for historic buildings, having had a hands-on role in the procedure with a hundred projects since the founding of BCA.

Mr. Pepi has further contributed his knowledge and expertise to the field as a lecturer in a number of venues, including teaching a course in Architectural Materials Testing at Rensselaer Polytechnic Institute's Building Conservation graduate studies program. Raymond has published papers and lectured on a wide variety of conservation topics, including masonry cleaning, sandstone repair, terra cotta, stone restoration, bronze and stone statue restoration, cast iron, and digital tools for project management and building maintenance. Mr. Pepi is the Chair of the American Friends of the Old Royal Naval College, part of a World Heritage Site, in Greenwich, London; and serves on the board of the Stephen T. Mather Building Arts & Craftsmanship High School in New York, NY.

Mr. Pepi is a member of the American Institute for Conservation (AIC).

ERICA MORASSET

REGIONAL DIRECTOR | BUILDING CONSERVATION ASSOCIATES, INC.



Education

Columbia University
Graduate School of Architecture, Planning
and Preservation
M.S., Historic Preservation
University of Windsor
B.Sc., Honors, Chemistry

Certifications

Meets the Professional Qualifications and
Standards of the U.S. Department of the
Interior, National Park Service (NPS) for
Architectural Historian as stated in 36 CFR
61 Appendix A

16-Hour Suspended Scaffold User

10-Hour OSHA Construction Safety &
Health

8-Hour Confined Space Entry Training
(Based on the OSHA 1910.146 permit-
required confined space standards for
general industry)

JAHN Certification Masonry Restoration
Workshop

Memberships/ Affiliations

Member, Association for Preservation
Technology International (APTi)

Board Member, APT Eastern Great Lakes
Chapter (APT-EGL)

Member, Michigan Historic Preservation
Network (MHPN)

Member, American Institute for the
Conservation of Historic and Artistic Works
(AIC)

Member, Women in Restoration and
Engineering (WiRE)

Erica Morasset directs the Detroit office of Building Conservation Associates, Inc. She holds a Masters of Science in Historic Preservation from Columbia University and has been a key member of BCA's Architectural Conservation staff since 2008. Erica brings a broad range of conservation and preservation expertise having worked at BCA's headquarters in New York City for the past 12 years. The Detroit office is BCA's fourth branch and we are proud to offer a local presence in the Midwest.

Ms. Morasset's responsibilities include project management, field investigations, materials testing, finishes analysis, photographic documentation, preparation of construction documents, construction monitoring, and report writing. Her expertise includes the assessment of implementation of programs for architectural woodwork, ornamental metals, plaster, and stone surfaces.

Ms. Morasset has been the principal investigator for the Central division state of good repair (SOGR) surveys that BCA is conducting for Amtrak. Erica's work has focused on stations in Michigan, Illinois, Ohio, and Indiana.

As part of a design competition at the Ashley U.S. Courthouse in Toledo, OH, Ms. Morasset conducted research, completing narrative descriptions of the building and its surroundings, providing documentation of the building and placing it within the historic context of the city and the country to the satisfaction of SHPO and GSA as part of the competition process. Ms. Morasset also assessed the integrity of the historic resource, and provided recommendations to the design team based on the Secretary of the Interior Standards for Rehabilitation.

As project manager for the interior restoration work in the General Assembly and Conference Buildings at the United Nations, Ms. Morasset was responsible for the assessment of a wide array of historic architectural materials and assemblies. Ms. Morasset also issued a multi-volume report focusing on the history of the building with a focus on interior finishes after completing a comprehensive finishes analysis for the interior spaces.

Ms. Morasset has conducted assessments at the Waldorf-Astoria Hotel and Chautauqua Institution to determine potential feasibility of using federal and state historic tax credits by assessing integrity and architectural plans against the Secretary of the Interior Standards for Rehabilitation.

Ms. Morasset is actively involved in the preservation community and is a member of a number of professional organizations locally and nationally. She currently sits on the board of the Eastern Great Lakes Chapter of APT.

MICHELE BOYD

DIRECTOR OF PRESERVATION SERVICES | BUILDING CONSERVATION ASSOCIATES, INC.



Education

Columbia University
Graduate School of Architecture, Planning
and Preservation
M.S., Historic Preservation
Lehigh University
B.A., English

Certifications

Meets the Professional Qualifications and Standards of the U.S. Department of the Interior, National Park Service (NPS), for Architectural Historian as stated in 36 CFR 61 Appendix A.

Select Presentations

Construction History Society of America, 6th Biennial Meeting on Construction History, College Park, Maryland. "Historic Lighting Design at Washington Union Station: D.H. Burnham & Company's Challenges and Creative Solutions" (with Kevin Wohlgemuth of BCA).

National Park Service, National Center for Preservation Technology and Training, Kansas City, Missouri. "Bringing the Fountain of Life Back to Life—Marble and Bronze Conservation and Sculptural Figure Replication" (with Ricardo Viera of BCA).

Michele Boyd joined BCA's New York office in 2002. She has an expertise in architectural history and preservation planning. Her work involves collaborating with architects, building owners, developers, and government agencies on the preservation and treatment of historic buildings, objects, structures, and sites. Ms. Boyd has extensive experience with archival research and surveys, architectural histories and significance studies, documentation of existing conditions, and restoration design review for compliance with preservation regulations. A key part of her role is helping clients navigate historic preservation regulation at the local, state, and federal levels.

Ms. Boyd is currently assisting the design teams for several projects at the National Historic Landmark U.S. Military Academy at West Point, New York subject to review by the New York State Historic Preservation Office. For the Master Plan for Nissequogue River State Park in Kings Park, New York, Ms. Boyd has led BCA's effort to conduct public outreach, develop Master Plan options, and develop mitigation options for adverse impacts under Section 14.09 of the New York State Historic Preservation Act. As part of this project, BCA conducted an inventory and assessment of the 60 buildings and structures remaining from the former Kings Park Psychiatric Center. BCA documented extant buildings and assessed their historic significance and integrity to explore potential new uses.

The Orchard Beach Pavilion in the Bronx, New York City, is part of the NYC Dept of Parks & Recreation and an individual NYC Landmark. As historic preservation consultant for the Pavilion's stabilization and renovation, BCA performed a hands-on condition assessment and developed treatment recommendations and technical documents (drawings and specifications) for its restoration. As a key member of BCA's team, Ms. Boyd conducted archival research and provided preservation review of the Architect's design.

BCA is the historic preservation consultant for the John Jay Homestead State Historic Site in Katonah, New York. The site preserves the 1787 home of statesman John Jay, one of three authors of The Federalist Papers, an early Governor of New York, and the first Chief Justice of the United States Supreme Court. The property is listed on the National Register of Historic Places and is a National Historic Landmark. For a new Education Center, BCA performed an on-site survey to assess, inventory, dimension and photograph the project site. As a key member of the BCA team, Ms. Boyd documented the historic design of the non-extant historic Horse Barn and developed design options currently under review by the State Historic Preservation Office.

Recently Ms. Boyd was involved with several projects centered on the proposed redevelopment of the National Register-listed 30th Street Station in Philadelphia as part of the 30th Street Station District Plan developed by Amtrak and local partners. Her work focused on applying historic preservation guidelines developed by BCA for alterations proposed at the iconic station building.

Appendix C

Project Sheets

TOWNSHIP OF MONTCLAIR HISTORIC PRESERVATION PLAN ELEMENT

Montclair, New Jersey



Montclair Township in Essex County, New Jersey, was built as an early New York City commuter town, beginning in 1873. Montclair's first Township Master Plan was adopted in 1933. The first Historic Preservation Element of the Master Plan was adopted in 1993, and the Historic Preservation Commission was established as a result of Montclair's municipal Historic Preservation Ordinance of 1994. Today, Montclair has 16 local landmarks, 4 local historic districts, 48 individual historic resources listed in the National Register of Historic Places, and 6 National Register historic districts.

The Township has made it an ongoing priority to integrate historic preservation with commercial development, and received a grant from the State Historic Preservation Office (SHPO) in the spring of 2016 to update the 1993 Historic Preservation Element to support this objective. The Township engaged BCA to implement this initiative.

As part of this effort, BCA reviewed and updated historic resources survey data, from 1982, as well as potential and previously undocumented historic resources, for the entire Township. We also analyzed local, state, and federal laws and planning policies that impact historic preservation; local successes and issues related to historic preservation; and community goals and objectives for historic preservation. Finally, we developed recommendations for private and public-sector strategies and created an implementation agenda with a year-by-year schedule.

Owner

Township of Montclair

Contact

William (Tommy)
Scibilia, AICP
Assistant Town Planner
wscibilia@
montclairnjusa.org
973.509.4955

Scope

Archival research,
historic preservation
planning, and
National Register
recommendations

Start/Completion

2015-2016

Role

Historic preservation
consultant

NISSEQUOGUE RIVER STATE PARK

Kings Park, New York



BCA conducted an inventory and assessment of the 60 buildings and structures remaining from the former Kings Park Psychiatric Center at NRSP in Kings Park, NY. NRSP is a 522-acre park opened in 2000 on the waterfront. In 2007, the New York State Historic Preservation Office determined that many of the former KPPC buildings were eligible for listing as a historic district on the National Register of Historic Places.

BCA's survey was conducted in with the Master Plan for NYS Parks to develop an overall vision for NRSP based on the needs and desires of the community. This initiative includes the development of a strategy to determine which buildings and elements of infrastructure remaining from the campus of the former KPPC are feasible for preservation and re-use. The survey documented the extant buildings and assessed their historic significance and integrity in order to update information collected in previous assessments and to explore potential new uses.

In the second phase of the project, BCA's work continues with conducting public outreach, developing Master Plan options, assessing effects on historic and cul-tural resources, alternative analysis, and developing mitigation options for adverse impacts under Section 14.09 of the New York State Historic Preservation Act.

Owner

New York State Office
of Parks, Recreation, &
Historic Preservation

Contact

Diana Carter
Assistant Division Director
for Planning and Analysis
NYSOPRHP
518.474.8288
Diana.Carter@parks.
ny.gov

Schedule

2020-present

Scope

Historic Preservation
Planning
Environmental Impact
Statement
Conditions Assessment

TOWN OF SOUTHTON

HISTORIC RESOURCE INVENTORY DATABASE

Southington, Connecticut



The Town of Southington in Hartford County, Connecticut, developed from an 18th century farming settlement into a 19th century industrial center, and then again into the vibrant suburban community it is today. In 1986, Southington conducted a town-wide architectural survey, the *1986 Historic & Architectural Resources Survey of Southington, Connecticut*, documenting 330 historic structures that were associated with the historical development of the town or that had architectural merit. As a result of this effort, 5 historic districts, 2 thematic listings, and 32 individual properties were listed in the National Register of Historic Places between 1987 and 1988.

In 2016, BCA was engaged to build upon these past achievements and update the Town's knowledge base of its historic resources. The 1986 survey data only existed in hard-copy form, available on request at the Southington Public Library. To make the 1986 survey data more accessible and useable to Town officials and the general public, and to evaluate its continued accuracy, BCA created a Historic Resource Inventory Database (HRID) in MS Excel listing all the historic resources surveyed in 1986, including those currently listed in the National Register of Historic Places. BCA conducted field work to identify how many resources surveyed in 1986 had been demolished, and re-surveyed 1986 resources that were never listed on the NR to evaluate their integrity some 31 years after they were initially surveyed. These findings were included in the HRID.

Owner

Town of Southington
Connecticut

Contact

David Lavalley
Assistant Town Planner
860.276.6203
LavalleyD@southington.
org

Start/Completion

2016-2017

Role

Historic preservation
consultant

Scope

Historic Resource
Inventory

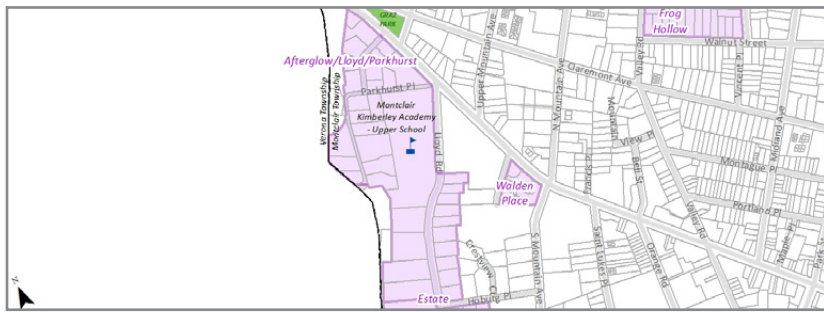
Appendix D

Work Samples



HISTORIC PRESERVATION ELEMENT OF THE TOWNSHIP MASTER PLAN

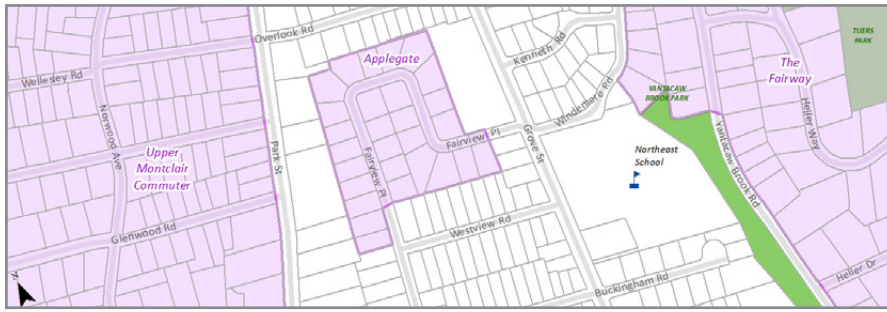
**Township of Montclair
County of Essex
State of New Jersey**



AFTERGLOW/LLOYD/PARKHURST AREA

The Afterglow/Lloyd/Parkhurst Area includes four historic houses previously surveyed by “Preservation Montclair” (15 Rockledge Road, built 1900; 36 Afterglow Way, built 1910; 35 Lloyd Road, built 1902; 52 Lloyd Road, built 1905). The area also includes four residential properties individually listed in the National Register (10 Rockledge Road, built 1900; 35 Afterglow Way, built 1912; 50 Lloyd Road, built 1902; 53 Lloyd Road, built 1910). (Stakeholder-Identified)





APPLEGATE FARM AREA

The Applegate Farm Area was built as a relatively cohesive development between 1964 and 1966. The area was originally associated with the Applegate Farm Dairy, which opened in 1913. In 1960, the Township Planning Board approved an application for 28 homes on a 10-acre lot fronting on Grove Street. The resulting development was part of a Township-wide trend of rapid post-war development. The area consists of two-story single-family houses built predominantly in a modified ranch style on small lots with front yards and short driveways. Many of the houses were originally split-level houses with wood and brick elements. Some houses have been altered with new synthetic siding, replacement windows and roofs, and second-level additions. (*Working Group-Identified*)





CHRISTOPHER STREET AREA

Christopher Hinck laid out the Christopher Street Area between 1885 and 1901 and developed it between 1900 and 1929. The area consists of two-to-three-story single-family houses built in a variety of styles, including Queen Anne, Shingle, and 20th century Revival styles. Prominent architectural materials include wood, brick, and stucco. These houses feature relatively large front yards, porches, awnings, ocular windows, stained glass, and notable ornament, including scrollwork. Some stretches of houses are built on an inclined landscape. (*Working Group-Identified*)





CROSS STREET AREA

The Cross Street Area is similar in its history and development to the Frog Hollow Area. Many homes in the Cross Street Area were originally built in the 19th century for immigrants who worked as servants for Montclair's wealthy residents. Later, the area became a significant African American community. The houses in the Cross Street Area are architecturally similar to those in the Frog Hollow Area. *(Stakeholder-Identified)*

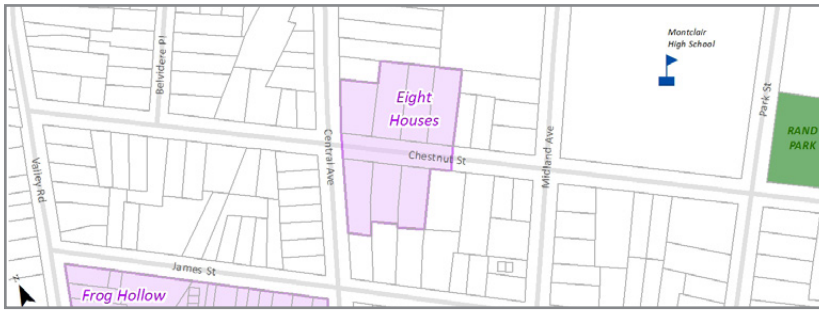




EDGEMONT PARK AREA

The Edgemont Park Area was developed mostly between 1910 and 1929 and consists of two-to-three-story single-family houses immediately surrounding Edgemont Memorial Park and built in a variety of early 20th century Revival styles. The Edgemont School is also located in this area. Predominant architectural materials include brick, wood, stucco, stone, and synthetic siding. Medium-sized lots resulted in a lower density of structures immediately surrounding the park. Further research should be undertaken to determine the historical relationship between the surrounding houses and the park itself. *(Working Group-Identified)*

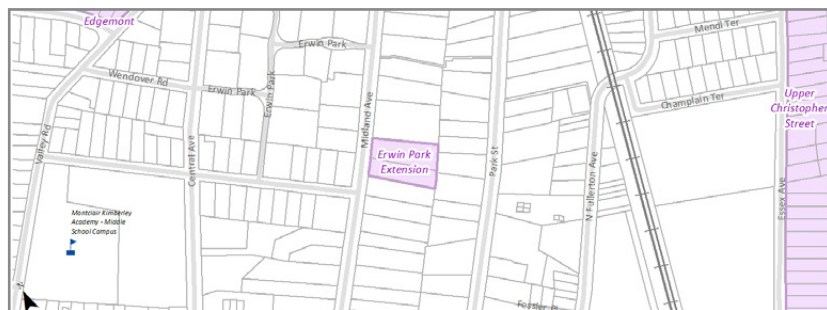




EIGHT SISTERS HOUSES AREA

The Eight Sisters Houses Area includes the sites of eight (seven extant) houses on Chestnut Street (built c. 1875) by brothers-in-law Amerton Yale and Stephen Carey. These houses are good examples of the Carpenter Gothic and Stick styles. Of the seven remaining houses, three were surveyed by “Preservation Montclair” (103, 125, and 128 Chestnut Street), and 103 Chestnut Street (built 1840) was subsequently listed on the State Register. (Stakeholder-Identified)



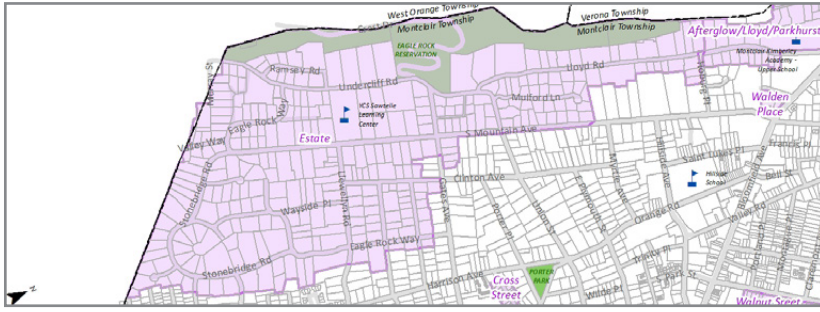


ERWIN PARK EXTENSION

The Erwin Park Extension includes two properties, 195 Midland Avenue (built 1913) and 197 Midland Avenue (built 1897). 195 Midland Avenue is the former home of Horace C. and Marion Moses. Horace worked as a salesman for Wood & Selick, a bakery supply company, and eventually became an executive at the company. 197 Midland Avenue is the former home of William and Jennie Powell. William was an executive at a New York hosiery company. These properties have not been formally surveyed. (*Stakeholder-Identified*)



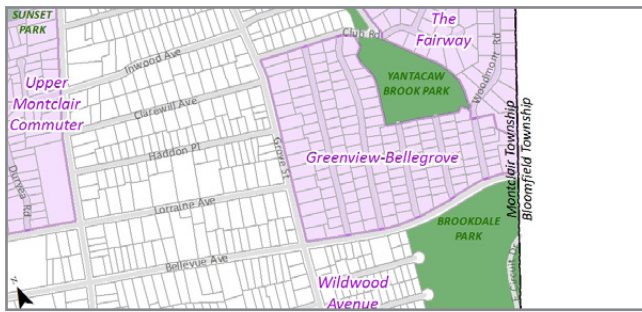
Township of Montclair Department of Planning & Community Development, 2016.



ESTATE AREA

The Estate Area was developed by wealthy Montclair residents between the late 19th and the early 20th centuries. The area consists of one-to-three-story single-family houses built on large lots set far back from the street. The area's low density distinguishes it from the larger surrounding residential context. Although the Estate Area exhibits a wide range of architectural styles and features, the area reflects a unique pattern of development and siting. Prominent architectural materials within the area include wood, brick, and stucco. Common architectural styles include Queen Anne, Shingle, Tudor Revival, and Colonial Revival. (*Working Group-Identified*)





FAIRWAY-GREENVIEW-BELLEGGROVE AREA

The Fairway-Greenview-Bellegrove Area consists primarily of single-family houses built in the late 1920s and 1930s. The 1982 “Preservation Montclair” survey included the following historic properties located within the area: 25 The Fairway (Tudor style, built 1929); 20 Greenview Way (Classical Revival style, built 1937); 21 Bellegrove Drive (Georgian Revival style, built 1937); 553 Grove Street (built 1848). The Greenview-Bellegrove Area is defined in part by its relatively high concentration of Tudor Revival style houses. The area also contains a 1930s development that consists of several Classical Revival style houses. A portion of the site of the Fairway-Greenview-Bellegrove Area was originally part of the Upper Montclair Country Club, and later the Elm Brook Golf Course. (*Working Group-Identified*)





FAIRWAY-SQUIRE HILL-YANTACAW AREA

The Fairway-Squire Hill-Yantacaw Area was built between 1950 and 1959 and consists of single-family houses with varying dates of construction, scale, lot sizes, and architectural styles. Tuers Park is also located in the center of the area surveyed. The Fairway-Squire Hill-Yantacaw Area was originally the location of the Upper Montclair Golf Club; the area was redeveloped in the 1950s and Heller Way was cut through at that time. Further study should be undertaken to investigate the architectural identity and expression of historic context in the Fairway-Squire Hill-Yantacaw Area. (*Working Group-Identified*)





FROG HOLLOW AREA

The Frog Hollow Area was originally developed between the mid-19th and the early 20th centuries. The area consists of two-to-three-story single-family houses built mostly in a vernacular Dutch Revival style. The houses are sited on small lots and are set slightly back from the street-facing lot lines in an irregular manner. Wood was the predominant historic building material. However, most houses in the area have been altered with synthetic siding, aluminum replacement windows, or other contemporary elements. Frog Hollow was home to a variety of immigrant populations after these communities expanded from former mill workers' housing in the South End. Although the area exhibits low architectural integrity, further research on the social significance of Frog Hollow is recommended. *(Working Group-Identified)*





HITCHCOCK PLACE AREA

The Hitchcock Place Area was developed in 1958. The houses in this area are characterized by their location within a cohesive development, a single shared date of construction, and a repetitive architectural form, all of which clearly distinguish Hitchcock Place from its immediate residential context. The area consists of two-story single-family houses in a typical postwar split-level/minimal traditional style. Wood and synthetic siding are the prominent materials. (*Working Group-Identified*)

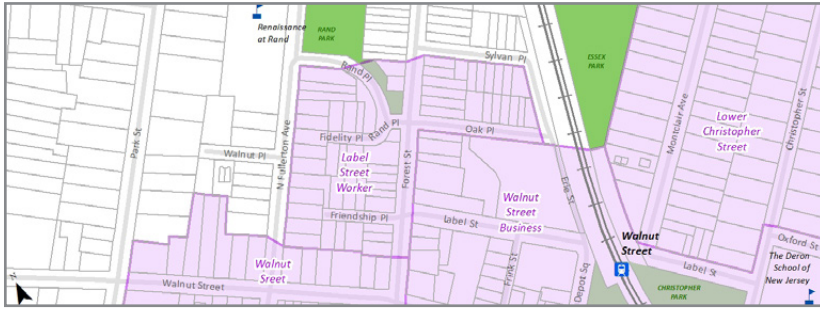




HOLLYWOOD AVENUE AREA

The Hollywood Avenue Area was built between 1920 and 1929 and consists of two-story single-family houses built mostly in a Dutch Colonial Revival style and often featuring an upper half-story. Small lots place the houses in close proximity to each other, and small front lawns set the houses back slightly from the street. Streets in the proposed district are lined with trees, and feature sidewalks of both bluestone flags and concrete. Further research should be undertaken to determine the extent to which houses in the area share a historic pattern of development. (*Working Group-Identified*)





LABEL STREET WORKER HOUSING AREA

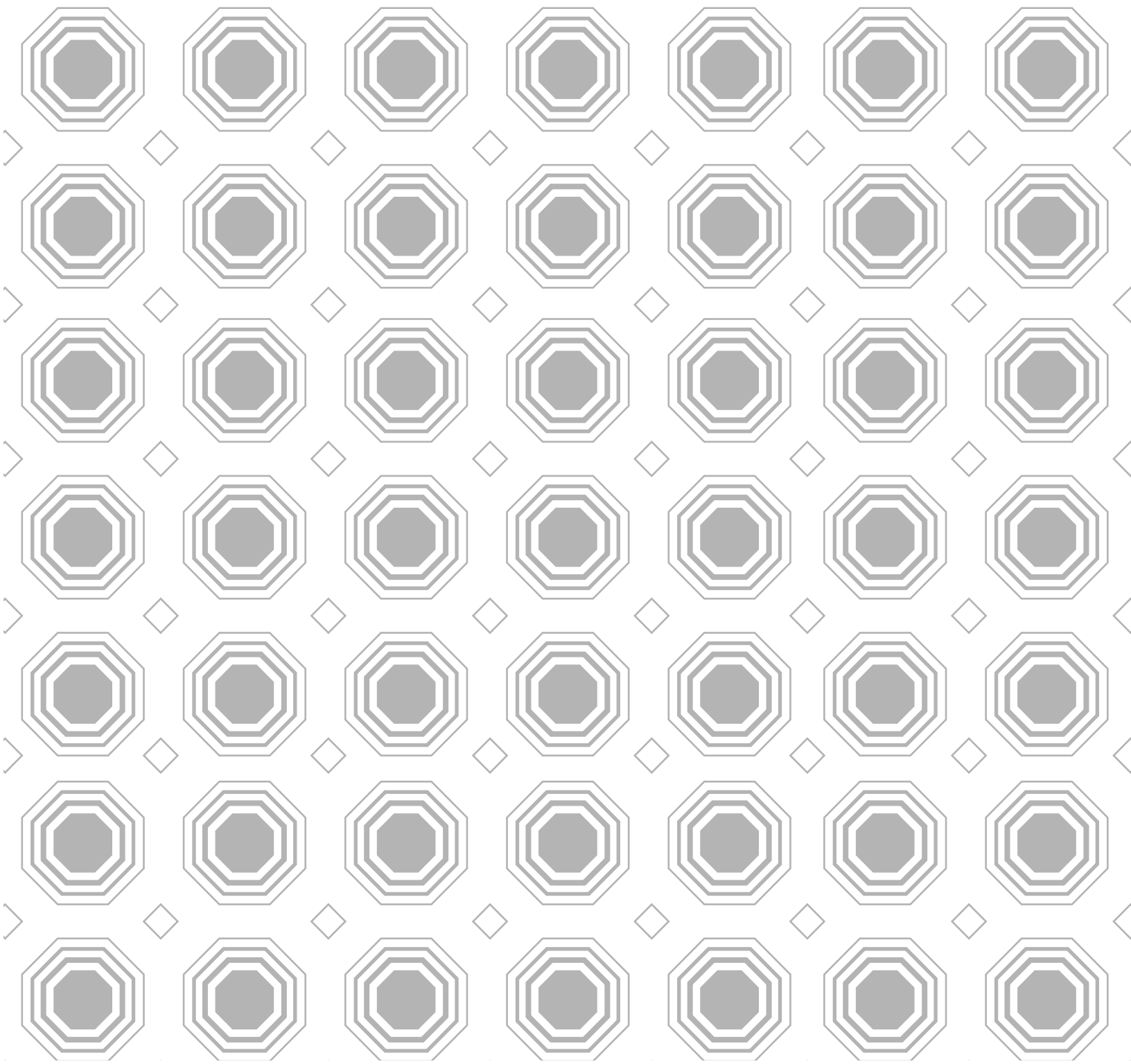
The Label Street Worker Housing Area contains several properties on Friendship Place, Fidelity Place, and Oak Place that were once used as worker housing for the nearby Crump Label Factory near Label Street in the 19th century. Label Street itself, including buildings associated with the historic Crump Label Factory, is included within the proposed Walnut Street Area noted below. (Stakeholder-Identified)



Township of Montclair Department of Planning & Community Development, 2016.

WASHINGTON UNION STATION

HISTORIC PRESERVATION PLAN: VOLUME II

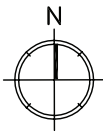
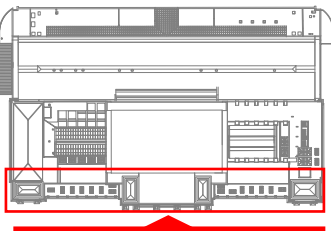




H-S-1. South façade, c. 1913-25. (Library of Congress)



H-S-2. South façade, 2014.



Existing Historic Character-Defining Features

- 626’ long monumental façade.
- White Bethel granite in ashlar coursing with quarter-inch-thick flush mortar joints and bush-hammer finish.
- Four-story vaulted central pavilion linked by arcaded, vaulted loggias to two flanking terminating pavilions, each dominated by a large triumphal arch, at east and west.
- Central barrel-vaulted pavilion pushed forward to emphasize the main entrance to the station.
- Six massive Ionic columns placed symmetrically across the facade of the central pavilion to frame the three portals, two on either end and one in front of each pier supporting the main arches.
- Large and capacious South Portico composed of three triumphal arches, which measure 29’ wide by 48’ high, modeled after the Arch of Constantine in Rome.
- Three vestibule openings at the main entrance in the central pavilion framed by large arches and divided by a wide entablature that rests on four engaged Doric columns, separating the lower zone of each arch into three entrance bays of paired exterior doors below transom lights of fixed plate glass.
- Above the entablature, the upper zones frame large, semi-circular windows with ornamental iron grilles in a Grecian pattern of triangular panes of glass.
- Six granite statues of Roman legionnaires on the cornice above the six columns.
- Wide attic story.
- Inscriptions written by Charles W. Eliot at the attic story of the three pavilions. At the central pavilion, they are paired with biblical passages.
- Colossal sculptural group, *The Progress of Railroading*, by sculptor Louis Saint-Gaudens, whose six draped allegorical figures stand 18’ tall on the cornice at the attic level above each column.
- Three double-hung windows at the second story above each loggia arch.
- Ten windows facing the open loggias with cast-iron mullions, transoms with dentil molding, and eagles of ornamental iron at the top of each mullion.
- Three former windows, now doors, with cast-iron mullions, transoms with dentil molding, and eagles of ornamental iron at the top of each mullion.
- Deep balustrade on top of the loggias, screening the windows of the attic story from the street.
- Pairs of massive Ionic columns topped with monumental sculpted eagles framing the triumphal arches at the east and west pavilions.
- Continuous base course, entablature, and cornice line that runs above each loggia and wraps around the terminating pavilions, with the exception of the central pavilion where the scale is enlarged and the cornice is higher.
- Exterior doors paneled in mahogany with cast-bronze hardware, some with glazing and some without.
- Ornamental bronze bracket chandelier.
- Office entrance in the recessed arch of the easternmost bay of the east loggia with wood and glass doors and a single transom light of hinged plate glass surrounded by a grille of ornamental iron and glass in a Grecian pattern with ornamental iron eagles on brackets at the cornice level.

Existing Historic Character-Defining Features (cont.)

- Entrance to Presidential Reception Room (State Entrance) at east pavilion with coffered half-dome ceiling ornamented with rosettes and two segmented Ionic columns, a pair of paneled, mahogany exterior doors set within a hollow-chamfered door surround of matching granite blocks, and an inset granite sculptural seal above the portal.

Overall Design Considerations

Any proposed alterations or additions should be in keeping with the *Secretary of the Interior’s Standards for Rehabilitation of Historic Properties*.

INCLUDE:

- Preserving, maintaining visibility of, and restoring existing historic fabric to its historic appearance.
- Repairing deteriorated historic materials and features rather than replacing. Where the severity of deterioration requires replacement, the new feature should be compatible in design, color, texture, and materials.
- Protecting and preserving existing significant historic views to and from the south façade and through the South Portico. See Figures H-S-1 through 6 and H-S-9 and 10.
- Protecting and preserving existing significant historic volumes within the South Portico. See Figures H-S-7 and H-S-8.
- Preserving existing and reintroducing lost historic circulation patterns. See Figures C-1 and 2 in Section 4.2.4 Supplemental Graphics.
- Removing non-original accretions.
- Ensuring that changes/alterations are reversible and compatible.
- Recreating previously removed features based on physical or documentary evidence, if compatible with current or new use.

AVOID:

- Removing or covering surviving historic fabric.
- Damaging historic fabric during new construction, alterations, or additions.
- Blocking significant historic views to the south façade and through the South Portico that are currently open. See Figures H-S-1 through 6.
- Installing new architectural or mechanical elements that obscure views into and out of windows to protect natural daylight and views. See Figures D-1 and D-2 in Section 4.2.4 Supplemental Graphics.
- Enclosing or dividing the South Portico with partitions.
- Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties.



H-S-3. View from station to Capitol, 1911. (Library of Congress)



H-S-5. View along E Street, 1916. (Historical Society of Washington, D.C.)



H-S-7. East view in South Portico, c. 1907-20. (Library of Congress)



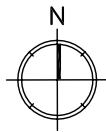
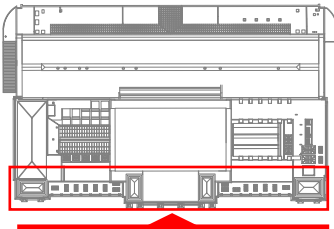
H-S-4. View from station to Capitol, 2014.



H-S-6. View along E Street, 2014.



H-S-8. East view in South Portico, 2015.

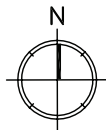
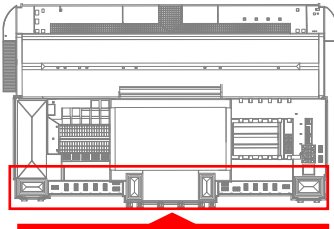




H-S-9. West view into South Portico, 1911. (Library of Congress)



H-S-10. West view into South Portico, 2014.





H-W-1. West façade, c. 1908-10. (Library of Congress)



H-W-2. West façade, 2014.

Existing Historic Character-Defining Features

- White Bethel granite in ashlar coursing with quarter-inch-thick flush mortar joints and bush-hammer finish.
- Five monumental open arches forming the exterior façade of the Carriage Porch.
- Continuous base course, entablature, and cornice line providing continuity with the south elevation.
- Wide attic story.
- Grooved, vaulted, cement-plaster barrel vault ceiling of Carriage Porch.
- Along the north wall of the Carriage Porch, a large masonry arch framing an opening that leads directly into the Retail Concourse, divided by a wide entablature that rests on two engaged Doric columns in antis between pilasters. Two ornamental iron eagles perch on the cornice at the attic level above each column.
- These four vertical elements separate the lower zone of the arch below the entablature into three entrance bays of paired exterior doors with transom lights of fixed plate glass.
- Above the entablature, the upper zone frames a large, semi-circular window with an ornamental iron grille in a Grecian pattern.
- Recessed arched portals at north and south sides of Carriage Porch.
- Office entrance defined by four pilasters at southeastern corner of the Carriage Porch.
- Ornamental bronze bracket chandeliers.

Overall Design Considerations

Any proposed alterations or additions should be in keeping with the *Secretary of the Interior’s Standards for Rehabilitation of Historic Properties*.

INCLUDE:

- Preserving, maintaining visibility of, and restoring existing historic fabric to its historic appearance.
- Repairing deteriorated historic materials and features rather than replacing. Where the severity of deterioration requires replacement, the new feature should be compatible in design, color, texture, and materials.
- Protecting and preserving existing significant historic views to and from the west façade and through the Carriage Porch. See Figures H-W-1 through 12.
- Restoring significant historic views that are currently obscured. See Figures H-W-5 and 6.
- Protecting and preserving existing significant historic volumes within the Carriage Porch. See Figures H-W-7 through 10.
- Preserving existing and reintroducing lost historic circulation patterns. See Figures C-1 and 2 in Section 4.2.4 Supplemental Graphics.
- Removing non-original accretions.
- Ensuring that changes/alterations are reversible and compatible.
- Recreating previously removed features based on physical or documentary evidence, if compatible with current or new use.

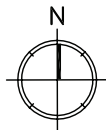
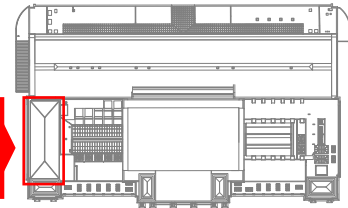
AVOID:

- Removing or covering surviving historic fabric.
- Damaging historic fabric during new construction, alterations, or additions.
- Blocking significant historic views to the west façade and through the Carriage Porch. See Figures H-W-1 through 12.
- Installing new architectural or mechanical elements that obscure views into and out of windows to protect natural daylight and views. See Figures D-1 and D-2 in Section 4.2.4 Supplemental Graphics.
- Enclosing or dividing the Carriage Porch with partitions.
- Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties.

Specific Design Opportunities

Preservation benefits could be maximized by implementing the following, where possible:

- Reopening the north portal (former baggage room access) and south portal (former taxicab counter) on the Carriage Porch to create an information or retail counter that references the historic use of these features. See Figure H-W-9, 10, 13, and 14.





H-W-3. Area outside Carriage Porch, c. 1908-1910. (Library of Congress)



H-W-5. Southwest corner, 1916. (Library of Congress)



H-W-7. Carriage Porch, facing south, c. 1907-1920. (Library of Congress)



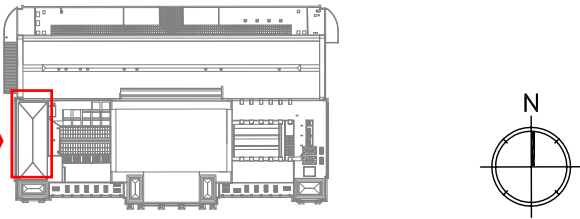
H-W-4. Carriage Porch, facing north, 2014.



H-W-6. Carriage Porch, facing east, 2014.



H-W-8. Carriage Porch, facing south, 2014.

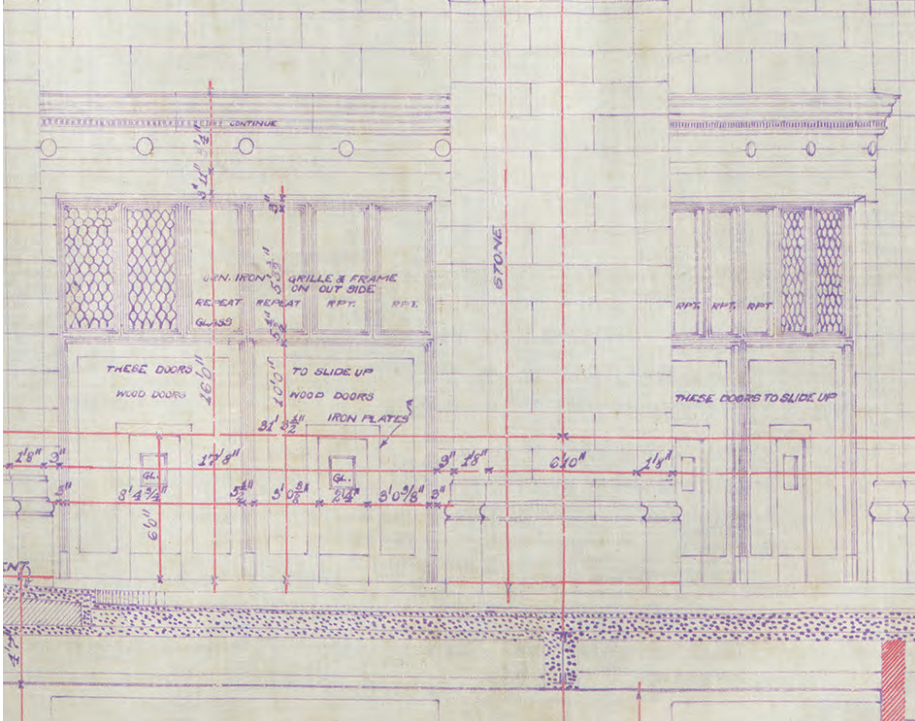




H-W-9. Carriage Porch, east wall, showing portion of taxicab counter, 1914. (Library of Congress)



H-W-11. Carriage Porch, facing east, 2014.



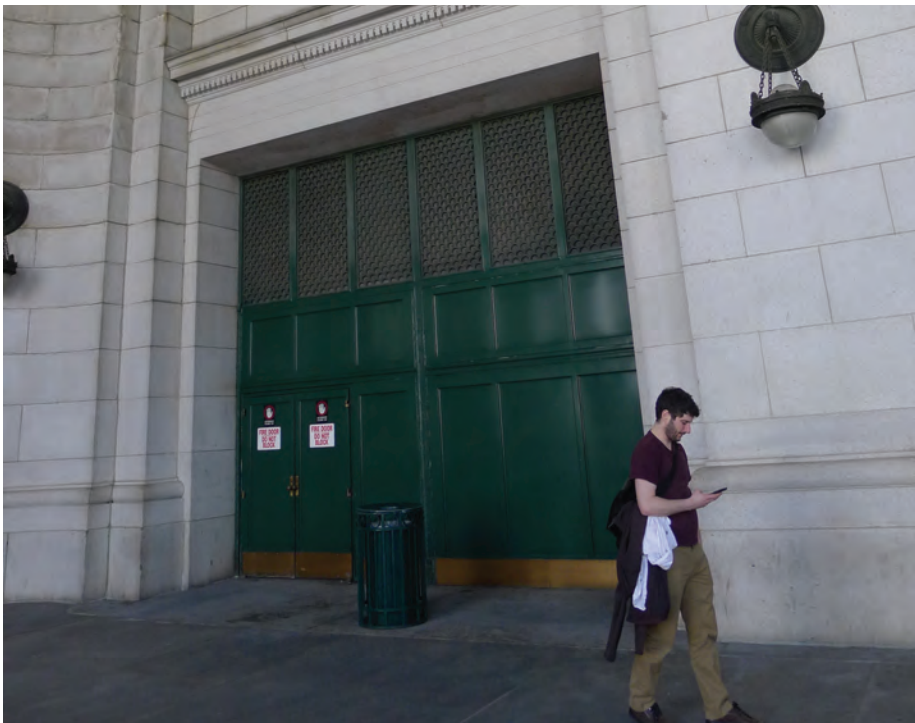
H-W-13. Burnham & Co. drawing of Carriage Porch, east wall, 1905. (Library of Congress)



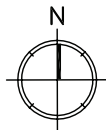
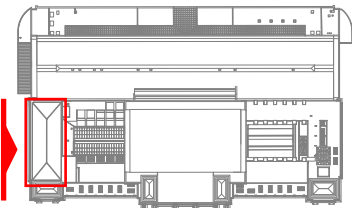
H-W-10. Carriage Porch, east wall, showing former taxicab counter, 2014.



H-W-12. West façade, 2014.



H-W-14. Carriage Porch, east wall, 2014.





H-E-1. East façade, c. 1906. (Library of Congress)

Existing Historic Character-Defining Features

- White Bethel granite in ashlar coursing with quarter-inch-thick flush mortar joints and bush-hammer finish.
- Five monumental open arches forming the exterior façade of the East Porch.
- Continuous base course, entablature, and cornice line providing continuity with the south elevation.
- Wide attic story.
- Seven tripartite double-hung windows above the arches.
- Three center bay portals in the west wall of the East Porch, which each contain a pair of paneled, mahogany, exterior doors covered by a flat hood and surmounted by a round-arched window of fixed plate glass with an ornamental iron grille in a Grecian pattern.
- Two double-sash windows framed by a wide architrave and surmounted by a flat hood on either side of the East Porch.
- A single, paneled, mahogany exterior door at the north end of the East Porch that leads to the north vestibule of the Presidential Reception Room. It is surmounted by a transom of fixed plate glass.
- On the south wall of the East Porch, covered by a flat hood, a single, paneled, mahogany exterior door that leads to the president's retiring room (now part of the former restaurant space); a door of similar design on the north wall originally led to a room to be used by invalids arriving to or departing from the station (now also part of the former restaurant space).
- Ornamental bronze bracket chandeliers.

Overall Design Considerations

Any proposed alterations or additions should be in keeping with the *Secretary of the Interior's Standards for Rehabilitation of Historic Properties*.

INCLUDE:

- Preserving, maintaining visibility of, and restoring existing historic fabric to its historic appearance.
- Repairing deteriorated historic materials and features rather than replacing. Where the severity of deterioration requires replacement, the new feature should be compatible in design, color, texture, and materials.
- Protecting and preserving existing significant historic views to and from the east façade and through the East Porch. See Figures H-E-1 and 2.
- Protecting and preserving existing significant historic volumes within the East Porch. See Figures H-E-1, 2, 7 and 8.
- Preserving existing and reintroducing lost historic circulation patterns. See Figures C-1 and 2 in Section 4.2.4 Supplemental Graphics.
- Removing non-original accretions.
- Ensuring that changes/alterations are reversible and compatible.
- Recreating previously removed features based on physical or documentary evidence, if compatible with current or new use.

AVOID:

- Removing or covering surviving historic fabric.
- Damaging historic fabric during new construction, alterations, or additions.
- Blocking significant historic views to the east façade and through the east porch that are currently open. See Figures H-E-1, 2, 7 and 8.
- Installing new architectural or mechanical elements that obscure views into and out of windows to protect natural daylight and views. See Figures D-1 and D-2 in Section 4.2.4 Supplemental Graphics.
- Dividing the East Porch with partitions.
- Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties.

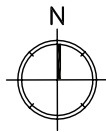
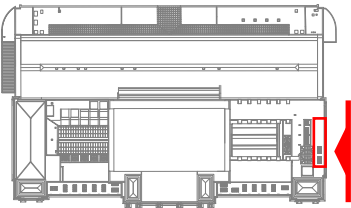
Specific Design Opportunities

Preservation benefits could be maximized by implementing the following, where possible:

- Removing the glass window/door infill in the large arches on the East Porch to reestablish it as an outdoor space as it was used historically. See Figures H-E-3 through 6.



H-E-2. East façade, 2014.





H-E-3. East Porch, facing north, 1938. (Library of Congress)



H-E-5. East Porch, facing northwest, 1929. (Library of Congress)



H-E-7. East porch, facing north 2014.



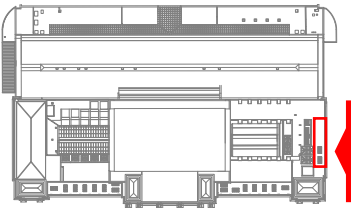
H-E-4. East Porch, facing north, 2015.



H-E-6. East Porch, facing north, 2015.



H-E-8. East porch ceiling, 2014.





C-EW-1. East façade, facing south, c. 1913-25. (Library of Congress)

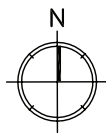
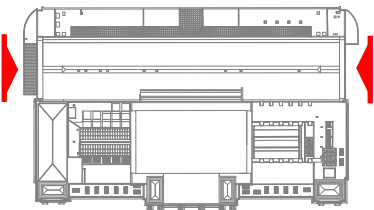
Existing Historic Character-Defining Features

- Nine courses of rough-faced Potomac stone atop a 3'-tall base course of tooth-chiseled masonry.
- Original openings to lower level, including original metal grille.



C-EW-2. East façade, facing south, 2015.

*Discussion of modern concourse ends can be found in Section 4.2.3 Interior Design Considerations.



Overall Design Considerations

Any proposed alterations or additions should be in keeping with the *Secretary of the Interior's Standards for Rehabilitation of Historic Properties*.

INCLUDE:

- Preserving, maintaining visibility of, and restoring existing historic fabric to its historic appearance.
- Repairing deteriorated historic materials and features rather than replacing. Where the severity of deterioration requires replacement, the new feature should be compatible in design, color, texture, and materials.
- Protecting and preserving existing significant historic views to and from the east and west façades of the lower level concourse. See Figures C-EW-1 through 6.
- Preserving existing and reintroducing lost historic circulation patterns. See Figures C-1 and 2 in Section 4.2.4 Supplemental Graphics.
- Removing non-original accretions.
- Ensuring that changes/alterations are reversible and compatible.
- Recreating previously removed features based on physical or documentary evidence, if compatible with current or new use.

AVOID:

- Removing or covering surviving historic fabric.
- Damaging historic fabric during new construction, alterations, or additions.
- Blocking significant historic views to the east and west concourse façades that are currently open. See Figures C-EW-1 through 6.
- Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties.

Specific Design Opportunities

Preservation benefits could be maximized by implementing the following, where possible:

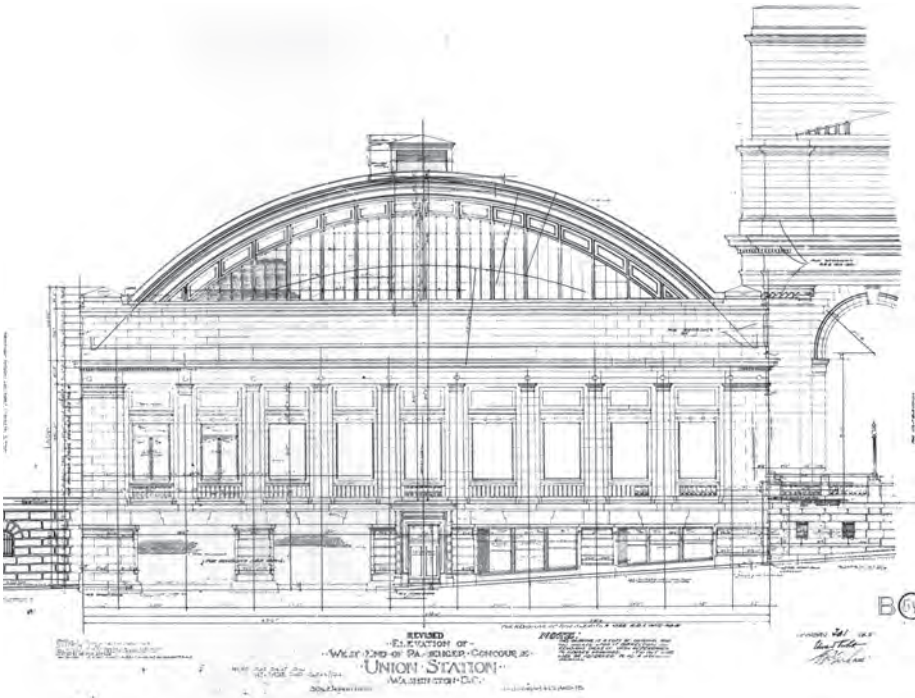
- Removing the non-historic concrete ramp side walls.
- Creating alternate entrances at the lower level through existing historic openings. See Figures C-EW-3 through 7.



C-EW-3. West concourse end, c. 1908-10. (Library of Congress)



C-EW-5. East concourse end, facing northwest, 1929. (Library of Congress)



C-EW-7. Burnham & Co. drawing of west concourse façade, 1905. (Library of Congress)



C-EW-4. West concourse façade, lower level, 2014.

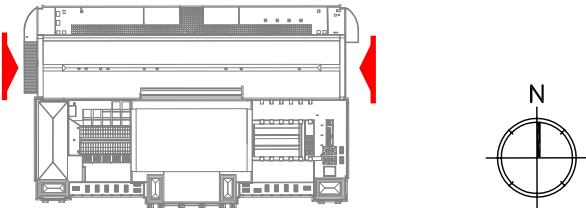


C-EW-6. East concourse façade, facing northwest, 2014.



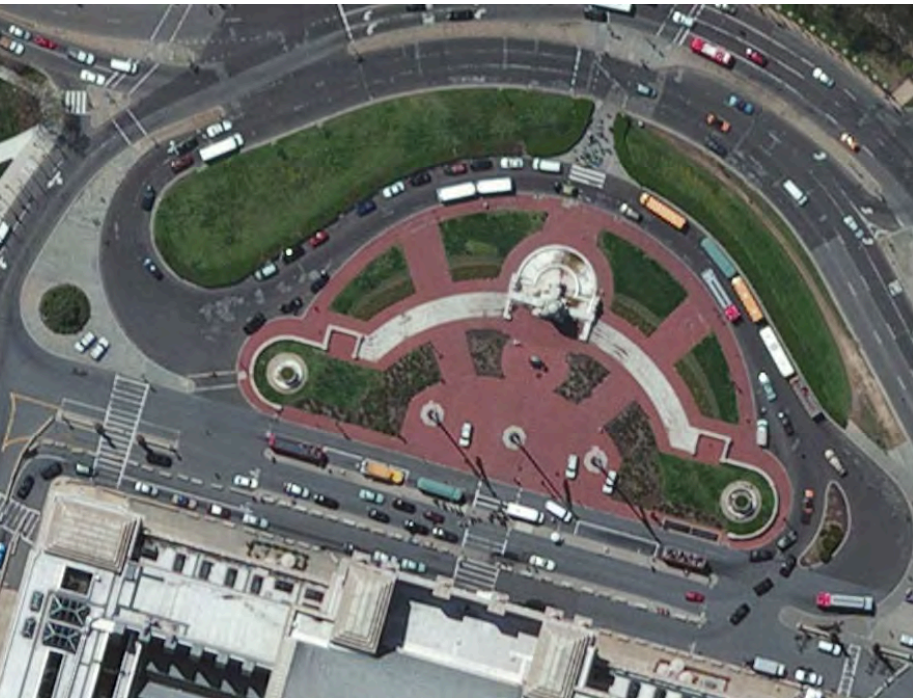
C-EW-8. East concourse façade, facing west, 2014.

*Discussion of modern concourse ends can be found in Section 4.2.3 Interior Design Considerations.



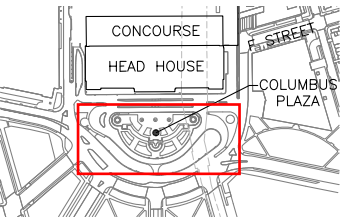


CP-1. Columbus Plaza, facing southeast, c. 1921-22. (Library of Congress)



CP-2. Aerial photograph, 2014. (Bing maps)

*These design considerations were developed in conjunction with the National Park Service.



Existing Historic Character-Defining Features

- 940' long by 540' wide plaza.
- Two levels joined by shallow steps.
- Red brick paving laid in a herringbone pattern.
- Lawn panels.
- Two granite bowl fountains.
- Two granite balustrades.
- Three 112' steel flagpoles with granite pedestals, bronze bases, and surmounting globes and eagles.
- Central Christopher Columbus memorial fountain.
- Views to and from the Plaza to the U.S. Capitol (to the south) and Union Station (to the north), and internal views to the Columbus Fountain.

Overall Design Considerations

Any proposed alterations or additions should be in keeping with the *Secretary of the Interior's Standards for Rehabilitation of Historic Properties*.

INCLUDE:

- Preserving, maintaining visibility of, and restoring existing historic fabric to its historic appearance.
- Repairing deteriorated historic materials and features rather than replacing. Where the severity of deterioration requires replacement, the new feature should be compatible in design, color, texture, and materials.
- Preserving existing and reintroducing lost historic circulation patterns and features.
- Preserving historic views and the open spatial character of the Plaza by controlling vegetation.
- Recreating previously removed features based on physical or documentary evidence, if compatible with current or new use.
- Ensuring that changes/alterations are reversible and compatible.

AVOID:

- Removing or covering surviving historic fabric and features that characterize the Plaza.
- Damaging historic fabric that characterizes the Plaza during new construction, alterations, or additions.
- Introducing new features that are incompatible with the historic character of the landscape.
- Blocking significant historic views. See Figures CP-3 through 8.
- Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties.

Specific Design Opportunities

Preservation benefits could be maximized by implementing the following, where possible:

- Reinstating water and conserving the fountains to reanimate the Plaza and regain historic grandeur.
- Removing non-contributing features in the Plaza that are not compatible with the historic character of the property.
- Creating a vibrant contemporary use of this outdoor space. See Figures CP-7, 9 and 10.

Appendix E
Bidders Agreement

BIDDERS AGREEMENT FOR HISTORIC DESIGN GUIDELINES

In submitting this proposal, as herein described, the Contractor agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

Erica Morasset

3/4/2022

PREPARED BY (PRINT NAME)

DATE

Erica Morasset

AUTHORIZED SIGNATURE

Director

emorasset@bcausa.com

TITLE

EMAIL ADDRESS

Building Conservation Associates, Inc.

COMPANY

535 Griswold Street, Suite 111-104, Detroit, MI 48226

313-456-8035

ADDRESS

PHONE

Building Conservation Associates, Inc.

NAME OF PARENT COMPANY

44 E. 32nd Street, Floor 12, New York, NY 10016

212-777-1300

ADDRESS

PHONE

Appendix F

Iran Sanctions Act Vendor Certification

IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM FOR HISTORIC DESIGN GUIDELINES

Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act"), prior to the City accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business", as defined by the Act.

By completing this form, the Vendor certifies that it is not an "Iran Linked Business", as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the City.

Erica Morasset	3/4/2022
PREPARED BY (PRINT NAME)	DATE

<i>Erica Morasset</i>
AUTHORIZED SIGNATURE

Director	emorasset@bcausa.com
TITLE	EMAIL ADDRESS

Building Conservation Associates, Inc.
COMPANY

535 Griswold Street, Suite 111-104 Detroit, MI 48226	313-456-8035
ADDRESS	PHONE

Building Conservation Associates, Inc.
NAME OF PARENT COMPANY

44 E. 32nd Street, Floor 12, New York, NY 10016	212-777-1300
ADDRESS	PHONE

Appendix G
Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion

ATTACHMENT E
U.S. Department of the Interior
Certifications Regarding Debarment, Suspension and
Other Responsibility Matters, Drug-Free Workplace
Requirements and Lobbying

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions – **The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.** See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions

CHECK X IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

CHECK X IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK ☒ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on files that are not identified here.

PART D: Certification Regarding Drug-Free Workplace Requirements

CHECK ☐ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When

notice is made to such a central point, it shall include the identification number(s) of each affected grant.

DI-2011
June 1995
(This form replaces DI-1953, DI-1954,
DI-1955, DI-1956 and DI-1963)

PART E: Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements

CHECK _____ IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT, SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK _____ IF CERTIFICATION FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.



SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Karen Dillon, Treasurer

TYPED NAME AND TITLE

March 1, 2022

DATE

DI-2011
June 1995
(This form replaces DI-1953, DI-1954,
DI-1955, DI-1956 and DI-1963)



March 4, 2022

Nicholas Dupris
Planning Director
City of Birmingham
151 Martin St.
Birmingham, MI 48009

We have read the proposal and understand the scope of work for the historic preservation consultant, to create the city's first comprehensive historic design guidelines.

Our firm was initiated with a desire to concentrate on sustainable design and to promote historic preservation. Jackie Hoist, one of our initiating partners, has been working in the historic preservation field for over 30 years and is a 36CFR61 Qualified Historic Architect.

Our work has included projects in numerous historic districts. We understand the challenge for a non-professional to understand the concepts, principles, and requirements of historical rehabilitations, the Secretary of Interior Standards and the language within historic regulations.

We understand your objective to create an indispensable reference guide for the historic district commission, residents, and stakeholders. We also understand that you need to create a consistent environment for historic preservation in the city, with certainty and definitiveness, to assist the Historic District Commission.

We have prepared the attached proposal for your consideration. We feel we are capable of performing the work as outlined in the RFP in an exemplary manner.

We hope you find the proposal clear, concise, complete, and respectful of your time and energy you are dedicating to this endeavor.

Sincerely,

A handwritten signature in blue ink, appearing to be 'JH', with a stylized flourish at the end.

Jackie Hoist, AIA, 36CFR61
Partner

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INTENTIONALLY BLANK



H2A Architects Inc.

9100 Lapeer Road - Suite B
Davison, MI 48423
(810) 412.5640

Birmingham, MI



*A Request for Proposal
City of Birmingham– Birmingham Historic Design Guidelines
March 4, 2022*

Introduction and Qualifications

Our firm was built on our passion for historic preservation, sustainability, and protection of the natural and built environment. This is evident in our professional certifications beyond architectural registration, including 36CFR61 qualified historic architect and LEED accredited professional. Our firm is a women owned business located in Davison Michigan. The principal owners of H2A Architects, Inc. have over 80 years of combined experience, working on projects throughout the State of Michigan, concentrating on Southeast and Mid-Michigan.

Our clients include counties, townships, cities, and government agencies, along with non-profit organizations and private owners. We have previously served the City of Birmingham at their museum with the Hunter House, Allen House, and Bell Plaza.

H2A has successfully completed historic preservation projects for the City of Rochester Hills at Van Hoosen Farm, the City of Owosso in their downtown historic district, and as the ongoing historic preservation consultant for the Village of Clarkston, Mott Applewood Estate, and the historic First Congregational Church of Owosso.

Our talented staff is able to work on multi-million dollar projects along with small unique projects. Our office structure allows us to be very personable and responsive. We provide a full line of architectural and consulting services including historic district commission advising, historic preservation consultation, building assessments, building rehabilitation, renovations, adaptive reuse, additions, and new construction.

Company Organization

NAME	POSITION	YEARS
George Ananich, AIA, LEED AP	Architect / Project Manager	36
Jackie Hoist, AIA, 36CFR61	Architect / Project Manager Historic Preservation Specialist	34
Aaron Wawrzyniak	Architectural Designer	24
Bailey Ramirez	Architectural Designer Historic Preservation Team	7
John Noteware	Office Manager	30+
Stephanie Hoist	Account Manager	5



9100 Lapeer Road
Suite B
Davison, MI 48423
P: (810) 412-5640
www.H2Aarchitects.net

Michigan S Corporation
Incorporated/DBA 04-01-13
(No previous DBA's)

Women-Owned Small Business

Corporate ID # 05134T/ MI
Architect License #1301037390
TIN #46-2552037

Contact/Signatory
George S. Ananich, AIA, LEED AP,
NCARB
George@H2Aarchitects.net

Officers
Jacqueline S. Hoist, AIA
Corporate Secretary
Jackie@h2aarchitects.net

Sheryl A. Ananich, RA, LEED AP
Corporate Treasurer
Sheri@h2aarchitects.net

H2A Architects, Inc. provides the following services:

- Historic Preservation Consultation
- Facility Assessments
- Adaptive Reuse
- Feasibility Studies
- Design Development
- Project Definition
- Program / Space Studies
- Construction Documents
- Specifications
- Bid & Award Assistance
- Construction Administration
- Interior Finish Selection
- Cost Opinions and Evaluations
- Building Code Analysis

H2A Architects, Inc. employs:

- 2 Registered Architects – Michigan, South Carolina, Florida, and Georgia (1 LEED Certified Architects, 1 Historic Architect)
- 2 Architectural Designers
- 1 Construction Administrator
- 1 Office Account Manager

Qualifications of Staff



9100 Lapeer Road
Suite B
Davison MI
P: (810) 412.5640
F: (810) 658.4320
www.H2Aarchitects.net

Michigan S Corporation
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Women-Owned Small
Business

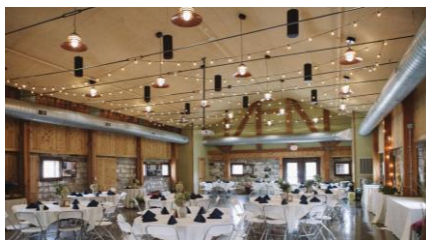
Corporate I.D # 05134T/ MI
Architect License
#1301037390
TIN #46-2552037

Partners:

George S. Ananich, AIA, LEED
AP, NCARB
George@H2Aarchitects.net

Jacqueline S. Hoist, AIA,
36CFR61
Jackie@h2aarchitects.net

Sheryl A. Ananich, RA, LEED AP
Sheri@h2aarchitects.net



Van Hoosen Dairy Barn

Jackie will serve as the Project Manager. She has 30 years experience in historic preservation and has worked in all facets of it from planning, to designs for appropriate treatments for historic buildings in historic districts and beyond. She has served many municipalities and is a 36CFR61 Qualified Historic Architect. She will serve as the project's qualified historic consultant and be assisted by our historic architectural staff member and a graphics designer, Bailey Ramirez. Jackie is a good listener and brings her experience of working with the Secretary of the Interior Standards for decades. Jackie and the staff will work closely together on these projects and Jackie will serve as the primary point of contact, with Bailey as a secondary point of contact.

Jackie's experience includes projects ranging from assisting municipalities with the development of overlay zoning ordinances to preparing detailed maintenance manuals for proper care of historic structures. She has served as a Historic District Commission advisory consultant. Her work also includes additions to historic structures, reconstruction of lost historic structures, new construction and infill architecture, and sites. She also provides forensic consultation for historic buildings and code issues, as an accepted building inspector.

Over Jackie's more than 30 years in preservation, she has had the opportunity to work on a wide variety of historic preservation projects. We have included her resume on the following pages to illustrate her depth of experience, skill, and knowledge in preservation and code compliance. Her expertise in preservation has extended to training others through seminars, publications, college instruction, public speaking, and serving on State boards, commissions, and committees.

Jackie currently serves as the historic district commission's advisory consultant for the Village of Clarkston and assists the City of Rochester Hills in projects within historic districts and outside of the historic districts. She has assisted several municipalities with their endeavors in historic building façade rehabilitations, assisting the building owners with understanding the concepts and principles of the Secretary of the Interior Standards for the treatment of their buildings within the historic downtowns, both within historic districts and under the review authority of the Michigan Economic Development Corporation/State Historic Preservation Office. She regularly works with a variety of clients assisting them to understand the best course of actions for their historic buildings.

Bailey Ramirez, will assist in the project. Bailey has over 7 years of experience in historic preservation and architectural projects. The project experience ranges from work on the historic Dearborn Inn to the Applewood Mott Estate to the Rose Township Historic Town Hall. Resumes are on the following pages.

The H2A principals have served government entities throughout Michigan. This experience helps us to understand government processes and procedures.

We provide a full line of architectural services including consultations services, historic preservation support, design, renderings, cost projections, facilities assessments, construction drawings, specifications, bid and award assistance, and construction administration.

Personnel/Professional Qualifications



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www.H2Aarchitects.net

City of Birmingham/ CLIENT

H2A Architects, Inc.

Jackie Hoist, AIA

- *Project Manager/Partner in-Charge*
- *Primary Point of Contact*
- *Historic Architect*
- *Project Development Director and Review*
- *Owner/Secretary of Corporation*



Bailey Ramirez, Assoc. AIA

- *Secondary Point of Contact*
- *Historic Architectural Staff Team Member*
- *Graphics Design*
- *Field Work*
- *Architectural Designer*



George Ananich, AIA, LEED

- *QA/QC Review*
- *LEED Certified*
- *Owner/President of Corporation*



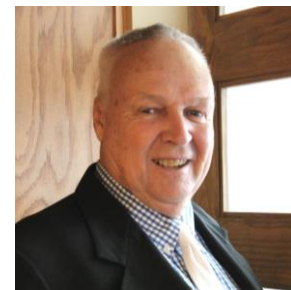
Aaron Wawrzyniak

- *Architectural Design*
- *Graphic Design*



John Noteware

- *Field Service Assistance*



Sheri Ananich, AIA, LEED

- *Owner/Treasurer of Corporation*

Sheri is a silent partner and works for the State of Michigan-DMB



Stephanie Hoist

- *Account Manager*



Personnel/Professional Qualifications



Jackie S. Hoist, AIA
Corporate Secretary
H2A Architects, Inc.
810.412.5640 Office
810.287.6890 Cell
Jackie@h2aarchitects.net

Bachelor of Science in Architecture
University of Michigan
1986

Master of Architecture
University of Michigan
1988

Registered Architect
1991

ICC Certified Building Inspector
1993

Secretary of the Interior's Professional
Qualifications Standards for Historic
Architecture 36CFR61
2008

Co-Author:
Lighthouses Along Rivers of Steel –
Michigan's Destination Depots

Speaker:
Michigan Mainstreet Association
Michigan Historic Preservation Network
Michigan Barn Preservation Network
Michigan Recreation and Parks Association

Past Instructor:
Baker College – Architecture History

Jackie graduated from the University of Michigan, with a Masters of Architecture, in 1988. She has been a registered architect since 1991 and after spending 20 years in preservation, acquired her status as 36CFR61 qualified Historic Architect in 2008. She received her Building Inspectors Certification in 1994. Jackie has extensive experience in historic preservation, municipal facilities, museums, theaters, libraries, historic downtowns, historic district ordinances, and code compliance. Jackie enjoys long term relationships with her clients and has been an on-call architect of record for the City of Rochester Hills for 20 years. Key to all of Jackie's work; she provides guidance on the appropriate treatments for rehabilitation, according to the Secretary of the Interior Standards for all of H2A's clients with historic buildings.

Historic Preservation Experience is included on the following pages.

Jackie's current historic projects include:

- Treatment for historic First Congregational Church stone façade, Owosso Historic District
- Currier Octagon House assessment in Almont, MI.
- Historic Consultant for the Village of Clarkston's Historic District Commission.
- Restoration of 108 Exchange Historic Façade in Owosso Downtown Historic District.
- Owosso Historic Façade Projects, Owosso Downtown Historic District
- Applewood Estate on-going restoration
- Otter Lake McCormack Block Adaptive Use, Rehabilitation and Restoration

Related Experience

- **City of Rochester Hills – On-Call**
Numerous Projects, 23-year span (8 years with H2A, 15 years with THA) building upgrades, studies, assessments, and Historic Preservation:
 - Historic Van Hoosen Farm Master Plan
 - Borden Park
 - Historic Bloomer Park
 - Innovation Park
 - City Hall
 - Historic Abner Park House Assessment
 - Historic School House
- **City of Owosso – Owosso Façade Project**
Façade designs for 12 historic downtown buildings in the Historic District, considered for Michigan Economic Development Corporation/ CDBG potential funding. Provided guidance on the requirements of Historic District review. Three projects now completed.
- **City of Davison – Numerous Services**
Consultant for creation of the overlay zoning in historic downtown, development studies, for new fill construction in the historic downtown area.
- ***City of Southfield – Historic Burgh Renovations**
Provided guidance on the appropriate treatment of the historic buildings. Funded by the ARR Act.
- **Charter Township of Independence – Brady Lodge Restoration**
Provided guidance on the appropriate treatment of this historic building. Rehabilitation of the historic Brady Lodge
- ***City of Clio – Historic Downtown**
Historic consultant for the creation of an overlay zoning in the historic downtown area with criteria to control the appearance of new construction in the boundary of the historic downtown.
- **Lapeer County – Historic Courthouse**
Tower restoration/rehabilitation.
- **City of Marlette – Historic Pool House Assessment**
Historic pool & pool house study, Wesley Bintz design. Educate client on historic status and appropriate treatment.
- **Oakland County – Historic Ellis Barn**
Historic consultant for appropriate treatments in the conversion of the historic barn for public events.

(* = some of the work was during Jackie's tenure with THA Architects Engineers)

The following pages include her complete vitae for historic preservation:

Volunteerism has included: AIA Flint Board Member, Save the Verner's Mural, Past President of Genesee County Historical Society, Durant-Dort Carriage Co. Foundation Board Member, Durant-Dort Carriage Co. Office Building Restoration Consultant, Township Planning Commissioner, Township DDA Board member, prepare guidelines on maintaining historic home features for Genesee County Historical Society, along with numerous lectures and conferences to promote preservation.

Personnel/Professional Qualifications



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810.287.6890 Cell
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Historic Preservation Experience

• Denotes in a Historic District

- **City of Birmingham – Historical Museum – Allen House (1928) and Hunter House (1822)** *National Register* – Exterior Assessments and Restorations.
- City of Cheboygan – Historic Downtown (c. 1880 -1920)**
Façade Studies for Michigan Economic Development Corporation façade upgrades.
- City of Clio – Historic Downtown (c. 1880 -1920)**
Historic Overlay Guidelines for Zoning.
- City of Davison – Historic Downtown (c. 1880 -1920)**
Façade Studies, Michigan Economic Development Corporation façade upgrades, Historic Overlay Guidelines for Zoning, Speculative Design for vacancies.
- City of Elk Rapids – Historic Downtown (c. 1880 -1920)**
Façade Studies for Michigan Economic Development Corporation façade upgrades.
- City of Lapeer Historic Cupola Project – The Michigan Home for the Feeble Minded and Epileptic (1895)**
Salvage of dozens of historic cupolas from historic buildings slated for demolition and developing a design to use them throughout the downtown area. Historic Depot forensic evaluation to resolve sag.
- City of Linden – Historic Downtown Union Block (c. 1875)**
National Register - Façade rehabilitation under TEA grants.
- City of Rochester Hills – Museum at Van Hoosen Farm 1927 Dairy Barn**
National Register - Rehabilitation of the Dairy Barn as local history museum.
Reconstruction of the Calf Barn as event center.
Reconstruction of the 1924 Equipment Barn
- **City of Rochester Hills – Red House (1850)** Restoration and ADA upgrades.
- **City of Rochester Hills – Farm House (1840)** Assessment
- **City of Rochester Hills – Abner Parker House (c. 1870)** Assessment and Feasibility.
- **City of Rochester Hills – Stoney Creek Schoolhouse (1848)**
National Register Historic Places- Assessment, Rehabilitation for ADA
- City of Southfield – Burgh Historic Park (c. 1850 -1940)**
Restoration of lost historic features and energy upgrades.
- **City of Owosso – Historic Downtown (c. 1880 -1920)**
Contributing Structure to the Historic District - Façade Studies, Michigan Economic Development Corporation funded façade upgrades. Guidance for appropriate treatment of the facades.
- City of Wixom – Historic Wire House (1850)**
State Register - Re-pointing and structural upgrades.
- Lapeer County – Historic Courthouse (ca. 1839-1844)**
National and State Register - Restoration and sensitive Code Compliance and Tower roof restoration and studies. Prime example of Greek Revival style architecture
- Applewood Estate/Charles Stewart Mott Estate (1916)**
National Register - On-going annual restoration.
- **Axford Coffin Farm (ca. 1850-1930) a.k.a. Cranberry Farm**
National Register - Conceptual Site Master Plan, ADA access to the historic farmhouse, caretaker house and barn.
- **Boyd Hair Salon (Ca. 1922)**
Adaptive Re-use rehabilitation and façade restoration.
- Brady Lodge, Bay Court Park, Independence Township Parks (ca 1927)**
Restoration of the historic Boy Scout lodge as a small even venue.
- Court Street United Methodist Church (ca. 1873)**
Consultation for structural issues, creation of measured drawings.
- Currier Octagon House (ca. 1854)**
National Register – Assessment and guidance on appropriate rehabilitation according to Secretary of Interior Standards.
- Ellis Barn – Oakland County (ca. 1884)**
Consulting architect for the adaptive use of the barn for public assembly.
- Evart Depot (ca. 1872)**
National Register - Restoration to include City Offices, Community Room and Rails to Trails Station Stop.
- Fenton United Methodist Church (ca 1865, 1930)**
National Register - Work included Additions and Renovations and new construction.
- Fox House Restoration (ca. 1885).**
Restoration, master planning for Italianate house of a prosperous farm family.
- Davison Community Schools - Central Elementary (ca 1931).**
Renovations, ADA, and sitework.

Personnel/Professional Qualifications



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Corporate Secretary
H2A Architects, Inc.
810.412.5640 Office
810.287.6890 Cell
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Historic Preservation Experience Continued

Genesee County Historical Society – Façade Easements

Board member – oversight of the Factory One Façade Easement granted to the society.

GTW Historic Railroad Depot, Lapeer (ca. 1904)

National Register - Restoration and adaptive use.

Goodrich Ladies Library (ca. 1870)

Assessment and a preservation master plan for phased construction.

Lapeer Pix Theatre (ca. 1941)

Restoration and rehabilitation of Art Deco downtown theatre.

Marlette United Methodist Church (ca. 1900)

Conditions Assessment and Master Plan.

• Mason First Presbyterian Church (1900)

Contributing Structure to the Historic District. ADA and updated HVAC and LED lighting.

North Branch United Methodist Church (ca. 1903)

Master Plan for the renovation and addition to this *State Register Historic Structure*.

• Owosso First Congregational Church (1891)

Contributing Structure to the Historic District. Water intrusion assessment, Roof replacement and Stone repointing.

Rose Township Town House (Hall) (1881)

Additions and alterations consistent with Secretary of Interior Standards for Rehabilitation.

Saginaw City Hall and Fire Station No. 1 (ca. 1936)

Conditions assessment and upgrades for the historic WPA projects.

GTW Depot – St. Johns (ca. 1923)

National Register - Restoration, adaptive use and ADA.

Simpson Park Camp (1865) – Starkweather House (ca. 1834)

Assessment and master planning.

St. Paul's Episcopal Church (1872)

National Register - Façade evaluation and a master plan for the restoration of this Gothic Revival structure.

Stabler Farm (ca. 1850)

Consulting historic architect for the park development.

Surbeck Building (ca. 1909)

National Register - Restoration and reconstruction - severely damaged by fire and the water of the fire fighting activity.

Theodore Levin Federal Courthouse (ca. 1934)

National Register - Historic Consultant for re-construction of historic entrance doors.

• Union Church Community Center (ca.1850)

Contributing structure of the historic district. Assessments and a restoration adaptive-use master plan for the building.

Whaley Historical House (1873)

National Register - Reconstruction of attic and roof after fire

Williams Log Cabin – Clinton Township

Consulting historic architect for appropriate treatments for restoration.

Adaptive Reuse/ Feasibility Studies for Preserving Historic Structures

City of Flushing Historic City Hall (ca 1861)

Adaptive use Study for library use.

Dryden Ladies Library (ca 1875)

National Register - Assessment and master plan to expand and improve operations.

Linden City Hall (ca. 1912)

National Register - Updating and earlier master plan, developing a space needs analysis, and conditions assessment.

U.S. Federal Building/Courthouse Flint MI (1931)

Design concepts, sketches and animation for First Impressions upgrade.

Ross House (ca. 1929)

University of Michigan Flint - Chancellor's House Conditions Assessment. Phased master plan for preservation.

Applewood (Charles Stewart Mott Residence) (ca. 1916)

National Register - Conditions Assessment.

Personnel/Professional Qualifications



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810.287.6890 Cell
Jackie@h2aarchitects.net

Historic Structure Reports or Condition Assessments of Historic Structures

SEFA Building (ca. 1880)

Conditions Assessment.

Simpson Park Camp (ca. 1860's Residence and Christian Camp meeting site)

State Register - Conditions Assessment. Phased master plan for preservation.

Secretary of Interior Standards for Treatment of Historic Properties: Review Agent:

City of Clarkston – Historic District Commission

Historic District Commission consultant/reviewer of multiple projects throughout the Historic District Commission

Mason Tavern (ca. 1850) a.k.a. Mason Inn

Review for exterior restoration of the Mason Tavern at Crossroads Village.

Atwood Stadium (ca. 1927)

Review of exterior restoration plans for Stadium located in Carriage Town Historic District.

Factory One (1880)

Review for proposed work on facades given under easement to Genesee County Historical Society.

Awards for historic structure preservation:

Flushing Depot Restoration (ca. 1885) *State and National Register*

Van Hoosen Farm (ca. 1850-1927) – *National Register*

Publications:

AIA 'Flint Guide to Architecture' (ca. 1850 – 1960's)

committee member

Depots of Michigan Research Project

Co-Author

Applewood Maintenance Manual

Vernor's Mural (ca. 1932)

Presentations:

Depots of Michigan Research Project.

Co-Author/Co-Presenter

MHPN – Michigan Historic Preservation Network – Conference Speaker

- Myth Busters - Historic Preservation myths – Busted, plausible, or confirmed.

Co-Presenter

- Code Encounters of the Third Kind – A look into the MI Rehabilitation Code.

Co-Presenter

- White Elephants to Cash Cows – An inspirational talk on success.

Co-Author/Co-Presenter

State Historic Preservation Office MI Mainstreet Training Conference – Conference Speaker

Code Encounters of the Third Kind – A half day training session.

Co-Author/Co-Presenter

MMA Conference – Conference Speaker

Community Engagement Historic Preservation and You Historical Societies as Local Preservation Leaders–Session

Co-Presenter

Michigan Economic Development Corporation – Training Speaker

Applying Building Codes to historic structures

Professional service on boards or committees promoting historic preservation:

- **Ad-Hoc Committee** Preservation of the Vernor's Mural (ca. 1932)
- **Genesee County Historical Society Board Member and President**
- **American Institute of Architects – Board Member**

Personnel/Professional Qualifications

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Michigan State Historic Preservation Office

List of Consultants Meeting Federal Qualifications for Historical Architects

The individuals on this list have provided documentation to the State Historic Preservation Office, Michigan State Housing Development Authority and have demonstrated that they meet or exceed the professional requirements for "Historic Architecture" as stated in 36 CFR Part 61. This list is provided as a convenience to the public. **Placement on this list does not constitute an endorsement of any individual, corporation, or institution by the Michigan State Historic Preservation Office. It does not guarantee the competence of any individual or firm; nor is there any guarantee, implicit or implied, that any work product produced by those on this list will necessarily meet federal and state requirements.** We strongly recommend that you contact at least three consultants when making your selection, and request references from previous clients.

Contact: Bryan Lijewski, Architect
Phone: 517/335-9840
Email: preservation@michigan.gov

Mr. John William Cox RA
1.618 Interests, LLC
660 Woodward Ave, Suite 1500
Detroit, MI 48226
Phone: 313/300-8033
Fax: 313/962-5070
Email: john.cox@lp618i.com
URL: www.lp618li.com

Mr. Alan H. Cobb F AIA, LEED AP BD+C
Albert Kahn Associates, Inc.
3011 W Grand Blvd, Suite 1800
Detroit, MI 48202
Phone: 313/202-7836
Fax: n/a Email: alan.cobb@akahn.com
URL: www.albertkahn.com

Mr. Donald Bauman AIA, CSI, LEED AP
Albert Kahn Associates, Inc.
3011 W Grand Blvd, Suite 1800
Detroit, MI 48202
Phone: 313/202-7622
Fax: n/a
Email: donald.bauman@akahn.com
URL: www.albertkahn.com

Ms. Ellen Farlow Stoner AIA, LEED AP
Altusworks, Inc.
4224 N Milwaukee Ave,
Chicago, IL 60641
Phone: 773/545-1870
Fax: 773/545-1898
Email: estoner@altusworks.com
URL: www.altusworks.com

Personnel/Professional Qualifications

Historic Architects List

Rev 02/22

Mr. Raymond J. Kendra AIA, LEED AP
NCARB
Environmental Architects
10241 E Cherry Bend Rd,
Traverse City, MI 49684
Phone: 231/946-1234
Fax: n/a
Email: ray@env-arch.com
URL: www.env-arch.com

Mr. Steven C. Flum AIA
Steven C. Flum, Inc.
3105 Holbrook Street,
Hamtramck, MI 48212
Phone: 313/831-2844
Fax: n/a
Email: sflum@stevencflum.com
URL: www.stevenflum.com

Mr. James Furkis AIA, NCARB, LEED GA
Furkis Architectural Consulting
8013 Smith Rd,
Berrien Center, MI 49102
Phone: 269/240-7213
Fax: n/a
Email: Jim@furkis.com
URL: www.furkis.com

Mr. James T. Pappas AIA
Fusco, Shaffer & Pappas, Inc.
550 E Nine Mile Rd,
Ferndale, MI 48220
Phone: 248/543-4100
Fax: 248/543-4141
Email: jpappas@fsparch.com
URL: www.fuscoshafferpappas.com

Ms. Theresa Scherwitz AIA, LEED AP,
NCARB
G.H. Forbes Associates
816 E Fourth St,
Royal Oak, MI 48067
Phone: 248/542-7866
Fax: n/a
Email: tscherwitz@ghfaa.com
URL: www.ghfaa.com

Mr. Jim Henrichs AIA
Ghafari Associates
2375 Peters Rd,
Ann Arbor, MI 48103
Phone: 734/995-4020
Fax: n/a
Email: jimhenrichs@gmail.com
URL: n/a



Ms. Jackie S. Hoist AIA
H2A Architects
9100 Lapeer Rd, Suite B
Davison, MI 48423
Phone: 810/412-5640
Fax: n/a
Email: jackie@h2aarchitects.net
URL: n/a

Mr. James A. Bondy RA, NCARB
Hamilton Anderson Associates, Inc.
1435 Randolph, Suite 200
Detroit, MI 48226
Phone: 313/887-6248
Fax: 313/964-0170
Email: jbondy@Hamilton-Anderson.com
URL: www.hamilton-anderson.com

Ms. Janet C. Ford RA, LEED AP
Hamilton Anderson Associates, Inc.
1435 Randolph, Suite 200
Detroit, MI 48226
Phone: 313/964-0270
Fax: 313/964-0170
Email: jford@Hamilton-Anderson.com
URL: www.hamilton-anderson.com

Ms. Charissa W. Durst AIA, LEED AP
Hardlines Design Company
4608 Indianola Ave,
Columbus, OH 43214
Phone: 614/784-8733
Fax: 614/784-9336
Email: cdurst@hardlinesdesign.com
URL: www.hardlinesdesign.com

Personnel/Professional Qualifications



Bailey N. Ramirez, Assoc. AIA
Architectural Designer
H2A Architects, Inc.
810.412.5640 Office
810.922.6802 Cell
Bailey@H2Aarchitects.net

Bachelor of Science in Architecture
Lawrence Technological University
2018

Masters of Architecture
Lawrence Technological University
2021

Genesee County Historical Society
Executive Director: Secretary



Historic Currier Octagon House

Bailey graduated from Lawrence Technological University, receiving her Masters in Architecture and has over seven years of experience working in the architectural field. Bailey's skills in software and graphics including Publisher, Word, Adobe InDesign, AutoCAD, Revit, Sketchup, Photoshop, etc. give her the ability to work on projects in multiple platforms. Bailey plays a key role in the historic preservation services that H2A offers. She assists Jackie Hoist in the undertaking of historic preservation projects. This includes field studies, review of files and data, photographing, laser measure, design graphics, identifying appropriate treatments, design, and application. Bailey's experience with and passion for historical architecture helps to shape who she is, as a designer.

Related Experience (* = with DiClemente Siegel Design, Inc.)

- **Rose Township – Historic Town Hall Renovation** – This project began with field assessment, measuring, and documentation. The project was to address structural and historic character concerns, as well as adding ADA compliant accessibility to the second level. A categorized list was created defining all of the documented concerns and the phases in which they should be addressed.
- **City of Owosso – Historic Downtown Façade Renovation** – The building was first assessed and documented for existing conditions. Research was done to determine what the original façade had been and what was typical of this time period and location. 3D renderings with design options, final drawings, and an itemized opinion of costs were provided.
- **City of Almont – Historic Currier Octagon House** – This project began with an extensive field assessment, measuring, and documentation. We created a detailed document describing concerns in quantity and phases, with an opinion of costs.
- **Simpson Park Camp – Historic Starkweather House** – This project began with interior and exterior field assessment, measuring, and documentation. We documented structural and historical characteristic concerns and compiled it into a categorized document, which included level of importance and opinion of costs.
- **City of Flint – Durant Dort Carriage Company Office Building** – This project included the assessment of the building's structural integrity. We worked with a structural engineer and provided an assessment with opinions of cost to correct the structural concerns.
- **Otter Lake – Historic Downtown Otter Lake Façade** – The building was first assessed and documented for existing conditions. Colorized sketches with design options, final drawings, and an itemized opinion of costs were provided, as well as assistance with Michigan Economic Development Corporation Funding requirements.
- *** City of Dearborn – Historic Dearborn Inn: A Marriot Hotel** – This project began with extensive field assessment, measuring, and photo documentation. We renovated the guest rooms in a way which honored the historic character and added designated ADA compliant rooms.
- **City of Royal Oak – Historic Baldwin Theater** – This project involved the gathering of existing conditions through field measuring, laser imaging, 360 photographing, and developing options to resolve issues of the 21st century.
- **Historic Applewood Estates – Historic C.S. Mott Residence** – This project included the assessment and determination of appropriate measures to maintain the historic estate.

(* = with DiClemente Siegel Design, Inc.)

Qualifications and Skill Sets

Jackie Hoist has confirmed her Mastery of Historical Preservation techniques – her name appears on the State Historic Preservation Office’s list of consultants meeting the Qualifications for Historical Architects under 36CFR61 criteria. This also confirms her proficiency in Architectural History and Design. She has taught Architecture History at the college level for 5 years. Her experiences, including a master’s degree from University of Michigan School of Architecture and Urban Planning, 30 years of architectural practice, and more than a decade on her local planning commission has prepared her with knowledge of Urban Planning and Urban Design. Jackie has worked in consulting for Overlay Zoning for Historic areas within communities, prepared a complete maintenance manual for the preservation of historic Applewood Estate, prepared articles and graphics for maintaining features of historic homes, co-authored and published *Lighthouses Along the Rivers of Steel*, and has in-depth knowledge of the Secretary of the Interior Guidelines for Rehabilitating Historic Buildings.

Our role is to educate our clients and the communities on their concepts and principals of historic preservation. This education and guidance takes many forms, from public speaking, to acting as an advisor/consultant, to serving clients with design assistance in their endeavors to rehabilitate their historic buildings.

The H2A team has experience in historic structures that are continuing a historical use and those being adaptively re-used. Rehabilitating and revitalizing historic structures often requires repair to historic materials and knowledge of historic materials. Jackie has extensive experience with historical materials and has written a manual for the maintenance and care of historic materials for the Applewood Estate. Rehabilitating and renovating historic structures often involves additions to historic buildings to help them meet the new demands of the 21st century and new uses. Our team is well-versed in the appropriate design parameters for these types of changes and the intent of the Secretary of the Interior’s Guidelines. Thirdly, new construction (or infill architecture) is often unavoidable with today’s development pressures. We know that understanding the Secretary of Interior’s Guidelines feel very subjective, but illustrated and user-friendly guidelines that are specific to you, can be very helpful.



9100 Lapeer Road
Suite B
Davison MI
P: (810) 412.5640
F: (810) 658.4320
www.H2Aarchitects.net



*Lapeer County Historic Courthouse
ADA access around side to lower level.*



Details of Experience Preparing Guidelines

Jackie's experiences, throughout her career in historic preservation, create the framework that prepared her to take on your endeavor, to develop your own unique historic design guidelines. Jackie was mentored throughout her career by Ron Campbell, AIA, an outstanding preservation architect and Oakland County's Preservation Architect. His early work, creating the *Home Preservation Manual for Civic Park Historic District*, and *WWD – Wood to Welch on Detroit Street Design Guidelines* have been a valuable resource to Jackie throughout her career and inspired her in the publications she has been involved in. Additionally, the outstanding Federal and State publications that Jackie has in her library, well-worn, dog eared and tabbed include:

- The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitation
- The Department of the Interior's Official Guidelines for Preserving Historic Homes *The Preservation of Historic Architecture* also known as the Preservation Briefs
- The Department of the Interior's Preservation Tech Notes
- The State Historic Preservation Office (State Historic Preservation Office) Creating Design Guidelines for the Historic Commercial District
- *A Field Guide to American Houses* (Not a government publication)

The knowledge she has gained through these resources and her career experiences, prepares her to take on the work of creating design guidelines for any community, incorporating their unique characteristics into the guidelines.

#1 Examples of Jackie's Experience that Relates to Your RFP:

The City of Clio has a historic downtown and was growing to the point that they had become a site of interest for one of the big pharmacy names, interested in coming into their historic downtown, with their standard cookie-cutter box store. The city contacted Jackie to assist them in confronting this devastation to their downtown. The vehicle that made the most sense for Clio was to create 'Overlay Zoning Ordinance' for the historic downtown area to be added to their current zoning ordinance. Jackie worked with the City's consulting engineers and planners (ROWE) to guide the development, the historic and building aspects, of this ordinance. The DDA also wanted to work on a Façade Improvement Program for their historic downtown. Jackie assisted them in creating the criteria, pointing to the Secretary of the Interior Standards for Rehabilitation as the basis for the appropriate scopes of work. Additionally, she provided abbreviated Façade Design Guidelines for the program. Using illustrations from the archives of THA Architects* and from publications from entities such as the National Mainstreet Center/Nation Trust for Historic Preservation, she was able to accommodate the severe budget constraints.

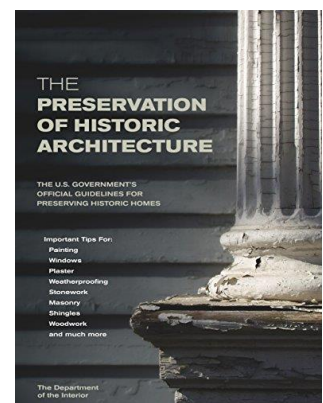
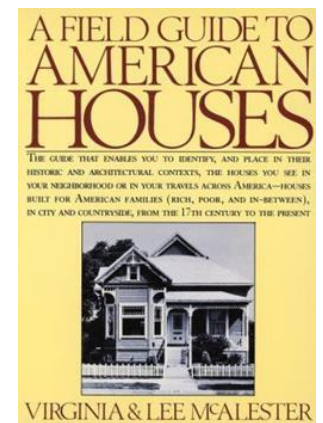
*(Jackie was a partner at THA Architects and worked there for 25 years before starting H2A Architects).



City of Davison – Vacant Parcels Envisioning – New Construction in Historic Area



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Suite B
Davison MI
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F: (810) 658.4320
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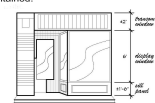
CLIO DOWNTOWN DEVELOPMENT AUTHORITY Downtown Façade Improvement Guidelines

Secondary Doors:

Secondary doors include doors on the front façade which permit access to the upper floors and service doors on the rear façade. The most appropriate style door for the front façade of the two story buildings are the pre 1950 style. This door, without any signage can complement the business entrance door without competing. Rear façade doors should be simple in style and where used as a public entrance should have large glass lites. Doors for service and shipping should be solid flush doors or door with small vision panels.

Storefront Windows:

The storefronts occur on a module that needs to be respected when remodeling. The bays themselves consist of entrance door and display windows. Most businesses rely on the advertising display windows offer (see signage and advertising). If elimination of display windows is necessary, consider replacing the glass with opaque glass or other material that has a black or charcoal gray finish. An economic alternative to replacing the glass is the use of drapes or walls set back 2-3 feet from the window. If you do this, be sure to provide for access to clean the windows. These solutions maintain the appearance of glass, preserve the window proportions and meet your interior design requirements. If some window area is desired, avoid placing smaller windows within the larger window opening as this detracts from the overall appearance. Many of the buildings originally had a narrow window band along the store front at door transom height. This transom glass should be maintained.



Glass for display windows shall be clear plate glass, glass with less than 10% tint. Low e glass will be acceptable provided high light levels are provided on the interior display. Reflective glass or heavily tinted glass shall not be used

See Examples page 33

Details of Experience Preparing Guidelines

#2 The City of Davison had a desire to create DDA grant funding for the improvements in their historic downtown. The city wanted to maintain the authenticity of their small-town unique character in the historic downtown with improvements that were in keeping with the Secretary of the Interior Standards for Rehabilitation. They reached out to Jackie for her expertise and developed a grant narrative that included the Secretary of the Interior Standards for the Treatment of Historic Properties. This was further supported by creating Overlay Design Guidelines for the Zoning Ordinance to apply to the historic downtown area. Jackie worked with the City's consulting engineers and planners (SPICER) to guide the development of the historic and building criteria for the ordinance. Jackie provided illustrated guidelines from the archives of THA Architects* and the National Mainstreet Center/Nation Trust for Historic Preservation, to accommodate the 'no budget' need.

#3 The Charles Stewart Mott Estate (Applewood) was in need of a new preservation architect and Jackie's firm was selected to undertake a significant assessment and the writing of an illustrated manual for the appropriate care and maintenance of a historic home. The document included the house (including greenhouse, garage/staff quarters), caretakers house, barn, and chicken coop (both the barn and chicken coop are significant brick structures). The manual is 170 pages and includes narrative & illustrations on each topic from the site, to masonry, to plaster, to roofs and gutters, and mechanical, plumbing and electrical systems. Each of the chapters include discussion that is both unique to this client, and in general to buildings built of this period. The document is both print and web based, and each chapter contains web links to additional resources. The document also includes information on life cycle expectancy for products, checklists procedures, drawings, and photographs. This document was specifically designed to be user friendly and bridge the gap between the narratives of the Secretary of the Interior Standards and the knowledge base of the building owner/staff.

#4 H2A's work in preparing articles for the preservation of historic homes illustrates their ability to produce documents that are easy to understand, with information in graphic and narrative format that is user-friendly. See article example on gutters. Additionally, Jackie's work on the publication, *Lighthouses Along the Rivers of Steel – Michigan's Destination Depots* illustrates her ability to understand the graphic demands of publishing documents for public use.

The architect's training and educational experience is specifically targeted at preparing the individual for any and all challenges, no two projects will be the same, each will have its own unique needs, goals and challenges. Design guides follow a couple of general styles; photographic, types with recommended and not recommended commentary, illustrated with sketches and more direct language "design like ____", or a combination of several of these. The team will review and discuss examples to see what will work best for Birmingham before settling on a style or approach.

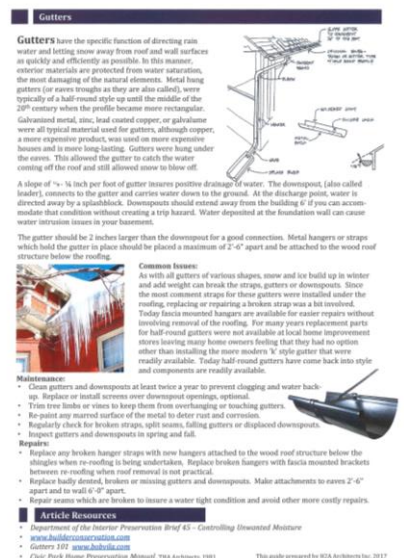
*(Jackie was a partner at THA Architects and worked there for 25 years before starting H2A Architects).



9100 Lapeer Road
Suite B
Davison MI
P: (810) 412.5640
F: (810) 658.4320
www.H2Aarchitects.net

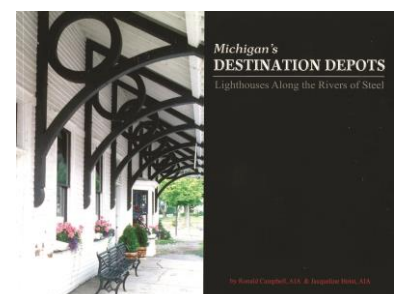


Applewood Estate
*manual completed curing tenure with THA



Article: Guide to Homeowner's Maintenance for Gutter on Historic Homes

See Examples page 44



Lighthouses Along the Rivers of Steel
See Examples page 47

Subcontractors

H2A will have no sub contractors for this project. All work will be done by our staff.



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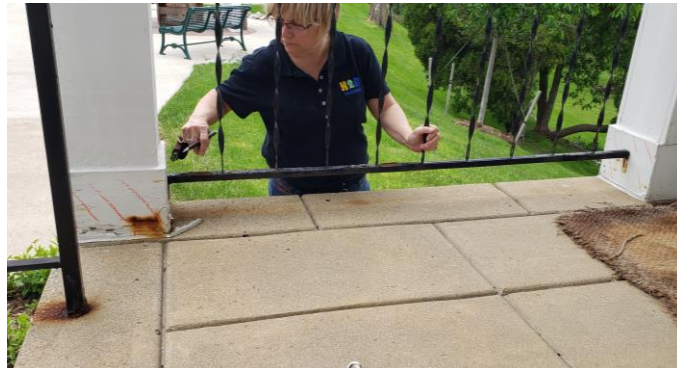
H2A Architects, Inc. was established on April 1, 2013. The three principle owners each have an equal share of the corporation. H2A Architects, Inc. has a combined total of over 80 years of experience working on projects throughout Michigan.



City of Birmingham
Hunter House



Currier Octagon House



City of Birmingham - Hunter House



Currier Octagon House



City of Birmingham - Hunter House

Overview of the Scope of Work

- a) Review existing documents. We understand that the city would like the selected firm to review the existing documents pertaining to the historic districts, the city code, the master plans, surveys, and historic files.

This is an essential part of initial information gathering for this project; understanding the expanse of the application, the intent, future goals, and current requirements. Our work regularly involves research and absorbing and synthesizing information about our historic projects that we become involved in. The level of familiarization that we are able to do varies depending on our clients abilities to produce documents for use and the budget that has been assigned for this activity. We can do general familiarization and dedicate a couple of days to this activity, or we can engage in full emersion and dedicate an entire week or more to this activity. Most clients have specific budgets that they would like to maintain, and we are happy to work within those budget constraints. As historic specialists, we enjoy the information gathering and research portion of our work and find it very helpful to see how a city has grown both physically, and in the development of regulations. Our fee proposal provides voluntary alternatives to reduce the cost of this work.

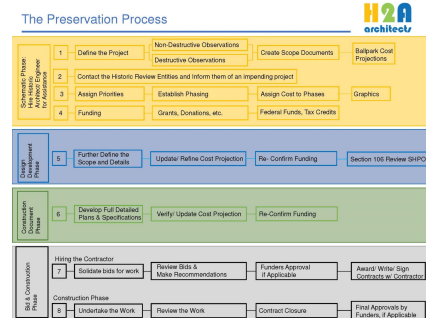
- b) Perform on-site visits to designated and on-designated historic resources and capture photographs of important site elements, architecture, and character features.

A great deal of H2A's work involves existing buildings and site features. Photography is a part of each of those projects. Our staff is well versed on photographing important site elements, architecture and character defining features. We use several forms of photography to fully gather the information, these include our cell phone cameras, DSL cameras, satellite images, and 360-degree cameras. In addition, at times we find it helpful to use any existing drone footage available. Again, our scope of work here can be tailored to the budget available, we can be very thorough in this endeavor, or we can provide a more abbreviated version of the gathering of the photographs. Our fee proposal provides voluntary alternatives to reduce the cost of this work with options for this element to be bolstered by a volunteer group, if you have one.

- c) Provide a User Friendly, Comprehensive Document. We are very familiar with non-professional's challenges in understanding the narratives contained in Historic District Ordinances and the processes to obtain certificates of appropriateness for their projects. As the advisory consultant for the Village of Clarkston's Historic District Commission, and in our experience with our clients that own homes and businesses in historic districts, we see firsthand the challenges and frustrations they can feel in the process and struggle to understand. It is not in their wheelhouse of normal activities; it is foreign to them and often uses somewhat subjective terms to define the concepts and goals of what they are to be trying to achieve. We regularly work to explain, both narratively and graphically, these processes and terminologies to property owners. We understand the need to be both user friendly and comprehensive. Illustrations are often a key to understanding in these situations. A client recently asked us to explain the 'preservation process', the process of undertaking the rehabilitation of a historic building. They were naive about the process and wanted to understand. We put together a graphic chart for them that they found very helpful in that format. We often take long complex processes or narratives and put them into easy-to-understand graphic images.



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*The Preservation Process
See Examples page 45*

Values
For future generations, preserve and maintain architectural/historical history which has shaped our camp and community by blessing the generations.

Vision
A creative ministry that continues to be a place of teaching and training rooted in history that is as applicable for the realities of today as was the compromise when it was started in the early 1920's.

Mission
The Starbuckeater Farm serves as a house of prayer connecting Simpson Park to our heritage and future global mission work.

Statement
Starbuckeater Farm is dedicated to providing opportunities to learn and practice Christian hospitality through living history that teaches about the private and public lives of families in Southeastern Michigan that demonstrates a commitment to Christian faith that is lived out in community.

Goal
Develop the homestead as a living history site demonstrating Christian practices of hope through hospitality by providing opportunities for Christian conversation.



*Narrative vs Illustration
See Examples page 46*

Overview of the Scope of Work

d) Details of how the public engagement strategy will be implemented:

Jackie has extensive experience with public engagement. Take-Part Workshops have been part of her approach to gathering input on projects for decades. These include various types of activities to gather input, they can be written surveys that give opportunities for people to provide input through a series of questions which address the topic. These are aimed at gathering constructive criticism. One example is a 'Best and Betterment' survey. Learning what the constituents think is good and what could be made better.

Email, social media, and websites have pros and cons. People tend to be comfortable with negative and counterproductive comments. Our questions and surveys, when using the 'Best and Betterment' approach, are specifically set up to gather constructive feedback and avoid the counterproductive. We also acknowledge that while social media and websites are a convenient and important method to gather feedback as they reach such a large audience, they do not always reach all of the community demographics.

Public meetings, while an important aspect, also have a tendency to draw small groups of individuals that feel comfortable showing up at Historic District Commission or council meetings. Virtual meetings make access easier for folks to attend, but still have a component of the face-to-face aspect, taming some of the otherwise counterproductive comments.

Another key piece of media still to be considered is the local newspaper for publishing surveys that can be scanned and emailed, or good old snail mailed in.

Public engagement can even include participatory activities, like one I call 'You be the Judge', where participants get to have mock sessions of the Historic District Commission process. A group of participants can be the architect/client/developer, and another group can be the Historic District Commission. The opportunities are vast, and these can be fun. Often it can be beneficial to invite the other boards and staff within the city, to participate, such as your Planning Commissioners, ZBA members, or DDA members. Sometimes more folks are inclined to show up for something that sounds fun, they tend to provide more positive feedback, and they have a new appreciation for the hard work and value of the Historic District Commission. This type of engagement would be an additional cost beyond the scope of your RFP.

No matter which method seems right for your community, regular updates can still be provided to the city for their social media, website, (and local newspaper) and to the Historic District Commission, to keep the public informed. We have seen public engagement completely change the deliverables of a project, based on the needs expressed by the public.

As a final piece of public engagement, we offer an 'Open Door Day' at the end of the project. This involves opening a 'design center', for one day, where the community members can drop in and have informal discussions about how the new guidelines would apply to their individual projects. The city would need to provide the space and H2A will provide the professionals. This is one way we 'give back' to the communities we are involved in.



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Suite B
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Workshop for the Foodbank of Eastern Michigan



Workshop for the Whaley House

Brainstorming – Best and Betterment



List 5 things you like Best about the Food Bank;

List 5 things you think could be Better a the Food Bank;

Best and Betterment Surveys

Proposed Timeline

- e) Proposed timeline for completion of each component of the scope of work:
Upon notice to proceed, H2A will initiate the project.

Duration	Task
Week 1	Contract signing
Week 2	Meeting with Staff and State Historic Preservation Office (Stakeholders)
Week 2	Meeting with Public officials and public to acquaint with the project goals.
Week 3 – 4	Review the Historic Districts, City Code, Master Plans, Surveys, and Historic Files.
Week 5	Photography
Week 6 – 10	Public Engagement to gather input
Week 11	Debrief City/Historic District Commission on the Public Engagement comments
Week 12 -14	Prepare the Outline for the document (Residential)
Week 15 – 18	Prepare the Outline for the document (Commercial)
Week 19	Meet virtually with the Historic District Commission to review the Outline being submitted for review.
Week 20 – 22	Review Period – and receive comments
Week 23– 25	Prepare the First Draft of the Guidelines (Residential) 75%
Week 26 – 28	Prepare the First Draft of the Guidelines (Commercial) 75%
Week 29	Prepare the First Draft of the Summary (Residential) 75%
Week 30	Prepare the First Draft of the Summary (Commercial) 75%
Week 31	Meet virtually with the Historic District Commission to review the First Draft being submitted for review.
Week 32 – 34	Review Period – and receive comments
Week 36	Prepare the Revised Draft of the Guidelines (Residential) 90%
Week 37 – 38	Prepare the Revised Draft of the Guidelines (Commercial) 90%
Week 39	Prepare the Revised Draft of the Summaries 90%
Week 40	Prepare the Cliff Notes
Week 41	Meet virtually with the Historic District Commission to review the Revised Draft being submitted for review.
Week 42 – 44	Review Period – and receive comments
Week 45 – 46	Prepare the Final (Residential) 100%
Week 47 – 48	Prepare the Final (Commercial) 100%
Week 49	Prepare the Final Summaries 100%
Week 50 – 51	Review Period – Present to the Historic District Commission and public
Week 52	Hold and ‘Open Door’ day with a design center open for one day, where public can drop-in for informal conversation about the Guidelines and how they might apply to individual projects.

This timeline can be accelerated if desired, however we do not want to limit public engagement, or rush the reviewer.

Options to Add Additional Services

- f) As suggested in the Public Engagement section, expand the outreach to include newspaper articles and surveys, and potentially a ‘take-part’ workshop to make the public engagement more engaging and more fun.

Also as suggested In the Public Engagement section, hold an ‘Open Door Day’ for a one day ‘Design Center’.

Additionally, our staff is available to provide a post-completion, 2-4 hour workshop for your staff and Historic District Commission members to provide additional insight, commentary, and additional examples on the basis for the guideline materials, intent, and reasoning so that they may more accurately and confidently apply the guidelines as they undertake their work of reviewing applications.

Option to Reduce Costs of the Services.

These options are intended to save the city money on the fees for the scope of work:

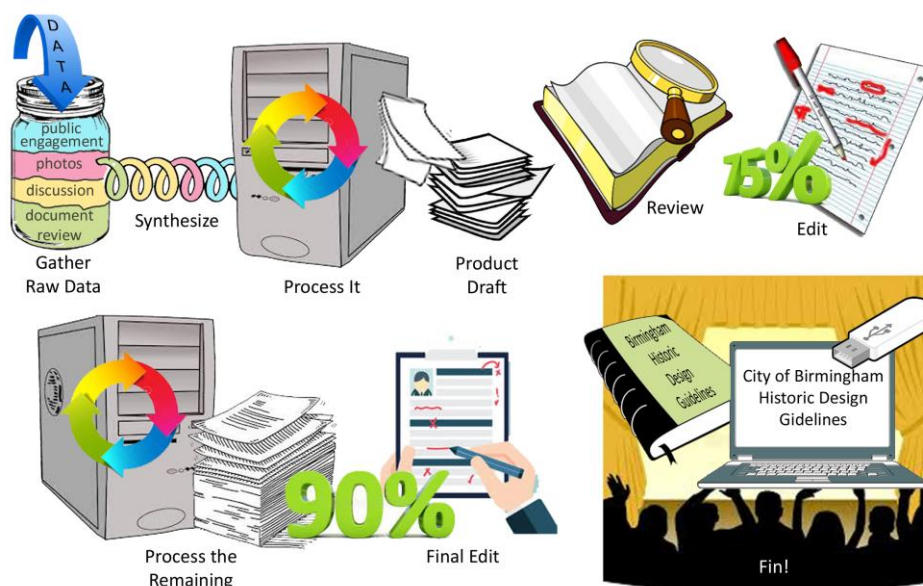
- City staff can assist by providing summaries about the Historic Districts, City Code, Master Plans, Surveys, and Historic Files, along with a summary of the historic preservation efforts in Birmingham and of other key information.
- Local volunteer groups are welcome to assist in the photography, we will provide a 1-hour training session for the volunteers prior to their photography work.
- City staff could explain and prepare the narrative for the Historic District Commission’s review process including the design reviews and administrative reviews. They are the folks that administer it and explain it to the public on a regular basis, so it would be a good component for them to be involved in.



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Overall Project Approach:

The general overall approach is a step-by-step process by which we collect data (through document review, discussions with staff and stakeholders) and immerse ourselves in the community via on-site visits and photography. We gather public input, then synthesize it all, and delve into the development, writing and illustrating of the document. We begin with an outline and then develop it with deeper dives and plateaus along the way for review(s) and to gather additional input from the reviewers. After several iterations we reach completion and present the final product to stakeholders and the public.



The basic timeline presented on page 20, has been fully developed below with the detailed descriptions for each task. The image above is an illustration we have created to allow the reader of this document to quickly and easily understand our lengthy narrative.

Duration	Task
Week 1	Contract signing – We understand the city’s contract as presented in the RFP. We have had previous contracts with the city.
Week 2	Meeting with Staff and State Historic Preservation Office (Stakeholders) This would be an informal meeting to meet the representatives of the city, that we would be working with, along with the individuals from the State Historic Preservation Office that will be involved in the project. This will give us all a chance to discuss the project informally before presenting it to the public officials and general public.
Week 2	Meeting with Public officials and public to acquaint with the project goals. This can be a great opportunity to discuss ‘expectations’ from the public officials and general public. We can present what this project is about, and also define what it is not about. Sometimes people think that we will be re-surveying historic district boundaries, or re-surveying for more contributing structures or to change structures from a ‘contributing status’ to a ‘non-contributing status. Some think we may be adding more or less requirements to the Secretary of the Interior Standards, these are examples of what the project, is-not. In-person meetings if possible.
Week 3 – 4	Review the Historic Districts, City Code, Master Plans, Surveys, and Historic Files. This is a time where we will be pouring through your documents. When reviewing materials there are various levels of review that can be done. Skimming for content and general understanding of what is covered, more thorough reading to determine the requirements as established, or full immersion to gain a full understand of each document and how it overlaps, duplicates, or conflicts with the other documents. Some of these documents can be lengthy and take many hours to get through. We have offered several options in the cost proposal to address this. This is also an area where we offer cost savings if the staff would like to give us the overview in a ‘readers digest’ or ‘Cliff Notes’ version. We do truly enjoy learning about the history of the area and reading the nominations materials for the historic districts is one way we do that.

Overall Project Approach:

Duration	Task
Week 5	Photography. The act of walking the community and observing and photographing what we see is one way we get to know your community, your historic development, your character, and your unique features. We understand around 70 buildings in your historic districts from our work in your city. Observing the city's contributing and non-contributing structures, seeking out the character defining features, documenting through photography the appropriate and inappropriate changes that have occurred over time will be a key activity. This activity can be done at an overview level, a detailed level, or a full immersion. We understand that documentation may take more than one field session. To augment your cost for this activity we do accept the photography work of volunteers that may want to assist, we do require that they attend a 1-hour training that we provide. Photographs are identified and arranged in our filing system for easy retrieval and inclusion in the final document. Most photography shot today is of adequate dpi for reproduction in the document, we can digitally correct some deficiencies caused by the weather conditions, crop, and straighten photos prior to their inclusion in the final document.
Week 6 – 10	Public Engagement to gather input. During this phase of the project, we would like to utilize all means available to persuade the public to give input. The city's Facebook page and website can be supplemented with other media options and in-person sessions. Local newspapers are usually a great resource. Talks at the local museum or libraries about the historic districts in general can generate public interest in engagement for your proposed project. Connecting with the target audience is a key element to making this work. Knowing that everyone has different levels and comfort with engagement is important, that's why we believe in multiple ways to get them engaged. The least costly way is through social media, step that up with a survey in the local newspaper or go all the way adding a take-part workshop may actually give you a deeper dive into the needs of the applicants who are proposing projects to your Historic District Commission. Our fee proposal gives options for the engagement segment.
Week 11	Debrief City/Historic District Commission on the Public Engagement comments. After the initial public engagement segment has been completed, H2A gathers the feedback and synthesizes it into elements that can be applied to the planning and development of the guidelines. This debriefing and outcomes are presented back to the city and Historic District Commission before we move on to outlining the document.
Week 12 -14	Prepare the Outline for the document (Residential). Only after having gained the in-depth knowledge of your community through the review of your documents, the photography and the public engagement will we begin the outline for the document. This is a document uniquely for you, we are not taking a document prepared for another community and just copying and pasting and editing it, we are creating your document based on your community. The outline will include the components as stated in the RFP. The city may elect to have their staff do some of the narrative for the 'review process' to reduce fees. We will be leaning heavily on the State Historic Preservation Office for information on the Historic Tax Credits as they are still finalizing the process for that. Links for homeowners are important to connect them to appropriate information, the internet is full of good (and bad) information about maintaining historic buildings.
Week 15 – 18	Prepare the Outline for the document (Commercial). The approach and process for the commercial guidelines will be nearly the same as for the residential guidelines. Commercial areas tend to have architects involved; therefore the commercial guidelines will take that into consideration.
Week 19	Meet virtually with the Historic District Commission to review the Outline being submitted for review. Virtual meetings have become a way of life since COVID-19. We have found that they also provide efficiencies for the clients, reduce impact on our environment, and provide an opportunity for more people to be present. We will keep the Historic District Commission informed and use virtual meetings whenever appropriate for the information we need to provide.
Week 20 – 22	Review Period – and receive comments. H2A welcomes all comments and feedback. We feel that this is an essential part of the process to meet the goals and create the product you envisioned.
Week 23– 25	Prepare the First Draft of the Guidelines (Residential) 75%. Content will be 75% developed. The first draft will delve into each of the components you have requested in this RFP, in addition it will include components that may be specifically requested through the public engagement process that the city, Historic District Commission, or State Historic Preservation Office deems appropriate to include. This first draft shall include narrative as well as draft illustrations and photographs. It shall include the introduction, acknowledgements, and mission statement. The role of the design guidelines will be explained. A summary of the historic preservation efforts in Birmingham will be provided as well as the inventory and maps of the designated resources and historic districts. A Summary of the Secretary of the Interior's Standards for Rehabilitation and their technical guidance documents will be provided along with an explanation on how to apply them to historic projects. An explanation of the Historic District Commission process will be included along with a flowchart. Most importantly, the guidelines shall provide narration and illustrations on the important concepts of the Secretary for the Interior Standards including some of the really difficult concepts such as scale, rhythm, and proportion. These are some of the most difficult concepts for non-professional to understand. The concept of being complementary and sensitive to the historic building without literally copying historic details onto new additions and new infill construction is another challenge for most people. The guidelines will also discuss visibility and identifying the character defining features, as well as the importance of the materials and alternative materials. The guidelines will touch on the critical need for appropriate routine maintenance. It will not delve into describing in detail, the appropriate routine maintenance measures, this in itself would be an entire document. It will however provide links to other National Park Service documents such as the Preservation Tech Notes and Preservation Briefs that are the backbone of understanding appropriate routine maintenance for historic building components. Site features are character defining features so there will be narrative, illustrations, and photos, in regard to these features. Tax credits can be complex, we will not delve heavily into this topic. We will collect information available from State Historic Preservation Office and include it into the document along with a link to the State Historic Preservation Office resources on this topic. Often times the building owner needs the assistance of an attorney or accountant familiar with the tax credits to navigate this topic.

Overall Project Approach:

Duration	Task
Week 26 – 28	Prepare the First Draft of the Guidelines (Commercial) 75%. The same definition shall apply to the commercial document at 75% complete. The approach and process for the commercial guidelines will be the nearly the same as for the residential guidelines. As we have already noted, commercial areas generally have architects involved, therefore the commercial guidelines will take that into consideration. This is an area however where alternative materials may be more frequently proposed, therefore additional narrative will be provided to address this in the commercial section. Tax credits tend to be even more complex with commercial structures, we will not delve heavily into this topic. We shall collect all information available from State Historic Preservation Office and include it into the document along with a link to the State Historic Preservation Office resources on this topic. Building owners need the assistance of an attorney and accountant familiar with the tax credits to navigate this topic.
Week 29	Prepare the First Draft of the Summary (Residential) 75%. The residential summary will be brief, as a summary should be, it will guide the user on what is included in the document, where to find the topics they are looking for, and how to navigate the guide. It may be used as a PR piece so it should include a QR code to link to the main document online.
Week 30	Prepare the First Draft of the Summary (Commercial) 75%. The commercial summary will be equally brief. It will guide the user on what is included in the commercial document, where to find the topics they are looking for, and how to navigate the guide. It may be also used as a PR piece so it should include a QR code to link to the main document online.
Week 31	Meet virtually with the Historic District Commission to review the First Draft being submitted for review, approach as noted previously.
Week 32 – 34	Review Period – and receive comments, approach as noted previously.
Week 36	Prepare the Revised Draft of the Guidelines (Residential) 90%. First draft comments will be incorporated, and the documents will be detailed and illustrated to 90 percent completion. The document will again be proofed by digital editors and human editors before being re-submitted.
Week 37 – 38	Prepare the Revised Draft of the Guidelines (Commercial) 90%. First draft comments will be incorporated, and the documents will be detailed and illustrated to 90 percent completion. This document will also be proofed again by digital editors and human editors before being re-submitted.
Week 39	Prepare the Revised Draft of the Summaries 90%. First draft comments will be incorporated and the documents will be detailed and illustrated to 90 percent completion.
Week 40	Prepare the Cliff Notes. H2A will prepare a Cliff Notes overview of the design guidelines for use by reviewers, staff and the public. It will be brief as ‘Cliff Notes’ are intended to be and get right to the key points. Hyper-links within the Cliff Notes can take the user to the more detailed parts of the guide.
Week 41	Meet virtually with the Historic District Commission to review the Revised Draft being submitted for review, approach as noted previously.
Week 42 – 44	Review Period – and receive comments, approach as noted previously.
Week 45 – 46	Prepare the Final (Residential) 100%. H2A shall incorporate all final comments and prepare the document for final publishing. Both electronic and human editors will have proofread the document and tested the digital version to make sure any interactive hyperlinks are working properly.
Week 47 – 48	Prepare the Final (Commercial) 100%. H2A shall incorporate all final comments and prepare the document for final publishing. Both electronic and human editors will have also proofread this document and tested the digital version to make sure any interactive hyperlinks are working properly.
Week 49	Prepare the Final Summaries 100%. H2A shall incorporate all final comments for the Summaries and prepare the document for final publishing. Both electronic and human editors will also be used to proofread this document and test the digital version to make sure any interactive hyper-links are working properly.
Week 50 – 51	Present to the Historic District Commission and receive comments. This will be an in person meeting to unveil and present the final documents to the staff and community. A reproducible pdf digital file and (5) color hard copies will be provided.
Week 52	GIVE BACK TO THE COMMUNITY – H2A will hold a 1-day ‘Open Door’ day design center, where public can drop-in for informal conversation about the Guidelines and how they might apply to individuals projects. If the city provides the space, we’ll provide the staff.

H2A AND OUR HISTORIC SPECIALTY STAFF WILL BE AVAILABLE ACCORDING TO THIS PROPOSED TIMELINE AND HAS AN UNDERSTANDING OF THE ANTICIPATED PROJECT COMPLETION TIMELINE.

Cost Proposal

H2A is pleased to offer fixed fees for this scope of work with hourly fee rates for additional services.

To be sensitive to your budget, we have quoted per the RFP and provided voluntary alternative cost options for lesser scope where we saw opportunities for savings. You may pick and choose from these options.

H2A travel time is capped and billed at 30 minutes. H2A does not charge for mileage.

H2A does not charge for computer usage, meals, or phone usage, and has no need to charge for out of town travel to service the City of Birmingham.

Reimbursables:

H2A strives to conserve natural resources and provides documents in a pdf format. Paper copies are provided in generally smaller quantities for the purpose of project review. We will provide 5 hard copies as requested for this project for the final document. The projected cost for the 5 copies has been included on the cost proposal form.



9100 Lapeer Road
Suite B
Davison MI
P: (810) 412.5640
F: (810) 658.4320
www.H2Aarchitects.net

Required Forms

ATTACHMENT B

BIDDERS AGREEMENT FOR HISTORIC DESIGN GUIDELINES

In submitting this proposal, as herein described, the Contractor agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

Jackie Hoist

PREPARED BY (PRINT NAME)

3-2-2022

DATE



AUTHORIZED SIGNATURE

President

TITLE

Jackie@H2Aarchitects.net
George@H2Aarchitects.net

EMAIL ADDRESS

H2A Architects

COMPANY

9100 Lapeer Rd, Suite B, Davison, MI 48423

ADDRESS

(810) 412-5640

PHONE

N/A

NAME OF PARENT COMPANY

N/A

ADDRESS

N/A

PHONE

Required Forms

ATTACHMENT C

COST PROPOSAL FOR HISTORIC DESIGN GUIDELINES

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

**Attach technical specifications for all proposed materials as outlined in the Submission Requirements section of the RFP (pg. 5-6)*

COST PROPOSAL		Voluntary Alternative	
ITEM	BID AMOUNT (BASE BID)	BID AMOUNT (VOLUNTARY ALTERNATIVE)	ALTERNATIVE DESCRIPTIONS
1. Review City Documents (40 hours)	\$4,400	Limit to 20 hours \$2,000	Limit time reviewing or city staff to write summaries
2. Meetings (10) meetings (up to 40 hours)	\$4,400 ¹	(5) Meetings w/Historic District Commission Limit to 20 hours \$2,200 ¹	Review comments via e-mail (no meeting)
3. On-Site Visits to Capture (2) Days On-Site Photography (2 staff) (60 hours total)	\$6,600	1 day on-site (2 staff) (16 hours total) \$2,000	Volunteers with training to assist
4. Public Engagement – 4 hours per month (40 hours)	\$5,200 ³	\$2,640 ² (20 hours)	Social media only
5. Develop the Guidelines (144 hours)	\$15,800	\$14,000 (127 hours)	City staff to address procedure
6. Summaries (24 hours)	\$2,640	\$2,640 (24 hours)	Combine summaries and cliff notes into 1 "overview"
7. Cliff Notes (10 hours)	\$1,000		
8. Document Revisions (50 hours)	\$5,500	\$2,250 (up to 25 hours)	Unknown amount of revisions. Use the 'can't live with' approach to review comments
TOTAL BID AMOUNT	\$45,540	\$27,730	
ADDITIONAL BID ITEMS			
Additional Meetings with City Staff & Boards	Hourly Rates Apply		
Other – Printing of 5 Color Copies	\$600	\$100	Provide 1 color copy. City to print out additional copies
Other – Additional Training Workshop for Staff	Hourly Rates Apply		
GRAND TOTAL AMOUNT	\$46,140¹	\$27,830¹	

¹ Plus hourly rates for additional meetings and additional training.

² One piece developed for social media per month (with feedback review).

³ One piece developed for social media, one piece developed for newspaper, paper surveys out in community (via social media, newspaper, library, and local places of interests), and one 'Town Hall' styled meeting.

Firm Name: H2A Architects

Authorized Signature: _____



Date: 3-2-2022

H2A Rates



2022 Rate Schedule:

<u>Category</u>	<u>Rate</u>
Project Manager	\$143/hr.
Senior Designer	\$111/hr.
Construction Administrator	\$91/hr. - \$140/hr.
CAD Tech	\$91/hr.
Clerical	\$58/hr.

Subcontracted-Consultants

Engineer Structural	\$155.00 - \$190.00/hr.
Engineer Electrical/Mechanical	\$125.00 - \$160.00/hr.
Engineering Designer	\$100.00 - \$136.00/hr.
Engineering CAD	88.00 - \$98.00/hr.
Engineering Clerical	\$82.00/hr.
Specifications	\$139.00/hr.

Reimbursable (pass-through costs – no mark-up)

Including, but not limited to: printing, postage/shipping, consultant renderings.

H2A Architects, Inc. 9100 Lapeer Rd, Suite B, Davison, MI 48423 (810) 412-5640

Required Forms

ATTACHMENT D

IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM FOR HISTORIC DESIGN GUIDELINES

Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act"), prior to the City accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business", as defined by the Act.

By completing this form, the Vendor certifies that it is not an "Iran Linked Business", as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the City.

Jackie Hoist

PREPARED BY (PRINT NAME)

3-2-2022

DATE



AUTHORIZED SIGNATURE

President

TITLE

Jackie@H2Aarchitects.net
George@H2Aarchitects.net

EMAIL ADDRESS

H2A Architects

COMPANY

9100 Lapeer Rd, Suite B, Davison, MI 48423

ADDRESS

(810) 412-5640

PHONE

N/A

NAME OF PARENT COMPANY

N/A

ADDRESS

N/A

PHONE

Required Forms

ATTACHMENT E U.S. Department of the Interior Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions – **The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.** See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters- Primary Covered Transactions

CHECK ☒ IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective ^Xprimary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

CHECK ☐ IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective ^Xlower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Required Forms

PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK X IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Main office: 9100 Lapeer Rd, Suite B, Davison, MI 48423

Home offices when necessary due to pandemic concerns: 303 Davison St, Davison, MI 48423

8274 E. Lippincott Rd, Davison, MI 48423

Check _____ if there are workplaces on files that are not identified here.

PART D: Certification Regarding Drug-Free Workplace Requirements

CHECK _____ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When

Required Forms

notice is made to such a central point, it shall include the identification number(s) of each affected grant.

DI-2011
June 1995
(This form replaces DI-1953, DI-1954,
DI-1955, DI-1956 and DI-1963)

PART E: Certification Regarding Lobbying **Certification for Contracts, Grants, Loans, and Cooperative Agreements**

CHECK _____ IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT, SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK _____ IF CERTIFICATION FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.

FEES DO NOT EXCEED THESE AMOUNTS

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.



SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

George Ananich, President

TYPED NAME AND TITLE

3-2-2022

DATE

DI-2011
June 1995
(This form replaces DI-1953, DI-1954,
DI-1955, DI-1956 and DI-1963)

Examples

The following example pages illustrate our work that is similar to the scope of work in this RFP. Excerpts from the projects below are included on the following pages.

- Clio Design Guidelines for DDA Façade Program
- Clio Downtown Overlay Zoning Ordinance for Historic Downtown
- Applewood Maintenance Manual
- Davison Overlay Zoning for Historic Area
- Article – Guide to Homeowner’s Guidance to Gutters for Historic Homes
- The Preservation Process
- Simpson Park Starkweather – A Narrative Illustrated
- Michigan’s Destination Depots – Lighthouses Along the Rivers of Steel



9100 Lapeer Road
Suite B
Davison MI
P: (810) 412.5640
F: (810) 658.4320
www.H2Aarchitects.net

Example - Clio DDA Façade Financial Assistance Program

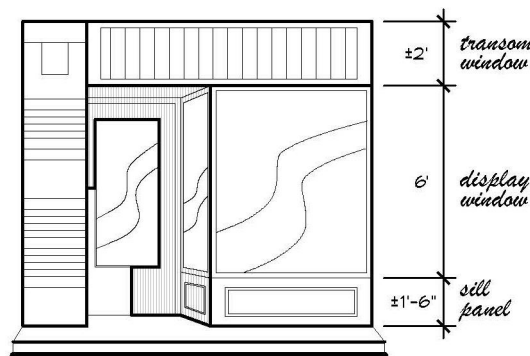
CLIO DOWNTOWN DEVELOPMENT AUTHORITY Downtown Façade Improvement Guidelines

Secondary Doors:

Secondary doors include doors on the front façade which permit access to the upper floors and service doors on the rear façade. The most appropriate style door for the front façade of the two story buildings are the pre 1950 style. This door, without any signage can complement the business entrance door without competing. Rear façade doors should be simple in style and where used as a public entrance should have large glass lites. Doors for service and shipping should be solid flush doors or door with small vision panels.

Storefront Windows:

The storefronts occur on a module that needs to be respected when remodeling. The bays themselves consist of entrance door and display windows. Most businesses rely on the advertising display windows offer (see signage and advertising). If elimination of display windows is necessary, consider replacing the glass with opaque glass or other material that has a black or charcoal gray finish. An economic alternative to replacing the glass is the use of drapes or walls set back 2-3 feet from the window. If you do this, be sure to provide for access to clean the windows. These solutions maintain the appearance of glass, preserve the window proportions and meet your interior design requirements. If some window area is desired, avoid placing smaller windows within the larger window opening as this detracts from the overall appearance. Many of the buildings originally had a narrow window band along the store front at door transom height. This transom glass should be maintained.



Glass for display windows shall be clear plate glass, glass with less than 10% tint. Low e glass will be acceptable provided high light levels are provided on the interior display. Reflective glass or heavily tinted glass shall not be used

Example – Clio Downtown Overlay Zoning Ordinance for Historic Area

3. When conducting Conditional Use Permit and/or Site Plan Reviews, for properties designated R/C, the Planning Commission shall have the right to adjust certain site plan requirements, such as square footage, setbacks, green belts, required parking, signs, etc, to accommodate the smaller lot sizes known to exist in the area.
4. The Planning Commission must consider the impact of adjusting such requirements on other property; especially residential property, in the area.

B. DOWNTOWN OVERLAY ZONE

A portion of the City of Clio's downtown has been designated as the Downtown Overlay Zone. The Downtown Overlay Zone is a part of the C-1 Commercial (Central Business) District as defined in Section 4.05 of this ordinance. The boundaries of the Downtown Overlay Zone are described as follows:

Those properties fronting West Vienna Street between Mill Street and the railroad tracks, in the Central Business District of the City of Clio, Michigan.

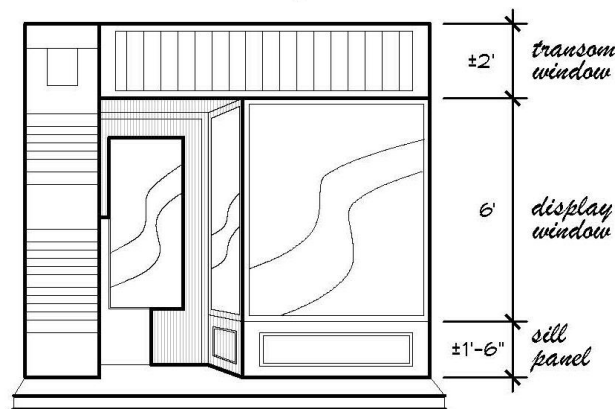
The purpose of this district is to ensure that redevelopment of this area occurs in a manner that preserves the small town character of the area as envisioned by the Blue Prints Plan as adopted by the Clio City Commission on May 19, 2008. This will be accomplished by ensuring that buildings are appropriately related to one another and that any redevelopment complements the existing architecture of the buildings, enhances the pedestrian orientation of the area, maintains streetscape design that enriches the street as a place of pedestrian comfort, beauty and convenience. The goals of the regulations are to promote infill development, encourage adaptive reuse of existing buildings and communicate the community's vision of the downtown. This includes construction of principal structures or redevelopment on a lot. Redevelopment consists of construction or additions to principal or accessory structures on a lot(s) within this overlay zone, including any project requiring site plan approval and exterior improvements which require a building permit. Any redevelopment or exterior improvements covered by these provisions which do not require site plan approval shall be reviewed by the Zoning Administrator for compliance with this ordinance. To achieve these purposes the following criteria are applied by the Planning Commission to any development:

- 1: Development shall be consistent with the underlying zoning district except where modified by this section.
- 2: The proportion of proposed buildings shall respect the proportions established by the existing buildings and storefronts.
- 3: New or redeveloped buildings shall use windows and doors, storefronts and rooflines to create/maintain a consistent rhythm of building elements.

Example – Clio Downtown Overlay Zoning Ordinance for Historic Area

City of Clio Zoning Ordinance	Adopted	Article 4 District Regulations
4:	The building shall be setback no more than 3 feet from the front lot line and shall be on the side lot line to create a 'wall of buildings', unless other setbacks are approved as part of the Planned Unit Development (PUD) option in this overlay zone.	
5:	Buildings shall have flat roofs or a parapet screening a pitched roof. Buildings shall have a defined storefront area framed by the building.	
6:	Building material for visible walls shall be limited to brick, stucco limestone, flat metal panels and flush wood painted panels. Subtle highlights should be incorporated such as rowlock, soldier, and header courses. The storefront area shall contain less textural materials such as glass, and wood. Windows, doors, column, cornice and bracket elements shall be of wood, metal, or fiberglass. Field stone and vinyl siding are prohibited.	
7:	Front and main entrance doors to be used by the public should be prominent while not overpowering. They shall contain a large glass light. Secondary doors on the front of the building should compliment without competing. Secondary doors or service doors on the rear or side of a building shall be solid flush doors and shall contain only small vision panels when necessary.	
8:	A minimum of 30% of the first floor should be transparent, with glass windows or doors. Reflective or glass tinted more than 40% shall not be allowed.	
9:	Second floor windows should be double hung style. White vinyl windows are prohibited.	
10:	Awnings are permitted. Awnings shall be simple straight fabric style. Structural canopies and mansard roofs are not allowed unless they are documented to be part of the historical architectural character of the building. All awnings shall have a minimum of 10' of clearance above the sidewalk or at the transom or cornice level (see figure), shall not conflict with city or private infrastructure within the right-of-way, and shall extend at least 3' out from the building	

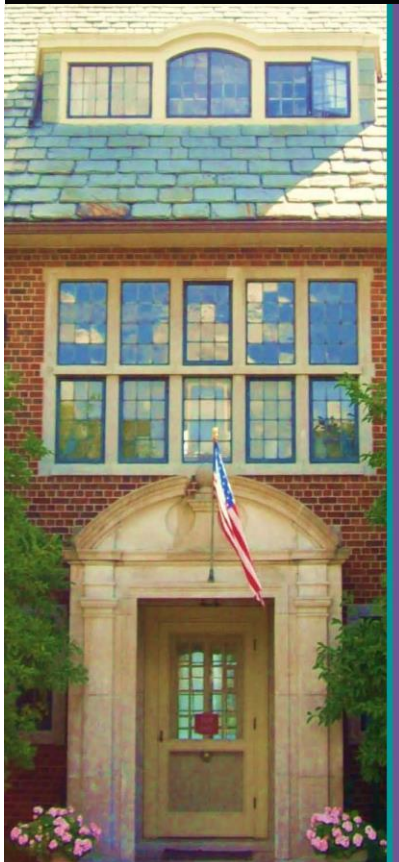
Figure



Example – Clio Downtown Overlay Zoning Ordinance for Historic Area

City of Clio Zoning Ordinance	Adopted	Article 4 District Regulations
11:	The exterior color of new construction including brick, wood and other architectural details shall be consistent with the historical architectural style of surrounding buildings, and the colors generally associated with the architectural style and era.	
12:	Building lighting shall be indirect, with the light source hidden from direct pedestrian and motorist view. When feature lighting that serves to provide architectural detail as well as lighting visibility is proposed such lighting shall be shaded gooseneck fixtures, or lights consistent with the style of the building.	
13:	Existing unpainted brick shall not be covered or painted. Building materials shall not be power washed or sand blasted if it is harmful to the exterior building materials, violates the goals of the Blueprints program or compromises the structural integrity of the building.	
14:	Signs shall comply with the City of Clio Sign Ordinance.	
15:	<p>Planned Unit Development Option – Within the Downtown Overlay Zone a property owner may request modification of these requirements and those of the underlying zoning district. Approval of any modifications may be made by the Planning Commission following a public hearing that follows the requirements in Article 9 – Conditional Use Permits. The Planning Commission may impose conditions as part of their PUD approval. The Planning Commission may permit uses not specifically permitted in the underlying district as part of the PUD approval. In order to qualify for PUD approval, the applicant must demonstrate that the proposed site plan:</p> <ul style="list-style-type: none"> a. Is consistent with the purpose of the zoning ordinance and the Downtown Overlay Zone b. Does not negatively impact the public health, safety and welfare c. Provides a public benefit unavailable without the modifications to ordinance requirements proposed as part of the PUD. 	
16:	Any building, sign or other appurtenant structure in existence as of the effective date of this ordinance and constructed in accordance with the ordinances and applicable laws in effect as of the date of its construction shall be deemed to be non-conforming building. They shall be allowed to remain if maintained as part of a business.	

Example – Applewood Maintenance Manual



Gutters & Downspouts

Section 7

Gutters and downspouts collect water from the sloped roofs and carry it away through a system of downspouts (also called leaders), leader heads (also called collectors) and receptors (or shoes) that receive the downspouts at the ground. Underground storm sewer pipes then carry the water away from the house so that it is not detrimental to the walls and foundations.

Gutters and downspouts are available in a variety of materials; ranging from copper, to galvanized iron (or steel) to stainless steel, to aluminum, to wood and even inexpensive PVC (vinyl) in today's markets. They are available as a sectional product or as a seamless product.

Example – Applewood Maintenance Manual

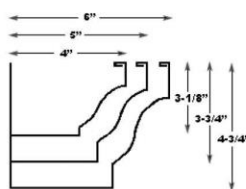
Gutters & Downspouts

Introduction

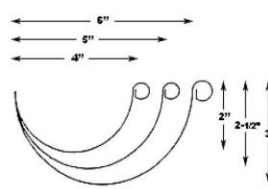
The original specifications for Applewood's gutters called for 4", 5", or 6" half round hanging gutters (the size depended on the area of sloped roof that was to be drained by the gutter). The original specifications do not indicate the type of material that was to be used for the gutter, but it did specify that the straps were to be made of galvanized iron. Earlier reports speculated that the gutters also were galvanized iron. With these dissimilar metals however, (such as copper and galvanized iron), a galvanic action would be produced, the more 'noble' metal will deteriorate the less 'noble' metal. These metals require separation with bituminous or zinc chromate primers or the copper will corrode the galvanized iron. The current gutters on the house are copper and of a rectilinear 'K' style profile typical on the latter half of the 20th century. It is recommended that when the gutters are replaced, the half-round (copper) gutters should be utilized. Based on the presence of copper leaders, leaderheads and downspouts, and the prominence of this estate, copper gutters are appropriate.



Typical Gutter



Current "K" Style Gutter



Original Half-Round Style Gutter

Applewood's original leaders were made of 16 oz. cold rolled copper of sizes to properly drain the gutter to which they were attached. The leaders are anchored to the brick walls with concealed adjustable hangers. Leader heads collect the water from the upper downspout to the lower downspout. Openings in gutters and leader heads are covered with copper wire baskets to keep debris from passing through into the storm water system. Applewood has unique ornamental leader heads that contribute to its historic character.

Ruth Mott Applewood Maintenance Manual

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Gutters & Downspouts

Typical Issues

Typical issues in Downspouts and Gutters:

- Inadequate size
- Inadequate or deteriorated anchors
- Damage due to weather, ice build-up, wind, impact rubbing, or rust
- Inadequate drainage

Inadequate Size

Gutters should be sized for the rain measurement of the region and sloped 1/4" to 1/8" per foot if possible to insure positive drainage. Gutters should be sized 2" larger than the downspout to allow for adequate connections. Proper connections are critical to the proper operation of the system. Inadequately sized systems suffer from chronic overflow causing rotting of the fascia and substrate, and staining and deterioration of the adjacent wall surfaces. This condition also creates erosion of the soils below and water intrusion issues within the wall above and below grade.

Inadequate Anchors

Anchors, metal hangers and straps should be spaced a maximum of 2'-6" apart and be attached to the wood roof structure below the slate shingles or beneath the fascia. Half-round gutters can be hung under the eave or on the face of the fascia. Proper hanging allows snow and ice build-up to slide past the gutter rather than collecting within/upon it. Existing conditions may not always allow optimal options in mounting. The replacement of the gutters independent of the roof replacement will make replacement with concealed hangers very difficult. In this case bar or stamped hanging brackets mounted to/through the fascia will be required. In addition to screens in the openings in the gutters and leader heads, screens can be installed on the top of the gutter to minimize collection of debris.

Damages

Heavy wind storms can tear loose components of the system, especially if components have been impacted by rust, rot of the anchor substrate, or impacted by limbs or other falling debris. Rubbing of adjacent tree branches wears at the finish of the components and leaves opportunity for rust to invade and take hold, beginning the deterioration process.

Inadequate Drainage

Proper drainage within the system is critical to avoid ice build-up. A clogged gutter system greatly increases the weight of the gutter and can cause the hangers, gutters, downspouts or lead heads to break. Ice and snow build-up are also leading causes of ice-damming which cause secondary damages to the interior of the home. Constant monitoring is critical in winter months.

Ruth Mott Applewood Maintenance Manual

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Example – Applewood Maintenance Manual

Gutters & Downspouts

Repairs

Missing or loose wire baskets and broken hanger straps or brackets should be replaced and anchored through exterior materials down into the wood roof structure. Missing or loose brackets that anchor the downspouts to the wall should be replaced. Loose or missing gutter screen covers should be re-anchored into place. Connections that have come loose between components in the system should be re-connected and secured in place with screws where necessary. Copper, brass, (or stainless steel screws where not visible) can be used.

Repair Copper gutters, downspout, and leader head components by soldering joints to ensure they are water tight. Solder will provide a smooth surface and there will be nothing to catch debris and clog the gutter/downspout. The solder used should be a 50-50 tin-lead bar solder for uncoated copper. Apply the solder to all rigid joints, use a blind solder technique to minimize the visual appearance of the solder. Soldered seams should last the life of the copper however long continuous runs can create stress. In these cases a sealant may have to be used to create a joint that can accommodate the movement in long runs of gutter. The sealant should be designated as compatible for use with copper. Elastomeric polyurethane, silicone, butyl, and polysulfide or other inorganic rubber based sealants have been shown to work best. Acrylic, neoprene, and nitrile based sealants have been observed to actively corrode copper and are not recommended. Attempts to use caulks and tar do not usually provide appropriate means of repair and only create a short term quick fix which will soon be failing again.

Replace badly dented, broken, or missing gutters or downspouts making sure to anchor them appropriately. Replacement of a section of copper gutter or downspout can create a visually different appearance due to the lack of any patina that may have occurred over many years. This patina can be recreated by application of various chemicals to obtain the desired degree of patina, however the process of field application is 'trial and error' and not an exact science. Some manufacturers do offer patinated copper. Test samples will be required to acquire the correct matching appearance.

While cleaning and repairing copper gutters, the use of gloves will ensure the oils from your hands will not adversely affect the future patina of the metal.



Copper Gutter Soldering Repair

Ruth Mott Applewood Maintenance Manual

4

Gutters & Downspouts

Routine Maintenance

Routine maintenance includes spring and fall cleaning and observation of the gutters and downspouts. Clean all debris from the gutters and verify that they are securely anchored. Flood them with water and verify that the water is running freely. Review all connections including those to and within the downspout system.

Additional Resources

Click Button to Be Directed to Website

Copper.org

NAAMM.org

Regular Maintenance Should Include:

1. Clean gutters and downspouts at least twice a year.
2. Flood gutters and downspouts with a garden hose to verify water is running freely.
3. Check for broken supports or support anchors and address immediately.
4. Check for bows, sags, open seams, and loose connections and address immediately.
5. Jet and camera storm sewer lines from the receptor downward through the storm sewer pipe to the nearest catch basin.
6. Repair by soldering open seams.

Ruth Mott Applewood Maintenance Manual

5

Example – Applewood Maintenance Manual



Gutters & Downspouts Preservation Standards

Gutters and Downspouts: Secretary of the Interior Standards for Historic Preservation

Recommended

- Retain historic elements of the system if at all possible. The gutters, downspouts and leader heads are a historically significant part of the building.
- Clean using gentlest means possible.
- Repair or replace, only where necessary, with new material that duplicates the old as closely as possible.
- Replace missing features, such as downspouts and leader heads, only where they still exist or where documentation of the original design still exists.

Reading List

- Hoke, John Ray, Jr. ed. *Architectural Graphic Standards*. 9th ed. New York: John Wiley & Sons, 1994.
- *Architectural Sheet Metal Manual*. 6th ed. Chantilly: SMACNA, 2003.
- *Civic Park Home Preservation Manual*, THA Architects. 1981

Example – Davison Overlay Zoning for Historic Area

CHAPTER 1285

Temporary Overlay Design Guidelines

- 1285.01 Purpose.
- 1285.02 Scope.
- 1285.03 Signs.
- 1285.04 Building heights.
- 1285.05 Setbacks.
- 1285.06 Utility areas and mechanical equipment. (Repealed)
- 1285.07 Buildings.
- 1285.08 Landscaping.
- 1285.09 Streetscape and lighting.
- 1285.10 Sidewalks.

1285.01 PURPOSE.

The City of Davison overlay design district is recommended in order to meet the following:

- a) Preserve the small-town, unique character of the City of Davison.
- b) Complement the existing pattern of architecture of buildings. Development should rely on found character, not imported character. Structures should be designed and developed or redeveloped to complement architecture, mass and bulk in the area surrounding it.
- c) Enhance the pedestrian orientation of the Davison community and encourage streetscape design that is inviting and on a human scale as well as insuring consistent pedestrian connections throughout the City.
- d) Communicate the community's vision for the City and its downtown area and ensure pending developments comply with these guidelines while specific and detailed guidelines are created.

(2008-01. Passed 3-10-08.)

1285.02 SCOPE.

- a) This overlay district applies to all of the City of Davison. The standards outlined will apply to all developments(excluding single-family dwellings) including:
 - 1) All newly constructed buildings.
 - 2) All exterior building improvements and signage changes which require a building and/or sign permit (only standard applicable to the changed element apply).
 - 3) Renovation of a structure that requires site plan review (all standards are applicable).
 - 4) All new or reconstructed parking areas with five (5) or more spaces.
 - 5) All City or otherwise public improvements shall conform to the same process.
- b) These guidelines are intended to be temporary in nature and will remain in place for up to two (2) years, from the date of adoption. During this time the Planning Commission will work to develop more permanent guidelines and adopt them as changes to the Zoning Code as required by the Michigan Zoning Enabling Act, Act 110 of 2006.

(2008-01. Passed 3-10-08.)

1285.03 SIGNS.

- a) Signs should be architecturally compatible with the style, composition, materials, colors and details of the building and with other signs on nearby buildings, while providing for adequate identification of the business.
- b) Symbolic and historic three-dimensional signs such as barber shop poles and appropriately sized projecting signs are encouraged. Signage should have the capability of being lit in the evening, although the source of light must not be visible to motorists or pedestrians.

(2008-01. Passed 3-10-08.)

1285.04 BUILDING HEIGHTS.

New development and redevelopment should complement the existing pattern of building heights.

(2008-01. Passed 3-10-08.)

Example – Davison Overlay Zoning for Historic Area

1285.05 SETBACKS.

- a) Buildings in the Downtown/Main Street area should work together to create the "wall of buildings" effect associated with traditional "Main Street" areas.
- b) New construction and infill buildings must maintain the alignment of facades along the sidewalk edge where appropriate and when applicable.
- c) In instances where there are parking areas abutting the street, the sidewalk edge must be delineated in a manner that is consistent with the City of Davison streetscape master plan.

(2008-01. Passed 3-10-08.)

1285.06 UTILITY AREAS AND MECHANICAL EQUIPMENT. (REPEALED)

(EDITOR'S NOTE: This section was repealed by Ord. 2014-09. Passed 12-8-14.)

1285.07 BUILDINGS.

- a) To maintain and promote the unique character of Davison, buildings should not be branded using an architectural style of a company.
- b) Franchise architecture (building design that is trademarked or identified with a particular chain or corporation and is generic in nature) is not allowed, unless approved by the Planning Commission. Franchises or national chains must follow these standards to create a unique building that is compatible with Davison.
- c) When restoring or renovating an historic structure, there should be an attempt to return the facade to its original character. Original materials or details and the shape and size of original window openings should be preserved and missing original elements such as transom windows should be replaced.
- d) When developing or redeveloping in the traditional main street/downtown area, a minimum of thirty percent (30%) of the ground level facade and sides of buildings adjacent to public right-of-ways shall be transparent (windows and doors). A minimum of fifteen percent (15%) of the building's rear facade facing a public right-of-way, parking area or open space shall be transparent. Reflective or glass tinted more than forty percent (40%) is not allowed.
- e) Rehabilitation or redevelopment projects should be constructed to be long-lasting and use materials and detailing that maintains the distinct character and harmony of the area. Traditional materials including brick, stone (including cast stone) and stucco should be used as the primary building materials. Tile, stone, glass block, copper flashing, metal and wood should be considered for accent materials. Preferred is a high level of design and architectural detail. At rear entrances the primary materials should be used in a way that highlights the entrance. Infill construction should reflect some of the detailing of surrounding buildings in window shape, cornice lines and brick work.

(2008-01. Passed 3-10-08.)

1285.08 LANDSCAPING.

- a) Landscaping treatments should be used to enhance the pedestrian experience, complement architectural features and/or screen utility areas.
- b) The use of flower boxes, planters and hanging flower baskets is encouraged.(2008-01. Passed 3-10-08.)

1285.09 STREETScape AND LIGHTING.

If the proposed project falls within an area identified in the City's Streetscape Master Plan, the appropriate period-fixture lighting (as specified by the City of Davison) should be incorporated into the project whenever applicable.

(2008-01. Passed 3-10-08.)

1285.10 SIDEWALKS.

- a) All sidewalks shall be constructed to a minimum of five (5) feet in width or the width of the abutting adjacent sidewalk, whichever is greater. When located within the area identified in the City's Streetscape Master Plan, the sidewalk shall be so designed and installed so that it is consistent with the streetscape (soldier course at edge).
- b) Any development abutting or adjacent to the route of the proposed Heritage Trail should incorporate a non-motorized connection to the trail, being a minimum of eight (8) feet wide.
- c) All sidewalks shall be designed and constructed to conform with Chapter 1026 of the City of Davison Code of Ordinances and the barrier-free requirements of the Michigan Building Code.

Example – Guide to Homeowner’s Guidance to Gutters for Historic Homes

Gutters

Gutters have the specific function of directing rain water and letting snow away from roof and wall surfaces as quickly and efficiently as possible. In this manner, exterior materials are protected from water saturation, the most damaging of the natural elements. Metal hung gutters (or eaves troughs as they are also called), were typically of a half-round style up until the middle of the 20th century when the profile became more rectangular. Galvanized metal, zinc, lead coated copper, or galvalume were all typical material used for gutters, although copper, a more expensive product, was used on more expensive houses and is more long-lasting. Gutters were hung under the eaves. This allowed the gutter to catch the water coming off the roof and still allowed snow to blow off.

A slope of $\frac{1}{8}$ - $\frac{1}{4}$ inch per foot of gutter insures positive drainage of water. The downspout, (also called leader), connects to the gutter and carries water down to the ground. At the discharge point, water is directed away by a splashblock. Downspouts should extend away from the building 6’ if you can accommodate that condition without creating a trip hazard. Water deposited at the foundation wall can cause water intrusion issues in your basement.

The gutter should be 2 inches larger than the downspout for a good connection. Metal hangers or straps which hold the gutter in place should be placed a maximum of 2’-6” apart and be attached to the wood roof structure below the roofing.



Common Issues:

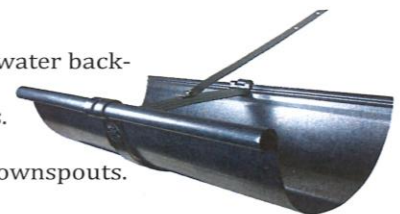
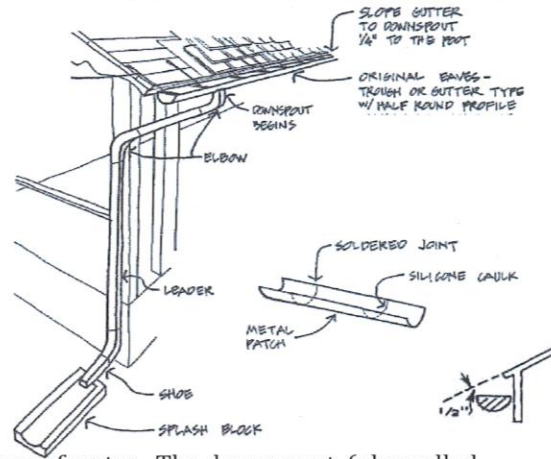
As with all gutters of various shapes, snow and ice build up in winter and add weight can break the straps, gutters or downspouts. Since the most common straps for these gutters were installed under the roofing, replacing or repairing a broken strap was a bit involved. Today fascia mounted hangers are available for easier repairs without involving removal of the roofing. For many years replacement parts for half-round gutters were not available at local home improvement stores leaving many home owners feeling that they had no option other than installing the more modern ‘k’ style gutter that were readily available. Today half-round gutters have come back into style and components are readily available.

Maintenance:

- Clean gutters and downspouts at least twice a year to prevent clogging and water back-up. Replace or install screens over downspout openings, optional.
- Trim tree limbs or vines to keep them from overhanging or touching gutters.
- Re-paint any marred surface of the metal to deter rust and corrosion.
- Regularly check for broken straps, split seams, falling gutters or displaced downspouts.
- Inspect gutters and downspouts in spring and fall.

Repairs:

- Replace any broken hanger straps with new hangers attached to the wood roof structure below the shingles when re-roofing is being undertaken. Replace broken hangers with fascia mounted brackets between re-roofing when roof removal is not practical.
- Replace badly dented, broken or missing gutters and downspouts. Make attachments to eaves 2’-6” apart and to wall 6’-0” apart.
- Repair seams which are broken to insure a water tight condition and avoid other more costly repairs.



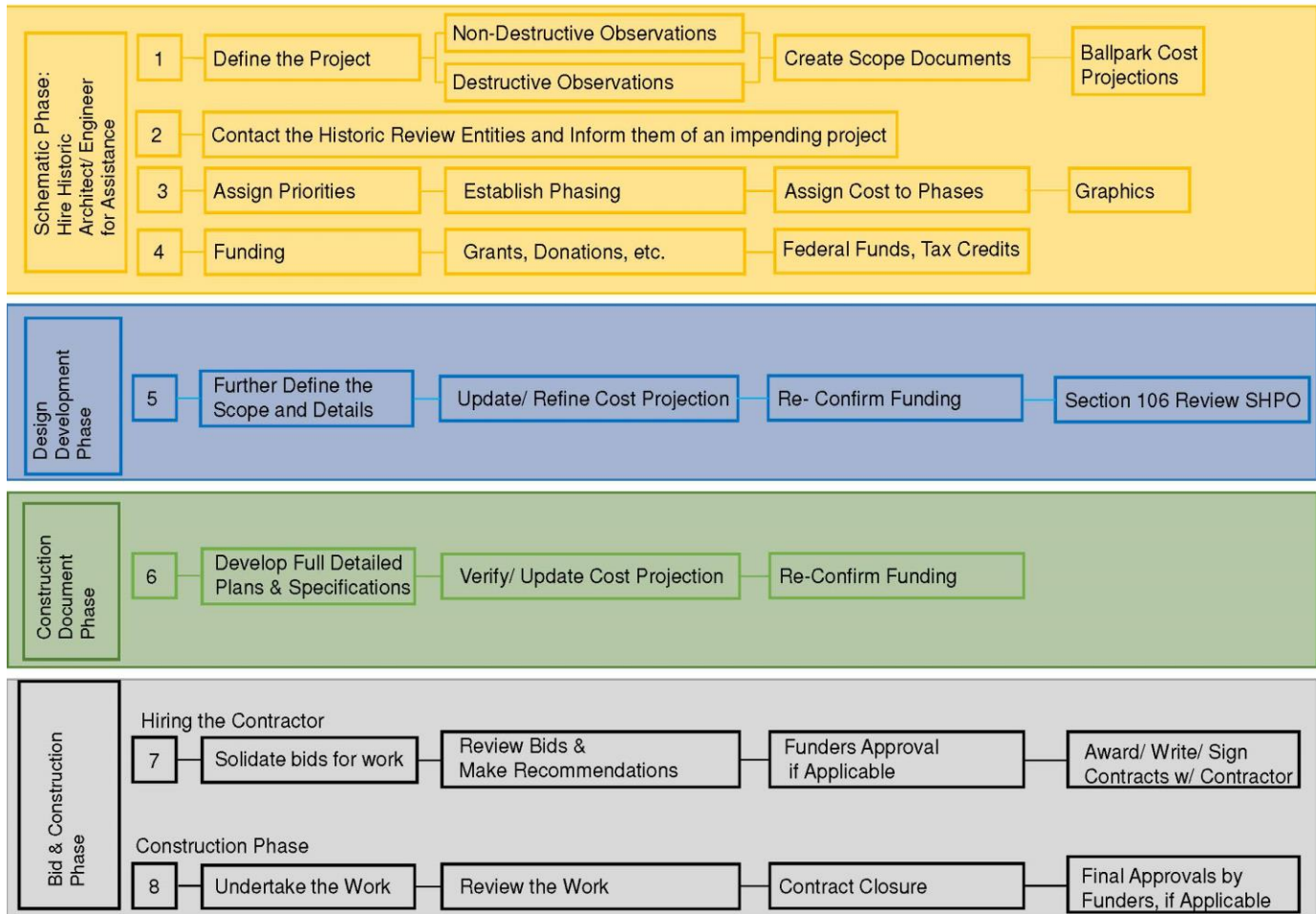
Article Resources

- Department of the Interior Preservation Brief 45 – Controlling Unwanted Moisture
- www.builderconservation.com
- Gutters 101 www.bobvila.com
- Civic Park Home Preservation Manual, THA Architects. 1981

This guide prepared by H2A Architects Inc. 2017

Example – The Preservation Process

The Preservation Process



Example – Simpson Park Starkweather – A Narrative Illustrated

Values

For future generations, preserve and maintain ecclesiastical/spiritual history which has shaped our camp and community by blessing the generations.

Vision

A creative ministry that continues to be a place of teaching and training rooted in history that is as applicable for the realities of today as was the campmeeting when it was started in the early 1800's.

Mission

The Starkweather Farm serves as a house of prayer connecting Simpson Park to our heritage and future global mission work.

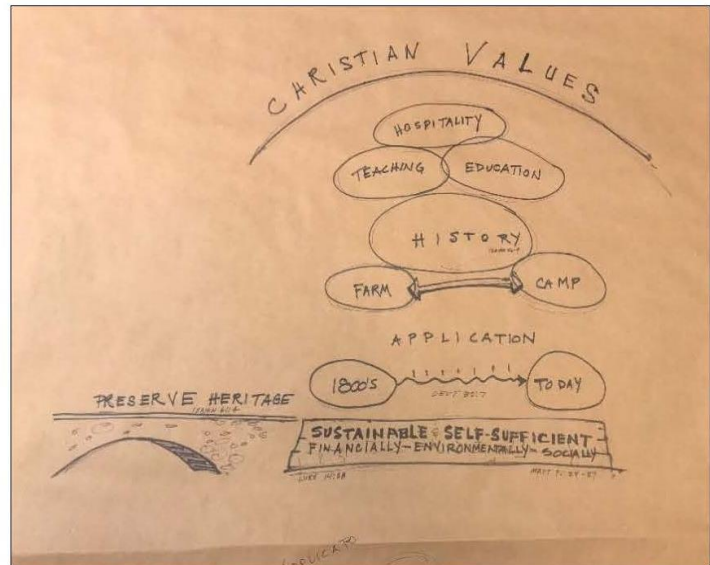
Strategy

Starkweather Farm is dedicated to providing opportunities to learn and practice Christian hospitality through living history that teaches about the private and public lives of families in Southeastern Michigan that demonstrate a commitment to Christian faith that is lived out in community.

Goal

Develop the homestead as a living history site demonstrating Christian practices of hope through hospitality by providing opportunities for Christian conversation

vs.



Example – Michigan’s Destination Depots – *Lighthouses Along the Rivers of Steel*



Michigan’s DESTINATION DEPOTS

Lighthouses Along the Rivers of Steel

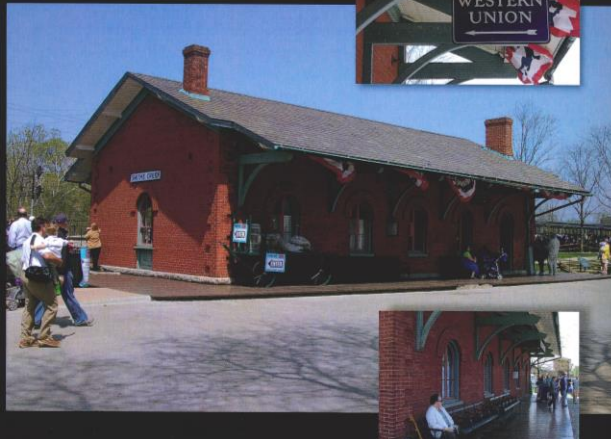
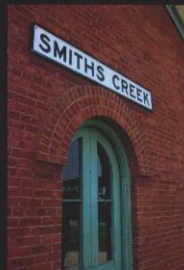
by Ronald Campbell, AIA & Jacqueline Hoist, AIA

Smith Creek (Greenfield Village)

Grand Trunk Depot

Fast Facts

- Location : Greenfield Village, Dearborn
20900 Oakwood Blvd.
- Date: 1858
- Architect/Builder: Unknown
- Use: Historical Museum/Depot
- Contact: 313.982.6001
- www.thehenryford.com
- Historic Designation: Village on National & State



No visit to Dearborn can be complete without visiting the Henry Ford Museum and Greenfield Village. The village is comprised of approximately 100 reconstructed replicas or actual historic structures that have been relocated to create the village. The depot is one of the latter. Originally built for Smith Creek, a small

town 9 miles S.W. of Port Huron, the depot was brought here in 1929.

The Smith Creek Station represents one of the early depots in railroad development in Michigan. It was one of the depots along the Detroit-Port Huron route that young Thomas Edison worked out of as a trainboy and the one in which he was allowed to set

up a laboratory for his experiments. The Village also has Edison's workshop from Menlo Park.

Today visitors can catch one of the steam trains that tour the village or they can disembark here from an Amtrak train when special arrangements have been made.

References

- **Pat Mckay, Manager Van Hoosen Farm** City of Rochester Hills
(248) 841-2671
MckayP@rochesterhills.org
- **Josh Adams** City of Owosso (formerly)
(989) 277-1553
Jadams@appliedecosystems.com
- **Susan Montenegro, City Manager** City of Leslie
(517) 525-2160
manager@cityofleslie.org
- **Jon Noyes, Principal Planner** Oakland County Parks and Recreation
(248) 858-4624
noyesj@oakgov.com
- **Leslie Pielack** City of Birmingham
(248) 530-1928
Lpielack@bhamgov.org
- **Michael Hart, City Manager
(Formally City Manager of Davison)** City of Fenton
(810) 629-2261
mhart@cityoffenton.org
- **Todd Bakos, Director of Estate
Operations** Ruth Mott Foundation
(810) 625 3697
Tbakos@ruthmott.org
- **Andrea Schroedur, City Manager** City of Davison
(810) 653-2191
aschroeder@cityofdavison.org

Appendix – The Following is Additional Information

Fiscal

H2A Architects is fiscally responsible and in good financial standing.

We are debt free, and have been since been since forming the company in 2013.

We will be happy to answer any financial questions you may have.



9100 Lapeer Road
Suite B
Davison MI
P: (810) 412.5640
F: (810) 658.4320
www.H2Aarchitects.net



*H2A Architects Office
Davison, Michigan*

Appendix - Insurance



9100 Lapeer Road
Suite B
Davison MI
P: (810) 412.5640
F: (810) 658.4320
www.H2Aarchitects.net

H2A carries Professional Liability Insurance, often referred to as 'errors and omissions' insurance.

We carry \$1,000,000 worth of liability insurance per claim with \$2,000,000 aggregate.

See our insurance certificate below.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/25/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Professional Concepts Insurance Agency, Inc. 1127 South Old US Highway 23 Brighton MI 48114-9861		CONTACT NAME: certs@pciaonline.com PHONE (A/C, No, Ext): (800) 969-4041 FAX (A/C, No): (800) 969-4081 E-MAIL ADDRESS: certs@pciaonline.com													
INSURED H2a Architects, Inc. 9100 Lapeer Rd Ste B Davison MI 48423		INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <td>INSURER A: Sentinel Insurance Company</td> <td>NAIC # 11000</td> </tr> <tr> <td>INSURER B: Hartford Ins. Co. Midwest</td> <td>37478</td> </tr> <tr> <td>INSURER C: XL Group PLC</td> <td>37885</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER A: Sentinel Insurance Company	NAIC # 11000	INSURER B: Hartford Ins. Co. Midwest	37478	INSURER C: XL Group PLC	37885	INSURER D:		INSURER E:		INSURER F:	
INSURER A: Sentinel Insurance Company	NAIC # 11000														
INSURER B: Hartford Ins. Co. Midwest	37478														
INSURER C: XL Group PLC	37885														
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER: 21-22 ALL

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			358BW1W8903	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COM/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	OTHER:						\$
A	AUTOMOBILE LIABILITY			358BW1W8903	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS		<input checked="" type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
			<input type="checkbox"/> NON-OWNED AUTOS				Hired & Non-Owned \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB		<input checked="" type="checkbox"/> OCCUR	358BW1W8903	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB		<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$ 1,000,000
	DED <input type="checkbox"/> RETENTION \$ 10,000						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			35WEG80658	7/1/2021	7/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			DPR9977159	4/29/2021	4/29/2022	Each Claim 1,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Birmingham
Michigan

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mike Cosgrove/SUNNY

Michael Cosgrove

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ACORD 25 (2014/01)
INS025 (2014/01)

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Appendix - H2A Gives Back to Communities

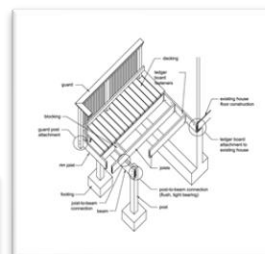
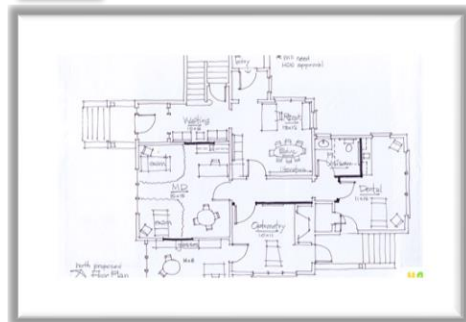


9100 Lapeer Road
Suite B
Davison MI
P: (810) 412.5640
F: (810) 658.4320
www.H2Aarchitects.net

H2A gives back to the communities they work in. In our own community we regularly give back by serving on boards and committees, but also by providing pro-bono design services. Some of the clients that have received pro-bono services include:

- Rochester Hills – Deck Build Manual
- Davison Façade Program
- Davison Downtown Redevelopment Program
- Davison Fire Department Memorial Redevelopment
- Lapeer Animal Shelter
- Food Bank of Eastern Michigan – Donor Mural
- Carriage Town Ministries – Health Screening and Education Clinic
- City of Cheboygan – Festival Square Sound System Auxiliary Building
- Village of Elk Rapids – River walk Trail
- Lapeer – The Refuge Homeless Shelter
- Habitat for Humanity – Numerous House Plans
- Rochester Hills – Stoney Creek Historic Schoolhouse Assessment

If selected, we will 'Give back' to Birmingham. H2A will provide 8 hours of service toward a one day 'open-door' Design Center.



Appendix – Made in Michigan



9100 Lapeer Road
Suite B
Davison MI
P: (810) 412.5640
F: (810) 658.4320
www.H2Aarchitects.net

H2A is located in Davison, Michigan. Our past projects have taken us throughout Michigan and even the mid-west. As we began H2A architects, we made the decision to locate in mid-Michigan, close to our families. Our tie is here to Michigan and we love to work and live here. While Michigan sometimes has struggled economically in the past, and been slow to rebound, it is our home and we are committed to being a part of its success!

We serve on our community boards and commissions. We send our children to Michigan colleges, and we provide pro-bono services to our communities to encourage economic resurgence and 'Michigan Place Making.'



*Design & Construction of the
Donor Garden Gallery Mural
Food Bank of Eastern Michigan*

Appendix – Letters of Reference

ROCHESTER
HILLS

Rochester Hills Museum



at Van Hoosen Farm

innovative by nature

ROCHESTER HILLS MUSEUM AT VAN HOOSSEN FARM

tel 248.656.4663 | fax 248.606.8198 | rhmuseum@rochesterhills.org | rochesterhills.org/museum
1005 Van Hoosen Road | Rochester Hills | Michigan 48306

March 3, 2022

Jackie Hoist
H2A Architects
9100 Lapeer Road Ste B
Davison, MI 48423

Dear Jackie:

I want to thank you for helping me with another adaptive reuse project at the Rochester Hills Museum. The completion of the \$2.5 million roof replacement of the Dairy Barn and the \$1 million reconstruction of the Equipment Barn were heroic efforts that were completed during 2020-2021, during the winter and during a pandemic. I could not have successfully completed these projects without you!

With any historic preservation project, I appreciate that you closely follow the Secretary of the Interior's Standards for Rehabilitation. This attention to detail is why our projects are award winning projects in the field of historic preservation!

For over twenty years you have helped complete the ADA accessibility to our 1850 Red House, the \$1.2 million adaptive reuse of the 1927 Dairy Barn, the building assessment and upgrades to our 1848 Stoney Creek Schoolhouse, the creation of our Preservation and Adaptive Reuse Master Plan, and the adaptive reuse of our 1927 Calf Barn.

For every project, you have taken the lead and provided all of our architectural services, while working with various contractors, City Councils, boards and commissions, donors, and volunteers.

It has been an honor to work with you. Thank you for helping to make our dreams come true and for helping to make a lasting legacy here at the Rochester Hills Museum at Van Hoosen Farm. I have a few more projects that I am still thinking about.....!

Sincerely,

Patrick J. McKay, Manager
Rochester Hills Museum at Van Hoosen Farm
248.841.2671
mckayp@rochesterhills.org rochesterhills.org/museum

Appendix – Letters of Reference



innovative *by* nature

Bryan K. Barnett
Mayor

February 5, 2018

City Council

To whom it may concern;

Stephanie Morita
District 1

I would like to recommend Jackie Hoist and H2A Architects, Inc. as planners, architects and project managers.

James Kubicina
District 2

Susan M. Bowyer, Ph.D.
District 3

I have worked with Jackie first in her capacity at THA Architects and now with H2A for many years. Some of the projects we have worked on together in the parks include building renovations and additions, pathways, roller hockey rinks, ADA improvements, and are currently working on a new office at Borden Park. A project at Bloomer Park involved upgrading a shelter built by the Civilian Conservation Corps, one of the few remaining in Michigan. The challenge was to bring this structure into compliance with the ADA while not altering the historic nature of the building. Jackie's innovative approach allowed us to add ramps and remove barriers to entrances to the restrooms in ways that are not obvious when looking at the building. Jackie's designs are always cost effective and durable, both important in high use park buildings and facilities.

Ryan J. Deel
District 4

Dale Hetrick
At-Large

Jenny L. McCardell
At-Large

Mark A. Tisdell
At-Large

H2A has also provided design services for the Rochester Hills Museum at Van Hoosen Farm, the Rochester Hills City Hall and the Rochester Hills Fire Department.

I have enjoyed working on the many projects we have done together and have always found Jackie and H2A's approach to design to be customer focused and they have been strong advocates for the City in the project management of these projects.

I hope to continue to work with H2A Architects and would be happy to discuss any of our projects in greater detail.

Sincerely,

Alan Buckenmeyer, Park Manager
Parks and Natural Resources
(248)841-2684

Appendix – Letters of Reference



City of Davison

200 E. FLINT STREET, SUITE 2
DAVISON, MICHIGAN 48423-1246

TELEPHONE (810) 653-2191
FAX (810) 653-9621

February 23, 2015

City of Cheboygan & DDA
403 N. Huron Street
Cheboygan, MI 49721

RE: Letter of Reference, Jackie Hoist, Principal with H2A Architects

Dear City of Cheboygan & DDA:

I have worked with Jackie on several projects including DDA façade improvements since coming to the City of Davison in 2010. I have found her work product to be excellent, timely and cost effective.

In addition to the above, Jackie is a consummate professional and a pleasure to work with at all times. I highly recommend her and look forward to continuing my relationship with her for future projects in the City of Davison.

Do not hesitate to call me at your convenience if you have any further questions.

Sincerely, ^

Michael A. Hart
City Manager
City of Davison
200 E. Flint Street, Suite #2
Davison, MI 48423
(810) 653-2191

Appendix – Letters of Reference



CITY OF LESLIE

602 W. Bellevue • P.O. Box 496 • Leslie, MI 49251-0496
Phone: 517-589-8236 • Fax: 517-878-6868 • Web Site: www.cityofleslie.org

January 25, 2019

Letter of Recommendation for Jackie Hoist and H2A Architects

To Whom It May Concern:

I am writing this letter of recommendation for Jackie Hoist and H2A Architects, with whom I worked with on façade projects in Owosso when I was assistant city manager.

Jackie and her team are very professional and knowledgeable in their approach to the design process, building codes, and State Historic Preservation Office (SHPO) requirements. Throughout the process, H2A was involved and responsive to needs of the building owners and the city of Owosso.

I would highly recommend Jackie and her team and welcome the opportunity to work with them again in the future here in the city of Leslie. H2A provided great services and assisted the city of Owosso through the process, exceeding expectations all the way.

Sincerely,

A handwritten signature in blue ink that reads "Susan".

Susan Montenegro
City Manager
City of Leslie
manager@cityofleslie.org

....from master planning to restoration to adaptive use and public access,
we have 30 years experience with historic structures....

Historic Experience



Name	Description	Location	Project Type	Role
Charles Stewart Mott 'Applewood' Estate	Assessment, roofs, gutters, masonry & ADA	Flint	On-going improvements for historic estate	Architect
First Presbyterian Church of Mason	ADA access, HVAC, lighting and windows	Mason	Renovations to historic stone structure	Architect
First Congregational Church	Assessment for water intrusion	Owosso	Renovations and new elevator for historic stone structure	Architect
Winegarden Public Library	ADA assessment and implementation	Fenton	ADA and renovations for historic Post Office	Architect of Record/H2A/THA
City of Rochester Hills Van Hoosen Farm	ADA assessment, master planning, re-construction and adaptive use	Rochester	Multiple projects at historic farm including ADA access, adaptive use, rehabilitation, restoration, and re-construction	Architect of Record/H2A/THA
City of Marquette Pool House	Building conditions assessment with ADA	Marquette	Assessment, options, costs and ADA for historic pool house	Architect
State of Michigan Office Building	Roof, masonry, metals and ADA	Traverse City	Historic Office Building	Historic and materials consultant
City of Birmingham – Allen House Museum	Building conditions assessment	Birmingham	Exterior restoration for historic house museum	Architect
Simpson Park Camp	Assessment and phased plan	Romeo	Historic Tabernacle ADA access and maintenance	H2A/THA
Lapeer County Historic Courthouse	Restoration , ADA, water intrusion	Lapeer	On-going improvements for historic courthouse	Architect of Record/H2A/THA
Davison 'Hotel' Eatery	Building improvements and ADA design	Davison	Design documents for façade, interior and ADA	Concept Design Architect
Moore Public Historic Library	Assessment, ADA and expansion	Lexington	Assessment and master plan for expansion and ADA	Architect
Ellis Barn	ADA and adaptive use	Oakland Co	Code improvements for public use and ADA for historic barn	Historic and materials consultant
Clinton Township Historical Village	Building conditions assessment and ADA	Clinton Twp	Building improvements and restoration for log cabin	Historic and materials consultant
Independence Township Brady Lodge	Building restoration, improvements and ADA	Bay Court	Building restoration and adaptive use for historic Lodge	Architect
321 University Salon	Adaptive use and ADA	Flint	Upgrades for adaptive use with ADA for historic gas station	Architect
City of Birmingham – Hunter House	Building Consultant	Birmingham	Exterior restoration for historic house museum	Architect
Baldwin Theater – Second Story	Updating Patron Comfort Study	Royal Oak	Revise and Rework Seating and Risers, Access, and Lighting	Architect
City of Owosso	Facade Restoration Rehabilitation	Owosso	(3) Downtown Buildings Façade Upgrades to Rehabilitate	Architect
Music Vault	Historic Tax Credits	Manistee	Prepared Phase II Documentation	Consulting Historic Architect
City of Lapeer – GTW Depot	Forensic Investigation Sag Issue	Lapeer	Investigated Building Movement and Proposed Solution	Architect
Hiram Morrish Farms	Master Plan	Flushing	Master Plan for Farm Including Additional New Structures	Architect
Historic Otter Lake LLC – "McCormack"	Adaptive Re-Use	Otter Lake	Planning for Adaptive Use, Rehabilitation, and Restoration	Architect
Historic Downtown Façade Studies	Façade Study Designs	Various	Façade Studies and Cost Projections for MBDC COBG	Architect
Washtenaw Co – Staebler Farm	Farm Park Planning With Historic Structures	Ann Arbor	Planning for New Park at Historic Farm Including Farm House Repurpose and Reuse	Historic Consultant

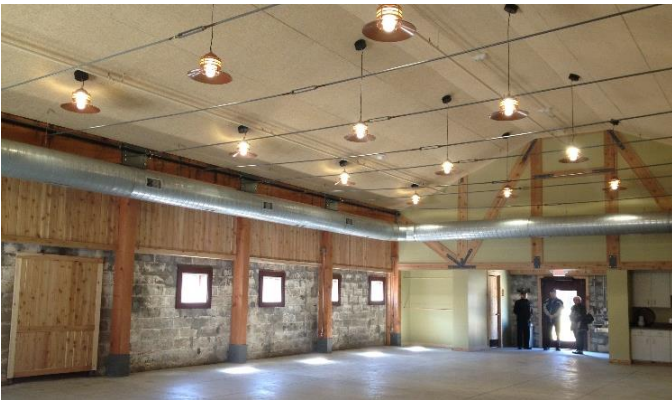


H2A Architects, Inc. 9100 Lapeer Rd. Suite B, Davison, MI 48423 (810) 412-5640 www.H2AArchitects.net

Appendix – H2A’s Work in Applying the Secretary of the Interior Standards



Van Hoosen Farm Calf Barn - Exterior



Van Hoosen Farm Calf Barn - Interior



Ellis Barn, Public Event Center

City of Rochester Hills:

Van Hoosen Dairy Farm – Calf Barn

Contact: Pat McKay
Address: 1005 Van Hoosen Road
Phone: 248. 656.4663
Email: mckayp@rochesterhills.org
Timeline: November 2014 thru April 2015
Cost: \$436,302.00
Contractor: DCC Construction
Delivery Type: Design-Bid-Build

Phase Two of this project finalized the transformation of a formally dilapidated calf barn into an event space, at the flourishing Van Hoosen Farm. After years of neglect and deterioration the barn’s fate was inevitable. The farm staff recorded the barns characteristics and had the failing structure taken down, with the exception of the exterior masonry walls. Phase One of the project reconstructed the exterior of the barn, while phase two provided heating, cooling, insulation, restrooms, and interior finishes – all in service of providing a memorable environment with a strong connection to its historic roots. Jackie’s deep respect and understanding for historical structures permitted her to not only restore the Calf Barn to its original glory, but to transition its use from working calf barn to an exciting event space setting.

Springfield Township – Oakland County: Ellis Barn Relocation & Restoration

Contact: Jon Noyes
Address: 12451 Andersonville Rd.
Phone: 248.858.4624
Email: noyesj@oak.gov
Year: Feb 2013 – June 2013
Cost: \$200,000.00

Jackie Hoist provided specialized Historic Building Code Analysis for the project through county on-call architect, James Renauld. There were many challenges that arose, while trying to convert this agricultural building into a public event center. Challenges with fire suppression became not only cost prohibitive, but technically infeasible. Jackie’s expertise, in historic structures and codes, was sought by JFR Architects to solve the challenges with Performance Compliance Methods of the code and to provide a historically appropriate integration of alternative means of code compliance and ADA accommodations sensitively incorporated into this historic structure.

Appendix – H2A’s Work in Applying the Secretary of the Interior Standards



Lapeer County Historic Courthouse

Lapeer County

Historic Courthouse (1839)

Address: 255 Clay Street
Year: 2018-2019
Cost: \$100,000.00
(Tower Replacement)

Our historic preservation services spanned over 20 years, beginning with a master plan, implemented in phases. Work included full restoration including ADA access. Creative plans were sought and developed for a sub-terrain solution for access, rather than a ramp, and inclusion for an elevator sensitively positioned for no adverse effect. Recently completed was the analysis of bowing issues in the tower walls and repairs. This building is the oldest courthouse in Michigan that is still in service.

This description includes work during tenure at THA Architects and work is currently being completed with H2A Architects.

City of Rochester Hills:

Van Hoosen Equipment Barn

Contact: Pat McKay
Address: 1005 Van Hoosen Rd. Rochester, MI
Phone: 248.656.4663
Email: mckayp@rochesterhills.org
Timeline: Spring/Summer 2021
Cost: \$1,000,000

Part of the Van Hoosen Farm master plan included reconstructing the equipment barn. Photos and drawings documented the construction before it was taken down. This project reconstructed the barn to its original appearance. The upper level of this new structure is maintenance storage and the lower level is farm equipment exhibits. The building has electricity and some climate-controlled spaces.



Barn Reconstruction

Appendix – H2A’s Work in Applying the Secretary of the Interior Standards

Ruth Mott Foundation: Applewood Estate

Contact: Todd Bakos
Address: 1400 E. Kearsley Street, Flint
Phone: 810.233.3031
Email: TBakos@ruthmott.org
Timeline: 2013 to present
Cost: \$700,000 plus



Roof repair and replacement project

The historic materials used to build our buildings 100 or more years ago require different treatments than modern materials. Treatments and repairs appropriate for contemporary buildings can at times actually be detrimental to our historic buildings. The maintenance for this 1916 Estate of Charles Stewart Mott requires expertise in restoration, rehabilitation, renovation, and repairs. Jackie guides the Estate staff thru the processes of maintaining this historic treasure. In preparation of the buildings 100th birthday celebration, additional projects were undertaken to keep this treasure looking great. Recent projects include terrace reconstruction and repair and restoration of the area wells. In the spring of 2015 re-pointing work was undertaken as well and replacement trim replacements. H2A Architects services as the Estate’s ‘on-call’ architect. Jackie has been working with Applewood on a continual on-call basis since 2012.

City of Birmingham: Historic Museum – Bell Plaza

Contact: Leslie Pielack
Address: 556 W. Maple Rd.
Phone: 248.530.1928
Email: lpielack@bhamgov.org
Year: 2013 documents/construction to be determined
Cost: \$70,000
Status: Fund raising

The donation of a school bell led to the development of a desire for a memorial display. Committee members developed initial ideas. H2A further developed the ideas and provided expertise for historic appropriateness and construction documents. ADA access to the bell was required. The Project received approval from the Historic District Commission; it proceeded to State Historic Preservation Office for approval.



Bell Plaza

Appendix – H2A’s Work in Applying the Secretary of the Interior Standards



City of Lapeer – Rail Depot

City of Lapeer: Lapeer Rail Depot

Address: 880 S. Saginaw Street, Lapeer, MI

Timeline: 2005/2006/2013

Cost: \$200,000

The Grand Trunk Depot was restored in 2005/2006. Work included restoration of the roof features, new roofing, siding restoration, painting, storm windows, flooring restoration, basement, and foundation work. In 2013, Jackie’s knowledge of historic structures was called upon to investigate significant sagging of the overhang. Research revealed a train wreck over 20 years ago had damaged the structure and was incorrectly repaired, leading to continued, unwanted movement of the overhang/shelter.

This description includes some of the work during tenure at THA Architects. More recent work (2013 and beyond) has been completed with H2A Architects.

Appendix – H2A’s Work in Applying the Secretary of the Interior Standards

City of Cheboygan: CDBG Façade Program

Contact: Kirsten Guenther – DDA Director
 Address: 403 N. Huron
 Phone: (231) 627-9931
 Email: kguenther@Cheboygan.org
 Year: 2015 – future construction
 Cost: \$1.2 million (before inflation)



Before



New Design

The City of Cheboygan DDA was instrumental in initiating a façade grant program and pursuing Michigan Economic Development Corporation CDBG funds to assist building owners with updating and renovating their buildings in the downtown. H2A worked with the city and building owners to gain understanding of their needs. Historic research was conducted and H2A prepared designs and renderings for renovated building exteriors. H2A also provided cost projections for the work and coordinated with Michigan Economic Development Corporation and GLEA liaisons for project eligibility requirements.



Before



New Design



Historic



Before



New Design

Appendix – H2A’s Work in Applying the Secretary of the Interior Standards

City of Owosso: Façade Program

Address: 301 W. Main Street, Owosso MI
 Timeline: 2016 – 2019
 Cost: \$700,000 projected

The City, in an effort to encourage downtown improvements, developed a ‘Façade Program’ available to downtown building owners. The program’s dollars are supported through Michigan Economic Development Corporation programs. The City hired H2A to provide Façade Studies for individual businesses in the downtown. These buildings were of various ages, styles, and materials. The City also provided historic photos of the buildings as a resource for the rehabilitation. Buildings varied in style and most were constructed in the late 19th century. The buildings have undergone numerous renovations over the years, which has augmented their original appearance. H2A studied the historic photos and met with individual building owners and the City to develop designs for each building. Cost projections and renderings were prepared for each building owner and for submission to Michigan Economic Development Corporation for funding.



Existing



Proposed Rendering



Existing



Proposed Rendering

The project included an initial study, for approximately ten buildings, with at least three buildings moving forward into review for Michigan Economic Development Corporation grant funding. All designs must be reviewed by the State Historic Preservation Office for compliance with the secretary of the interior standards. Additionally, much of the downtown is a Historic District, requiring that the designs also be reviewed by the local Historic District Commission.



Existing



Proposed Rendering

Appendix – H2A’s Work in Applying the Secretary of the Interior Standards

Rising Street Redevelopment

Contact:	Andrea Schroeder – City of Davison
Address:	Rising Street: Main St to M-15
Phone:	(810) 653-2191
Email:	aschroeder@cityofdavison.org
Year:	2014 for Future – speculative design
Cost:	\$to be determined

The City of Davison DDA, in an effort to spearhead redevelopment of vacant properties in the central business district, established an ad-hoc economic development committee. The committee directed the development of several conceptual plans for redevelopment. The development noted here include components of residential ‘missing-middle’ housing along with neighborhood commercial development. The plans are intended to encourage developers with a suggested development type and style that the city is interested in seeing and supporting.



Rising Street Redevelopment

Appendix – H2A’s Work in Applying the Secretary of the Interior Standards



Davison Hotel

Davison Hotel Redevelopment

Contact: Private Developer
Address: Corner of Main and Mill Streets
Year: Under Construction - Opening in 2019
Cost: \$confidential

The Davison Hotel has been a Davison stronghold for 120 years, providing meals and lodging to the community. The hotel closed in 2012 after years of recession. Plans call for a new bar and restaurant and renovations to the building façade. Restoration of brickwork and cornice along with new windows, awnings, signage and lighting will all enhance the facades of this building. The project is a private investment. H2A provided renderings of the exterior and interior with cost projections for the work.



Davison Hotel Designs



END OF DOCUMENT



City of Birmingham Historic Design Guidelines

Prepared by Kraemer Design Group

RFP Response for Historic Services // 03/04/22



- 3 COVER LETTER
- 5 FIRM PROFILE
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- 14 DESIGN APPROACH
- 18 RELEVANT EXPERIENCE
- 26 SUPPORTING DOCUMENTS

out·o·va·tion

/.out-ə-'vā-shən/

The act of creation; balancing cutting edge ideas and functional design strategy, resulting in custom everyday masterpieces.

March 4, 2022

Nicholas J. Dupuis
City of Birmingham
151 Martin Street
Birmingham, MI 48009

RE: KDG Proposal

Historic Design Guidelines – Birmingham, MI

Dear Mr. Dupuis:

Kraemer Design Group, LLC (KDG) is pleased to present our response to the Request for Proposal (RFP) to provide historic design guidelines for the City of Birmingham. Attached here you will find details about our firm, our proposed team for the project, a tentative schedule, and a budget.

Our roster of two 36 CFR Part 61 architectural historians and eight 36 CFR Part 61 certified Historic Architects have over 110 years of combined total experience working on projects throughout the Midwest. The KDG team has provided historic assessments, design guidelines, rehabilitation plans, historic materials reports, and historic reuse consulting on some of the most significant buildings in Michigan. We are proud of our successes, and we have been fortunate to have led the charge in the early days of historic rehabilitations in the City. Our architecture team is led by Brian Rebain, a thought leader in the field of preservation-minded architecture, having been at the forefront of some of our marquee historic projects, including the David Whitney building, the Vinton Building, the Farwell Building, and the T.B. Rayl/Shinola Hotel project.

We have two full-time architectural historians on staff—both of whom meet the requirements set out in 36 CFR 61—with years of experience uniting ordinance requirements with practical, written solutions for existing building stock. Lillian and Cassandra have expert technical writing skills and have researched, documented, and written about some of Detroit's most historic buildings by authoring conditions assessment reports, feasibility studies, and design guidelines. As both an attorney and an architectural historian Cassandra has almost ten years of experience translating complex legal requirements into easily understood guidelines and guidance for lay audiences. With degrees in both architecture and historic preservation Lillian excels at translating preservation principles into legible and user-friendly text and graphics. Our full-time graphic designer Kyle Berryman will be a critical team member on this project, ensuring that our graphics and diagrams are both clear and compelling for future end-users of the design guidelines.

We are confident that our talented team of architects, preservationists, historians, and design professionals have the management, leadership, and technical skill to bring this project to fruition. Please note that all work will be performed in accordance with the requirements outlined in the RFP, and we are willing to modify this proposal in any way needed to meet the City's goals best. Finally, this proposal shall remain firm for ninety days (90) from March 4, 2022, and thereafter until KDG withdraws it, or a contract is executed, or the procurement is terminated by the City of Birmingham, whichever occurs first. We thank you for the opportunity to present this proposal and look forward to working with you.

Sincerely,
Kraemer Design Group, LLC



Brian Rebain, RA, NCARB,
Principal

Firm Profile

We are a group of designers with a variety of backgrounds, skill-sets and talents. Our diversity is an asset we look to foster and promote, but is also balanced by a common passion for the work we do and the relationships we build. Our strength lies in our ability to channel this uniqueness towards a common goal. Through this, we are able to create innovative and dynamic spaces built to stand the test of time. This attitude is founded upon a strong and organized business structure, and we are confident that our list of distinguished clients and professional references are evidence of our success in the industry.



Firm Profile

Kraemer Design Group, LLC (KDG) is a leading architecture, interior design, and consulting firm. A creative firm with nearly 25 years of experience in both adaptive-reuse and new construction projects with an emphasis on hospitality, multi-family, and commercial markets, KDG maintains a comprehensive historic consulting team and a technical resources team to support KDG's clients, while also providing expertise to other architectural firms.

Led by Michigan natives and principals Maureen Kraemer, Robert Kraemer, and Brian Rebain, KDG continues to build its success and reputation in Detroit, where our hearts and mailing address are. Our passion for creating and reviving buildings in our city gives KDG national exposure and opportunities spanning from Detroit's famous Woodward Avenue to Route 66. With projects from coast to coast, KDG maintains active licensure in dozens of states and has the credentials to receive licensure in all 50 states.

KDG is the industry leader in Outovation: The art of combining highly technical industry experience with unparalleled creativity to create exclusive design solutions we apply to the historic, hospitality, commercial and residential sectors we work in every day.

Our portfolio includes the completion of more historic renovation projects in Detroit's urban core than any other firm, with a local expertise in adaptive reuse unrivaled in the industry. Not only do we take the time to fully understand and research a building's complete story, we have dedicated historians on staff to guide us through every step of the process, thoughtfully and with great care for the history we are preserving for future generations. Our guidance and insight is vital in making projects come to life, while overseeing the application and approval process for critical historic tax credits. We know the National Park Service requirements like the back of our hands.

KDG's proven excellence in the ever-changing hospitality industry produces award-winning hotels and restaurants for major brands and developers around the country, meeting brand standards and working within any budget.

Our approach to commercial design involves flexibility in working with existing construction, knowing what can and should be kept, and what areas can be changed or eliminated to allow for new growth. We strive for sensible solutions while also incorporating sustainable design strategies. We aim for functional, engaging, impressive spaces to foster productivity. Attention to detail and extensive documentation paired with our fluid design approach sets us apart and makes us the ideal partner.

We possess the creativity, energy, depth, and talent to make every multi-family residential project a unique response to our client's needs. We identify with the owner, anticipate the needs of the resident, encourage social interaction between neighbors, and respect the context of the building within a community. Our designs set the tone for the space, yet allow for the addition of personal touches to make it a home.

Our award-winning team is composed of a diverse group of architects and interior designers with unique backgrounds, skillsets and talents who represent the industry's best. The professionalism and flexibility of our staff empowers us to operate in a variety of project delivery and reporting structures.

We maintain a proud commitment to our current employees and their continuous professional development, while also inspiring the next generation of designers. This philosophy drives our participation in industry and community events as well as mentor and internship programs with local schools.

We have a knack for always being one step ahead. Whether it is a design trend or a point of view, our nuanced understanding of the real estate and business realities of today and our diverse portfolio speaks for itself. KDG holds the power to transform any project into an iconic landmark for decades to come. We look forward to a bright future and are ready to apply our expertise to the next series of projects in our constantly growing portfolio of iconic buildings.

LOCATION

1420 Broadway
Detroit, Michigan 48226
Toledo, OH
Charleston, SC

OWNERSHIP TYPE

Limited Liability Company
State of Michigan Registration

ESTABLISHED

1996

EMPLOYEES

Principals – 3
Directors – 2
Project Architects – 6
Architectural Designers – 3
Interior Designers – 4
Architectural Historian – 1
Administrative – 2
Graphic Designer – 1

SERVICES

Architecture
Interior Design
Historic
Consulting
Graphic Design
Procurement

MARKETS SERVED

Commercial
Hospitality
Residential
Historic Renovation

TAX ID NUMBER

38-3275805

LICENSURE

State of Michigan (No. 1301040246)
State of Ohio (No. 1516347)
State of South Carolina (No. 10723)
State of Georgia (No. RA012675)
State of Illinois (No. 001.021759)
State of Texas (No. 27028)
State of Louisiana (No. 7473)
State of Alabama (No. 7226)
State of Rhode Island (No. 4890)
State of Arizona (No. 64469)
State of Minnesota (No. 52616)
State of Indiana (No. AR11500028)
State of Wisconsin (No. 11985-5)

CONTACT

Robert Kraemer: bob@thekraemeredge.com
Maureen Kraemer: mo@thekraemeredge.com
Brian Rebain: barebain@thekraemeredge.com

PRINCIPALS

Robert John Kraemer: RA, NCARB, IIDA
Maureen McGovern Kraemer, IIDA, NEWP, ISHP
Brian Rebain: RA, NCARB

DUNS NUMBER

83-258-3517

INSURANCE

General Liability, Auto, Umbrella, Property
CNA/Continental Casualty
Policy Number 4024496368
Policy Number 4024496385
General Aggregate of \$2,000,000

PROFESSIONAL LIABILITY

CNA/Continental Casualty
Policy Number AEH114018374
Aggregate Limit of \$2,000,000

WORKERS COMP

ADP TotalSource

PROFESSIONAL AFFILIATIONS

American Institute of Architects (AIA)
International Interior Design Association (IIDA)
Construction Specification Institute (CSI)
Construction Association of Michigan (CAM)
United States Green Building Council (USGBC)
Network of Executive Women in Hospitality (NEWH)
International Society of Hospitality Purchasers (ISHP)



Corporate References

We are proud of each one of our professional relationships, which we view not through the lens of client and contractor, but through that of a single team committed to a common goal. We encourage you to call upon any of the distinguished professional references below, as each will speak to our organized business structure, delivery and company personality.

CLIENTS

John Olszewski | Vice President Const.
Bedrock Detroit
1092 Woodward Ave.
Detroit, MI 48226
313.373.8717

Kevin Prater | President
Prater Development
401 South Washington Sq., Ste. 102
Lansing, MI 48933
517.708.3002

Lawrence Kestin | Principal
Glenmont Capital Management, LLC
1345 Avenue of the Americas, 42nd Fl
New York, NY 10105
212.582.2500

Zarah Broglin | Vice President Const.
Olympia Development of Michigan
2211 Woodward Avenue
Detroit, MI 48201
313.725.3745

Lee Hurwitz | Vice President
Broder & Sachse
1528 Woodward Avenue, Ste. 300
Birmingham, MI 48009
248.554.6851

Matt Sosin | President
Northern Equities Group
39000 Country Club Drive
Farmington Hills, MI 48331
248.848.6400

CONSTRUCTION MANAGERS

Todd Sachse | President
Sachse Construction
3663 Woodward Ave., Suite 500
Detroit, MI 48201
248.647.4200

David Kelly | Business Manager
Turner Construction Company
535 Griswold Street, Suite 1525
Detroit, MI 48226
313.596.0517

Steve Lorenzo | Vice President
Barton Malow Builders
1274 Library Street, Suite 500
Detroit, MI 48226
586.405.4973

CONSULTANTS

Paul Dannels | Principal
Structural Design Incorporated
275 East Liberty
Ann Arbor, MI 48104
734.213.6091 x103

John Abraam | Principal
Strategic Energy Solutions
4000 W. 11 Mile Rd.
Berkley, MI 48072
248.399.1900 x205

Marc Steinhobel
Resurget Engineering, PLC
4219 Woodward Avenue, Suite 306
Detroit, MI 48201
248.420.4447

In addition to our corporate client references listed above, KDG maintains excellent relationship with our vendors and supplies. Upon request, KDG will gladly furnish a list of our regular suppliers and major vendors.





Project Team

Collaboration is vital to the success of any project. What our clients expect from us, we in turn expect from each other, and this approach has allowed us to build lasting relationships both with each other and with our clients. For over 15 years we have made it a priority to cultivate strong relationships and develop a very dynamic and highly skilled team. The quality of this team is evident in the credentials, experience, and accomplishments of its members as well as through the organized communication procedures we've implemented throughout many years of successful projects.



Kraemer Design Group (KDG) has been at the forefront of some of Detroit's most significant historic consulting projects, and we feel uniquely positioned to guide this project. With over 25 years of experience analyzing, interpreting, and applying historic preservation guidelines KDG has the skills necessary to Principal and project manager Brian Rebain has extensive experience coordinating large, multi-discipline projects across many professional sectors; including architectural services, historic consulting services, code and building inspection items, historic preservation processes at the state and federal level, construction and budgeting issues, coordinating financial incentives, and analyzing market assessments for potential reuse opportunities.

Brian Rebain has a Master of Architecture and a Bachelor of Science in Architecture both earned at the University of Michigan. Brian has over twenty years of experience in architecture and historic consulting, serving as the primary staff person on some of the most significance architectural projects in Detroit. Brian has served on the State Historic Preservation Review Board and was as the Historic Master Planner for the District Detroit and was the Master Planner for the Eastern Market 360 project. He has led some of KDG's largest, most complex adaptive reuse projects like the Shinola Hotel and the David Whitney Building. Brian has also executive managed many surveys and preservation planning efforts in and around Detroit and has written many design guidelines, National Register nominations, planning studies, and feasibility studies.

Lillian Candela has a Master of Science degree in Historic Preservation and a Master of Architecture degree both earned at the University of Pennsylvania and a Bachelor of Science degree in Architecture from the University of Michigan. Cassandra Talley has a Master of Science degree in Historic Preservation from Eastern Michigan University, a Juris Doctor degree from Michigan State University, and a Bachelor of Arts degree in History of Art from the University of Michigan.

Cassandra and Lillian have written design guidelines for numerous clients to ensure interior and exterior features are retained and complemented during rehabilitation projects. Lillian and Cassandra have also conducted a historic survey for the Cass Henry Historic District in Detroit which included writing design guidelines for seven historic retail and apartment buildings. Both Cassandra and Lillian have broad experience at the intersection of historic preservation and preservation planning. Lillian and Cassandra were the primary staff members on the reconnaissance survey in the Edison neighborhood in Kalamazoo and they have co-authored numerous National Register nominations including the Dr. Ossian Sweet House, the Marygrove College Historic District, the Sojourner Truth Homes nomination, and the Immaculata High School nomination. Additionally, Cassandra and Lillian have experience conducting historic surveys, feasibility studies for historic properties, writing applications for the Federal Historic Tax Credit, and writing and presenting applications to the Historic District Commission in Detroit and the State Historic Preservation Review Board in Lansing.

Kyle Berryman has a Bachelor of Fine Arts in Graphic Design from Western Michigan University and has contributed graphic design, rendering, and photography to nearly every KDG project since joining the firm in 2015. Kyle is an expert at Adobe InDesign, Illustrator, and Photoshop and will ensure all photographs, graphics, and renderings are designed with clarity and in a visually compelling manner.



BRIAN REBAIN
Principal in Charge

Brian has an eye for detail and an endless capacity for knowledge. These qualities have led him to be a specialist in some critical disciplines within the firm.

CORE PROJECT TEAM



CASSANDRA TALLEY
Project Manager and Certified Architectural Historian

Cassandra brings enthusiasm, meticulous research skills, and a collaborative approach to problem solving to the team.



LILLIAN CANDELA
Certified Architectural Historian and Project Architect

Earned a dual master's in Architecture and Historic Preservation from the University of Pennsylvania.

SUPPORT



KYLE BERRYMAN
Graphic Designer

Kyle collaborates with the whole KDG office and it's clients to support and create efficient visual communication in the form of graphic design.

PRINCIPAL | **BRIAN REBAIN**

Brian joined Kraemer Design Group in the spring of 2006 after a series of diverse experiences spanning architecture, construction, and community service. He graduated from the University of Michigan's College of Architecture and Urban Planning in 1998, and continued his experience in Montreal, Vermont, Italy, and the Northwoods of Ontario. After completing his Master of Architecture degree in 2002, Brian embarked on his most formative experience: building homes for three years as an AmeriCorps member and House Leader with Milwaukee Habitat for Humanity. At Habitat, Brian saw firsthand the ways in which buildings, even the simplest of ones, can change people and places in significant ways.

As Principal at KDG, Brian has quietly become one of the leading historic architects in the region with over 70 historic tax credit projects under his wing, the majority of which are located in the City of Detroit. He is a 36CFR Part 61 Qualified Historic Architect, and has extensive experience, as both architect and design consultant, on numerous award winning historic adaptive re-use projects both in Detroit and throughout the region. This passion for historic rehabilitation is a natural fit as Brian works to revitalize his hometown of Detroit.



CONTACT INFORMATION

barebain@thekraemeredge.com
p 313 965 3399 x215

REGISTRATIONS | MEMBERSHIPS

Registered Architect, State of Michigan
#1301057260

National Council of Architectural Registration
Boards (NCARB)

State of Michigan - 36CFR Part 61 Qualified Historic
Architect and Preservation Consultant

Construction Specifications Institute (CSI)

International Code Council

National Trust for Historic Preservation

PROFESSIONAL EXPERIENCE

Kraemer Design Group, LLC
Principal
2006 – Present
Detroit MI

Dorchen/Martin Associates Inc.
Intern Architect
2005 – 2006
Southfield MI

Milwaukee Habitat for Humanity
House Leader/AmeriCorps
2002 - 2005
Milwaukee, WI

Black River Design
Architectural Designer
1998 – 2000
Montpelier VT

EDUCATION

Bachelor of Science in Architecture 1998
Master of Architecture 2002
University of Michigan
Ann Arbor MI

Study Abroad Program
University of Michigan, Fall 2000
Florence IT

EXPERIENCE

Detroit MI | Historic Master Planner | **Olympia Development - The District**

Managed the long term planning and feasibility studies of ODM's entire existing building portfolio (56 buildings total) including: Blenheim Building, Eddystone Hotel, Detroit Life Building, & Fox Theater among others.

Detroit MI | Historic Master Planner | **Bedrock Real Estate**

Managed the entire portfolio of Bedrock Real Estate's historic assets in Downtown Detroit. (25 buildings total) Services include master planning of historic assets, Feasibility Studies, tax credit applications, and local historic district approvals. Projects include: Chase Bldg, Chrysler House, First National Bldg, David Stott Bldg and Book Tower among others.

Detroit MI | Master Planner | **Eastern Market 360° Master Plan**

Developed a master plan for the redevelopment of Eastern Market, the largest historic public market district in the United States. KDG worked with EMC to reimagine the historic market core, including 5 historic market sheds and two office buildings.

Detroit MI | Project Architect, Historic Consultant | **Broderick Tower**

Flint MI | Historic Consultant | **The Durant**

Detroit MI | Historic Consultant | **David Whitney Building**

Toledo OH | Project Architect | **Standart Lofts**

AWARDS | HONORS

2015 Governor's Award for Historic Preservation - State of Michigan
David Whitney Building
Detroit MI

2015 Tax Credit Award – Michigan Historic Preservation Network
David Whitney Building
Detroit MI

2013 Building Award – Michigan Historic Preservation Network
Broderick Tower
Detroit, MI

2012 Ohio Historic Preservation Office Award – Ohio SHPO
Standart Lofts
Toledo, OH

2011 Tax Credit Award – Michigan Historic Preservation Network
The Durant

PROJECT ARCHITECT & ARCHITECTURAL HISTORIAN | **LILLIAN CANDELA**

Lillian discovered her interest in historic architecture during her undergraduate degree in Architecture at the University of Michigan in Ann Arbor. To further integrate her interest in preservation and architecture, she pursued a dual master's in Architecture and Historic Preservation from the University of Pennsylvania. While in graduate school, Lillian acted as the Student Council President for PennDesign, was a graduate teaching assistant for multiple courses in both the Architecture and Historic Preservation departments and interned at multiple firms specializing in preservation architecture – including KDG in the summer of 2018. As a Michigan native, Lillian is excited to contribute to the revitalization of Detroit. Lillian looks forward to applying her cross-disciplinary skillset to the projects at KDG as both an Architect and as an Architectural Historian. She is a registered architect and is looking forward to being involved in preserving Detroit's history.



PROJECT EXPERIENCE

Detroit MI | Co-Author, National Register Nomination | **Immaculata High School**
 Detroit MI | Co-Author, National Register Nomination | **Marygrove College**
 Detroit MI | Co-Author, National Register Nomination | **Sojourner Truth Homes**
 Kalamazoo MI | Historic Resource Reconnaissance Survey | **Edison Neighborhood**
 Detroit MI | Project Architect + Historic Tax Credit Consulting | **Eddystone Hotel**
 Detroit MI | Project Architect + Section 106 Consulting | **Cass Henry Historic District**
 Detroit, MI | Co-Author, Historic Structures Report | **Ossian Sweet House**
 Detroit MI | Co-Author, National Register Nomination | **Ossian Sweet House**
 Detroit, MI | Section 106 Consulting | **93 Seward**
 Detroit MI | Historic Tax Credit Consulting | **640 Temple**
 Detroit MI | Project Architect + Historic Tax Credit Consulting | **Park Avenue Building**
 Toledo OH | Architectural Designer | **Fort Industry Square**
 Detroit MI | Architectural Intern | **Detroit Free Press Building**
 Flint MI | Architectural Intern | **352 S. Saginaw Hotel**
 New York NY | Architectural Intern | **St Luke in the Fields**
 Paterson NJ | Architectural Intern | **The Art Factory**
 Rye NY | Architectural Intern | **Bird Homestead**

PRESENTATIONS | AWARDS | HONORS

Michigan Historic Preservation Network Annual Conference, 2020
 "Tactical Preservation: An Innovative Preservation Tool for the Frontlines"
 Held Virtually

PennDesign Samuel K Schneidman Fellowship, 2017
 University of Pennsylvania
 Philadelphia PA

PennDesign Warren Powers Laird Award, 2016
 University of Pennsylvania
 Philadelphia PA

ArchDaily Best Student Design-Build Projects Worldwide, 2016
 'OverCast' Pavilion, University of Pennsylvania
 Philadelphia PA

CONTACT INFORMATION

lillian.candela@thekraemeredge.com
 p 313 965 3399 x220

REGISTRATIONS | MEMBERSHIPS

Registered Architect, State of Michigan
 #1301071220

State of Michigan - 36CFRPart 61 Qualified Architectural
 Historian & Historic Architect

National Council of Architectural Registration Boards
 (NCARB)

PROFESSIONAL EXPERIENCE

Kraemer Design Group, LLC
 Project Architect & Architectural Historian, June 2019 -
 Present
 Detroit MI

Kraemer Design Group, LLC
 Architectural Intern, May 2018 – August 2018
 Detroit MI

WSA Modern Ruins
 Architectural Intern, May 2017 – August 2017
 Irvington NY

Aphrodisias Archaeological Site
 Field Architect, June 2016 – August 2016
 Aphrodisias, Aydin Province, Turkey

Bergmann Associates
 Architectural Intern, May 2015 – August 2015
 Architectural Intern, May 2014 – August 2014
 Lansing MI

EDUCATION

Master of Architecture, 2019
 Master of Science in Historic Preservation, 2019
 University of Pennsylvania
 Philadelphia PA

Bachelor of Science in Architecture, 2015
 University of Michigan
 Ann Arbor MI

ARCHITECTURAL HISTORIAN | **CASSANDRA M. TALLEY**

Cassandra took a circuitous route to the preservation profession. After earning her Bachelor of Arts in Art History she took three years off to work as a waitress, flight attendant, and horseback riding instructor before going back to school to study law at Michigan State University. While practicing law she re-enrolled in school to obtain an M.S. in Historic Preservation. Cassandra joined Kraemer Design Group in 2018 and she brings enthusiasm, meticulous research skills, and a collaborative approach to problem solving to the team. Focusing on the client's needs, while still respecting the historic nature of the building, is paramount to Cassandra. As a resident of Detroit's historic Rosedale Park neighborhood, Cassandra is fully invested in the city and is active in her neighborhood association.



PROJECT EXPERIENCE

Kalamazoo MI | Historic Resource Reconnaissance Survey | **Edison Neighborhood**
 Detroit MI | Co-Author, National Register Nomination | **Ossian Sweet House**
 Detroit MI | Co-Author, National Register Nomination | **Sojourner Truth Homes**
 Detroit MI | Co-Author, National Register Nomination | **Marygrove College Campus**
 Detroit MI | Co-Author, Historic Structures Report | **Ossian Sweet House**
 Detroit MI | Survey of Local Historic District | **Cass Henry Historic District**
 Detroit MI | Intensive Survey of Public Housing | **Detroit Housing Commission**
 Detroit MI | Co-Author, National Register Nomination | **Warren Motor Car Company**
 Detroit MI | Historic Tax Credit Consulting | **Buhl Building**
 Detroit MI | Historic District Commission Application | **Book Building and Book Tower**
 Trout Lake MI | Historic Tax Credit Consulting | **Birch Lodge Hotel**
 Detroit MI | Historic Tax Credit Consulting | **State Savings Bank**
 Detroit MI | Historic Tax Credit Consulting | **Women's City Club**
 Detroit MI | Author—National Historic Landmark Review Study | **Fox Theatre**
 Toledo OH | Historic Tax Credit Consulting | **Commerce Paper Building**
 Detroit MI | Historic Tax Credit Consulting | **Globe Tobacco Building**
 Detroit MI | Historic Tax Credit Consulting | **Eddystone Hotel**
 Detroit MI | Historic Tax Credit Consulting | **Warren Motor Car Company**
 Pontiac MI | Historic Tax Credit Consulting | **Washington Junior High School**
 Toledo OH | Historic Tax Credit Consulting | **Fort Industry Square**

AWARDS | PRESENTATIONS | PUBLICATIONS | HONORS

Eastern Michigan University Graduate Student Scholarship, 2020
 University Graduate Scholarship Award
 Ypsilanti, MI

International Society for Landscape, Place, and Material Culture, 2019
 Conference Presentation: "The Vinsetta Garage: Preserving the Built Environment via Adaptive Reuse"
 Detroit, MI

Detroit Area Art Deco Society Historic Preservation Scholarship, 2018
 Detroit Area Art Deco Society
 Detroit, MI

Michigan State University College of Law Dean's List, 2011-2012
 Michigan State University College of Law
 East Lansing, MI

Henry T. King Award, 2012
 Niagara International Moot Court Competition
 Washington, D.C.

"Adaptive Reuse Success Stories: The Vinsetta Garage"
The Modern

2019 Edition
 Royal Oak, MI

"Harold Turner Designed Houses in Michigan"
 Bloomfield Historical Society
[Harold Turner-Designed Houses in Michigan – Bloomfield Historical Society](#)
 2021

CONTACT INFORMATION

Cassandra.Talley@thekraemeredge.com
 p 313 965 3399 x239

REGISTRATIONS | MEMBERSHIPS

36 CFR Part 61 Architectural Historian

State Bar of Michigan: Active and in good standing,
 P76726

PROFESSIONAL EXPERIENCE

Kraemer Design Group
 Architectural Historian
 September 2018—Present
 Detroit, MI

Michigan State Housing Development Authority
 State Historic Preservation Office
 Graduate Student Assistant
 June 2018 – August 2018
 Lansing, MI

Quicken Loans
 Associate Counsel
 May 2016 – May 2018
 Detroit, MI

EDUCATION

Master of Science in Historic Preservation
 Eastern Michigan University, 2021
 Ypsilanti, MI

Juris Doctor, cum laude
 Michigan State University College of Law, 2012
 East Lansing, MI

Bachelor of Arts in History of Art
 University of Michigan, 2006
 Ann Arbor, MI

BOARDS/COMMITTEES/MEMBERSHIPS

State Bar of Michigan
 Licensed Attorney

Michigan Historic Preservation Network
 Incentives Committee Member

Society of Architectural Historians
 Member

GRAPHIC DESIGNER | **KYLE BERRYMAN**

Kyle attended Western Michigan University's Graphic Design program from 2012 to 2015. He worked multiple graphic design jobs for the university until earning his Bachelors of Fine Arts with honors in May 2015. After graduation he was offered a summer internship in New York City with the experience design firm Imagination. During his intensive four months he worked for a variety of large company including Canon, NFL, Old Forester, and American Express. After the decision to come back to Michigan, his membership to the American Institute of Graphic Arts (AIGA) directed him toward an opening at Kraemer Design Group.

Since joining KDG in 2015 Kyle has designed and produced marketing renderings, presentations, event and project photography, proposals, brochures, financial overviews, logos, and branding graphics. In addition to design, Kyle helps others around the office with technical computer problems and questions. He is highly experienced in the Adobe Creative Suite and his technical knowledge combines digital and print production to ensure high quality work from either medium. Kyle is committed to using his unique design perspective to creatively improve visual communication for KDG and its clients.



CONTACT INFORMATION

kyle.berryman@thekraemeredge.com
p 313 965 3399 x207

PROFESSIONAL EXPERIENCE

Kraemer Design Group
Graphic Designer
December 2015 – Present
Detroit, MI

AIGA Detroit
Programming Director
2016 - 2017
Detroit, MI

Imagination
Graphic Design Intern, June 2015 – Sept. 2015
New York, NY

Western Michigan University Design Center
Graphic Design Intern, August 2014 – May 2015
Kalamazoo, MI

WMU Haworth College of Business
Graphic Designer, May 2014 – May 2015
Kalamazoo, MI

RSO Designs
Graphic Designer, May 2013 – October 2014
Kalamazoo, MI

EDUCATION

Bachelor of Fine Arts in Graphic Design, 2015
Western Michigan University
Kalamazoo, MI

PROJECT EXPERIENCE

Detroit, MI | Graphic Designer | **The Kahn**

South Bend, IN | Graphic Designer | **Aloft Hotel**

Detroit, MI | Graphic Designer | **The Albert Kahn Building**

Detroit, MI | Graphic Designer | **Detroit Life Building**

Trout Lake, MI | Graphic Designer | **Birch Lodge, Trout Lake**

Detroit, MI | Graphic Designer | **The Farwell Building**

Toledo, OH | Graphic Designer | **Fort Industry Square**

Detroit, MI | Graphic Designer | **Hotel Indigo**

AWARDS | HONORS

DeVries Professional Immersion Fund, 2015
Western Michigan University
Kalamazoo, MI

Cum Laude Honors, 2015
Western Michigan University
Kalamazoo, MI

Frostic School of Art Dean's List, 2011 - 2015
Western Michigan University
Kalamazoo, MI

Margaret H. Ward Art Scholarship, 2014
Western Michigan University
Kalamazoo, MI

Project Approach



Detailed Experience with Historic Design Guidelines, Historic Preservation, and Architectural History

KDG has been writing and implementing historic design guidelines for clients for over twenty years. Most of this experience has been gained by writing design guidelines for rehabilitation projects. One important aspect of writing historic design guidelines is the possession of a thorough understanding of architectural history, historic preservation principles and the ability to conduct a thorough historic resource survey of the existing building stock. KDG has extensive experience surveying and documenting historic structures. This experience will be vital during the initial phases of the historic design guidelines project.

Another important aspect of producing high quality design guidelines is the ability to write clearly and succinctly without jargon, legalese, or unduly complex language. Cassandra spent five years practicing law before joining KDG and the ability to distill and explain complex regulatory language to clients was an essential part of her prior work—this experience will be an asset during the design guidelines project. Lillian and Cassandra are both accomplished writers and this experience is best represented by the design guideline samples submitted here and by the National Register nominations and historic survey reports they have completed. As a quality control check, all text written by one staff member is reviewed and edited by the other. Cassandra and Lillian have been working in preservation full time for a combined eight years and they come to each project fully prepared, thoroughly versed in the underlaying documentation pertinent to the job at hand. For additional details on each team member's education and experience, resumes are attached below.

KDG also has a full-time graphic designer who will be an integral part of the team for this project. Shown here are a few examples of the kind of compelling graphics KDG can produce for architectural survey and design guideline projects. We are submitting examples of graphic research reports that KDG has completed for private clients. These reports include examples of our historic research expertise and our ability to clearly and concisely communicate design guidelines. These sample reports combined with the architectural photography and architectural graphics shown here should give the City of Birmingham a good reference as to our knowledge of preservation planning and architectural history and our ability to combine clear, concise writing with compelling graphic examples.

Subcontractors

No subcontractors will be utilized on this project.

Scope of Work & Deliverables

Review of the City of Birmingham's Districts, Codes, Plans, Surveys, and Files

Upon award of the RFP, the immediate task is to efficiently analyze the existing regulatory landscape in Birmingham. This will include reviewing the existing plans, surveys, regulations, and historic files. As a starting point, Kraemer Design Group will thoroughly review all existing documents that will bear upon the historic design guidelines project. Further, the KDG team will examine typologies found throughout the City, anomalous conditions unique to Birmingham, and a deep analysis of the City's expectations and goals for the project. Further, Kraemer Design Group will also analyze other city's design guidelines documents to ensure best practices from other areas are incorporated into the design guidelines for Birmingham. The result of this phase is to emerge from the intensive initial planning process with a road map to success.

Deliverable 1: KDG will prepare and submit to the City of Birmingham an outline of the guidelines document and a draft guidelines section. For this deliverable all sections of the final report will be included in an abbreviated manner (a table of contents and rough outline format) while one section will be provided in full to ensure that the City of Birmingham can review the entire scope and the initial format.

Onsite Visits & Field investigation

The next task will be surveying the designated and non-designated historic resources and districts for emblematic examples and typologies. Birmingham has three contiguous historic districts and several other districts—these include the Central Business District, Mill Pond, Shain Park, Merrill/Townsend/Brown, and Bates Street encompassing anywhere from five to twenty-eight contributing resources. In addition to the contiguous districts Birmingham also has many noncontiguous districts that recognize the history of fourteen individual sites including many historic houses, a historic railroad depot, and a historic homestead, among others. These existing districts represent a distillation of representative typologies found throughout Birmingham and are the place to begin the discussion of creating a comprehensive set of historic guidelines. The team will then investigate other areas of Birmingham to capture photographs of important sites, elements, architecture, and character features of the city. These photographs will help illustrate representative examples and will capture both inappropriate and appropriate changes to properties over time. These images will also be a key component of the final deliverables.

Production of Guidelines

Production of the design guidelines is the heart of this project. After a thorough analysis of all existing documentation, fieldwork data, research materials and photographs, Cassandra and Lillian will prepare the design guidelines using text, photographs, graphics, and other visually appealing and easily understood exhibits. Kyle will ensure all graphics, charts, tables, and illustrations are designed professionally to accompany the text in a meaningful manner. With the understanding of specific characteristics of integrity, existing commercial and residential context, open space and with the input of residents and City officials, we will develop guidelines to complement the existing historic resources while still anticipating the future. Our team will provide the City with clear, comprehensive, and concise direction to incorporate into current and future zoning ordinance updates. All guidelines will go through a city review process before final publication.

Deliverable 2: KDG will prepare and submit a 75% complete first draft of the guidelines document. This draft will be substantially complete and will include all sections. This draft will include proposed text, photographs, illustrations, captions, and graphics. This draft will be submitted electronically.

Deliverable 3: KDG will prepare and submit a 90% complete revised draft guidelines document and the “Cliff Notes” document. This draft will have addressed all comments received from the first draft. All components of the guidelines will be submitted in this deliverable, and it will include all proposed text, illustrations, and formatting. This draft will be submitted electronically.

Deliverable 4: KDG will prepare and submit the final design guidelines and final residential and commercial guideline summary document. This draft will have addressed all prior comments and all components will be included. If any additional reviews or changes are needed, KDG will continue delivering an updated draft until all parties are satisfied. KDG will provide a final presentation to the Historic District Commission along with one PDF digital file and five color hard copies of the completed design guidelines, one PDF digital file of the residential design guidelines summary, and one PDF digital file of the commercial design guidelines summary.

Community Engagement

Community engagement in developing the citywide historic design guidelines is an important aspect of the project. The KDG team will conduct a minimum of two community meetings to reach constituents and key district voices to inform guideline planning and priorities. KDG has extensive experience leading community engagement meetings and soliciting public input.

This proposal includes two community meetings. The first meeting will be focused on gathering input and acquainting the public with the project goals and outcomes. The session will present the current work and goals for the design guidelines and discuss historic preservation principles, describe the project approach, and solicit feedback. The second community engagement meeting will be held at the end of the project, following a public review period, to present the proposed guidelines and to answer questions. At this time, KDG is planning to conduct these meetings in person, however, they may be moved to virtual if public health recommendations necessitate such.



Time Schedule

KDG is providing a detailed time schedule for the project along with a cost proposal. KDG is more than happy to adjust this schedule to better suit the City's and the SHPO's anticipated timeline.

Task	Due Date(s)	Comments
Proposal Review	March-April 2022	
Award Contract	April-May 2022	
Kickoff Meeting	June 1, 2022	
Public Engagement Meeting	July 1, 2022	In person or virtual meeting
Deliverable 1: KDG delivers outline of Guidelines and one completed section to the City	August 15, 2022	
Comments on outline/draft due back to KDG	September 15, 2022	30-day review period
Deliverable 2: KDG delivers first draft of Guidelines (75% completion) to the City	December 1, 2022	
Comments on draft due back to KDG	January 10, 2023	45-day review period. Extra review time allotted due to holiday season
Deliverable 3: Second draft of Guidelines to 90% completion	March 1, 2023	
Comments on draft due back to KDG	April 1, 2023	30-day review period
Deliverable 4: Final Design Guidelines	June 1, 2023	
Public Engagement Meeting	June 10, 2023	In person or virtual meeting
Debriefing Meeting with the City and SHPO	June 20, 2023	If needed
Contract end date	June 30, 2023	

Cost Proposal

The cost proposal for this project is being submitted on Attachment C as requested.



Relevant Experience





David Stott Building

Historic Experience

"No two historic projects are alike. Historic preservation demands informed vision, innovative design, and meticulous process."

Historic projects are unlike any other type of design or construction, when a renovation of this type is well coordinated, the results can be magical. Having restored and renovated more historic properties in downtown Detroit than any other firm, KDG has extensive experience in creating functional vitality and visual excitement in important buildings that give cities their character. Our Detroit portfolio includes the award-winning Broderick Tower, the Lofts and Merchants Row, David Whitney Building, David Stott Building, as well as the headline generating Shinola Hotel.

KDG's approach to historic projects is to uncover and enhance the unique story of each property. Our full-time team of historians conduct in-depth research on the history of the building so we can better understand its significant historic character and fully embrace its unique history. No two historic projects are alike. Historic preservation demands informed vision, innovative design, and meticulous process. While we offer **comprehensive** services, including architectural and interior design services, because of KDG's renowned expertise in the historic market, we have also worked with project architects as historic consultants to ensure their design meets the standards set by the National Park Service (NPS). As the architects on a historic project, our services include programming, space planning, schematic design, design development, construction documents, and full construction administration. This allows us to see a project through from beginning to end, ensuring the complete vision is delivered at the conclusion of the project.

Once that vision is set, the design process begins on the rehabilitation work. This includes surveying the building, creating measured drawings, describing the remaining pieces of historic character that should be maintained, and detailing our plan for the future of the building. In every example of our historic rehabilitation projects, KDG works closely with representatives from the historic regulatory bodies, including the State Historic Preservation Office (SHPO), National Park Service, and Historic District Commission to determine the best possible design solutions that preserve the property's significant **historic character** while allowing our clients' needs to be met. In particular, our long-time and productive working relationship with SHPO allows for a smooth approval process throughout design, and critically, when questions arise during construction. All of this work is in preparation for the ultimate goal of every project, a successful completion!

Our team is highly skilled and trained in all aspects of historic work, including preparing and presenting at design review boards, historic district commission meetings, variance appeal requests related to alterations to historic buildings,

historic tax credit applications, façade improvements, wall maintenance reports, design proposals, and full scale renovations. KDG currently has ten staff members (roughly one-third of our entire staff) listed as State of Michigan 36 CFR Part 61 **Certified Historic Architects** and **Technical Preservation Consultants**. KDG's staff also has a team of Architectural Historians, whose specialties include archival and literature research, Section 106 Review recordation and reports, Historic Preservation Certification Applications, National Register nominations, and local historic district nominations. In addition, one of our Principals, Brian Rebain, served as chair of the MI State Historic Preservation Review Board from 2016-2020.

KDG's staff has been proactive in the development and application of the Michigan Rehabilitation Code for Existing Buildings. At its onset, KDG attended the City of Detroit's rollout of the Michigan Rehabilitation Code and was the **first firm in the city** to successfully apply for a building permit utilizing the Code. Many historic buildings are unable to comply with current code requirements for the health,





David Whitney Building



1215 Griswold



1413 Woodward



Shinola Hotel



The Farwell Building, Before



The Farwell Building, After



Vinton Building

safety, and welfare of its occupants. Modifications would be cost prohibitive and would prevent the rehabilitation of older buildings. The Rehab Code provides for a more realistic approach to building rehabilitation by allowing less stringent requirements for those categories that are not economically feasible and allowing additional points for safety measures that prove more affordable.

Our team tackles every commercial project with a passion for **Outovation**, resulting in numerous awards from Michigan Historic Preservation Network (MHPN), the Governor's award for historic preservation, Commercial Real Estate Women (CREW), Construction Association of Michigan (CAM), and the Ohio Historic Preservation Office (OHPO). By engaging KDG as a partner on your historic project, you can be assured that the best possible solution for the programmatic need at hand is applied with style and precision.

Please find in the following pages detailed information about projects of relevance. KDG can furnish additional information and/or tours of the projects upon your request.

BEDROCK HISTORIC CONSULTING

LOCATED: Detroit, MI | ACTIVE: 2011 – Present

Since 2011, when Quicken Loans moved its headquarters to Detroit and the real estate development company, Bedrock Detroit, was formed, Kraemer Design Group has served as Bedrock's Preservation Planner for their entire portfolio of properties in Detroit (over 50 historic buildings).

Through our General Historic Consulting contract with Bedrock, KDG has provided due diligence evaluation services, historic assessments, and historic design guidelines for their campus of buildings. These guidelines have been used by Bedrock's in-house architecture team as well as numerous third-party architects to guide the design process as they look to rehabilitate often vacant and heavily damaged buildings in accordance with the Secretary of Interior Standards and local Elements of Design.

Over the course of the past 10 years, KDG has developed guideline language that looks to balance what are often very generalized and interpretive standards set by the National Park Service with real estate development's competing need for both certainty and flexibility. As part of that process, we have established a proven means of communication to convey these guidelines in ways that clearly give the "middle of the road" expectation of the governing agencies while also suggesting possible alternatives where appropriate.

Dozens of projects have been carried out under the guidance of this work, including many buildings along Detroit's most notable commercial corridors of Woodward, Washington Blvd, and Capitol Park. In general, KDG authors the design guidelines after the initial historic research is complete and design has just begun. The architects are given the guidelines, and our firms work together alongside governing agency to develop a historically compliant and constructable design.

PROJECTS INCLUDED

Grinnell Sanders – Neumann Smith designed historic façade reconstruction

1505 Woodward – Rossetti designed historic façade rehabilitation

1449 Woodward – Neumann Smith designs historic façade rehabilitation

1528 Woodward – A unique opportunity for KDG to reconstruct a mid-century modern storefront from archival research right on Woodward Ave

Shinola Hotel – Kraemer Design Group designed storefront rehabilitation, infill buildings, and streetscape design in conjunction with Bedrock's in-house architecture team

CLIENT REFERENCE

John Olszewski
Vice President of Construction
Bedrock Detroit
630 Woodward Avenue
Detroit, MI 48226
(888) 300-9833

AWARDS

Shinola Hotel
2020 Michigan Historic Preservation Network – Building Award

Shinola Hotel
2019 Engineering Society of Detroit's Construction and Design Award

Shinola Hotel
2020 Metamorphosis Award:
Adaptive Reuse, Historic



CASS HENRY HISTORIC DISTRICT

LOCATED: Detroit, MI | COMPLETED: 2020



The Cass Henry Historic District is a group of historic four- and five-story apartment buildings and apartment hotels built in Detroit in the early twentieth century. They are characteristic of the dense residential neighborhood that extended north from downtown and are effectively part of the adjacent Cass Park district, marking the south end of the Cass Corridor. They also contribute to the recently branded mixed-use entertainment and residential district known as The District Detroit.

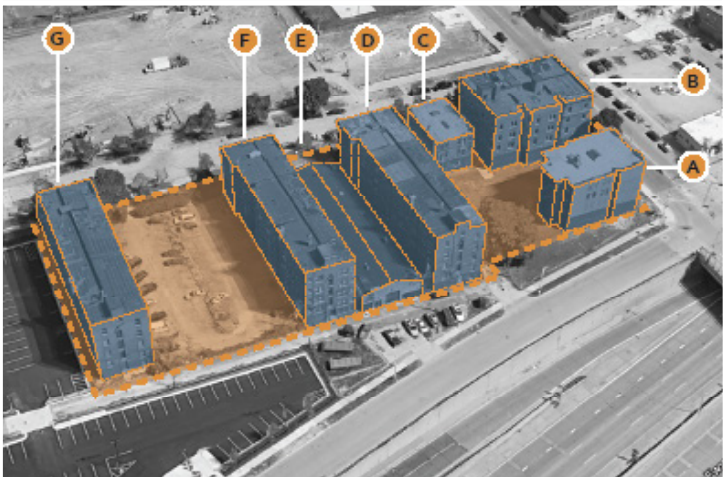
Kraemer Design Group authored a detailed historic survey report for the Cass Henry Historic District. This report entailed surveying the properties for eligibility for the National Register, integrity and conditions assessments, determining boundaries, outlining a pathway to qualifying for Historic Tax Credits, providing design guidelines, and describing the process for obtaining Certified Local Historic District status for buildings which make up the district. The historic report required an assessment of all seven properties and, upon completing the historic report, KDG staff authored seven individual Historic Preservation Certification Application Part 1's and is working with the client and the City of Detroit to obtain Certified Local Historic District status. Alongside the historic consulting that Kraemer Design Group provided, KDG staff completed programming studies to be used toward the rehabilitation of the seven buildings in the district.

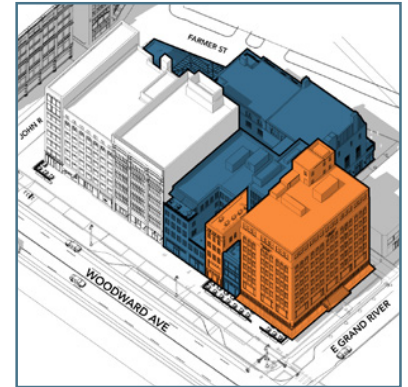
SERVICES

Programming
Historic Survey
Historic Consulting
- Tax Credit
- Designation as a Certified
Local Historic District

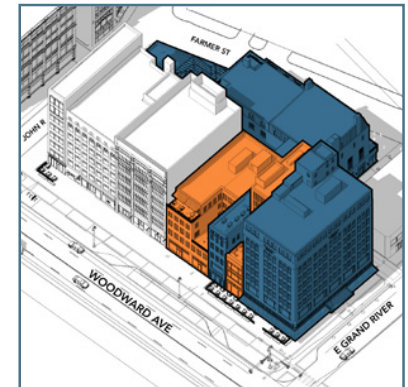
CLIENT REFERENCE

Eric Tuomey
Fox Office Center
2211 Woodward Avenue
Detroit, MI 48201
(313) 725-3621





ADAPTIVE REUSE OF HISTORIC 1400, AND 1416 WOODWARD



DEMO AND INFILL OF 1412, 1420 AND 1424 WOODWARD WITH HISTORICALLY SENSITIVE MASSING

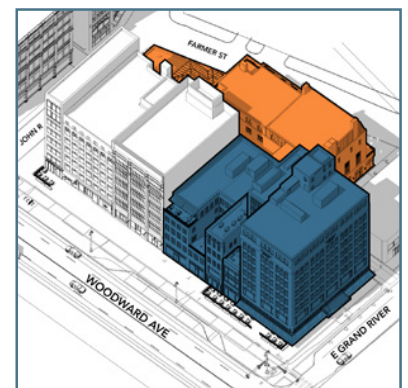


FRONT / SUMMIT ELEVATION



REAR / WATER ST ELEVATION

- FACADE SCOPE (APPROVED BY STATE HISTORIC PRESERVATION OFFICE AND NATIONAL PARK SERVICE)
- MASONRY REPAIR/RESTORATION
 - NEW ALUMINUM STOREFRONTS
 - NEW HISTORIC REPLICA ALUMINUM WINDOWS
 - NEW PAINT WHERE CURRENTLY PAINTED



NEW CONSTRUCTION ON EMPTY LOTS ALONG FARMER FOR THE 'ANNEX'



Supporting Documents

Excellence is obtained through education, experience, and dedication. As such, we are very proud of our staff's credentials, which include professional licensure among other certifications. We made a conscious choice to locate our office within Detroit in support of local urban revitalization. More importantly, we are here to offer great design while also providing you a comfortable level of security and peace of mind that your project can and will be completed in a successful manner.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/25/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Moore Insurance Services, Inc. 67 N. Howell P.O. Box 207 Hillsdale MI 49242	CONTACT NAME: Cyndi Armstrong PHONE (A/C, No, Ext): (517) 439-9345 FAX (A/C, No): (517) 439-5536 E-MAIL ADDRESS: carmstrong@mooreinsuranceservices.com
INSURED Kraemer Design Group, PLC, 1420 Broadway Detroit MI 48226	INSURER(S) AFFORDING COVERAGE INSURER A: CNA-Valley Forge INSURER B: CNA- Continental Casualty Company INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 20508 35289

COVERAGES**CERTIFICATE NUMBER:** CL2122503179**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			4024496368	03/01/2021	03/01/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			4024496368	03/01/2021	03/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$			4024496385	03/01/2021	03/01/2022	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Professional Liability w/ Pollution Incident			AEH114018374	03/01/2021	03/01/2022	Per Claim \$2,000,000 Aggregate \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

For Informational Purposes Only

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
P.O. BOX 30670
LANSING, MI 48909

STATE OF MICHIGAN - DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
ARCHITECT LICENSE

ROBERT J KRAEMER

LICENSE NO.	EXPIRATION DATE
1301040246	10/19/2023 20290101027

ROBERT J KRAEMER
1420 BROADWAY
DETROIT, MI 48226

COMPLAINT INFORMATION:
THE ISSUANCE OF THIS LICENSE SHOULD NOT BE
CONSTRUED AS A WAIVER, DISMISSAL OR ACQUIESCENCE TO
ANY COMPLAINTS OR VIOLATIONS PENDING AGAINST THE
LICENSEE, ITS AGENTS OR EMPLOYEES.

FUTURE CONTACTS:
YOU SHOULD DIRECT INQUIRIES REGARDING THIS LICENSE OR
ADDRESS CHANGES TO THE DEPARTMENT OF LICENSING AND
REGULATORY AFFAIRS BY EMAILING
BPLHELP@MICHIGAN.GOV OR CALL (517) 241-0199

GRETCHEN WHITHER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
ARCHITECT LICENSE

ROBERT J KRAEMER

LICENSE NO.
1301040246

EXPIRATION DATE
10/19/2023

20290101027

THIS DOCUMENT IS DULY
ISSUED UNDER THE LAWS OF
THE STATE OF MICHIGAN

ATTACHMENT B
BIDDERS AGREEMENT FOR HISTORIC DESIGN GUIDELINES

BIDDERS AGREEMENT FOR HISTORIC DESIGN GUIDELINES

In submitting this proposal, as herein described, the Contractor agrees that:

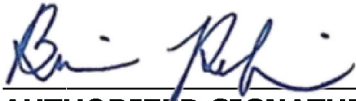
1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

Brian Rebain

March 4, 2022

PREPARED BY (PRINT NAME)

DATE



AUTHORIZED SIGNATURE

Principal

barebain@thekraemeredge.com

TITLE

EMAIL ADDRESS

Kraemer Design Group, LLC

COMPANY

1420 Broadway, Detroit, MI 48226

313-965-3399

ADDRESS

PHONE

Kraemer Design Group, LLC

NAME OF PARENT COMPANY

1420 Broadway, Detroit, MI 48226

313-965-3399

ADDRESS

PHONE

ATTACHMENT C
COST PROPOSAL FOR HISTORIC DESIGN GUIDELINES

COST PROPOSAL FOR HISTORIC DESIGN GUIDELINES

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

**Attach technical specifications for all proposed materials as outlined in the Submission Requirements section of the RFP (pg. 5-6)*

COST PROPOSAL	
ITEM	BID AMOUNT
1. Deliverable 1: Outline and Draft Guidelines	\$5,000
2. Deliverable 2: First Draft	\$7,000
3. Deliverable 3: Revised Draft	\$4,000
4. Deliverable 4: Final Design Guidelines and Summaries	\$4,000
5.	
6.	
7.	
8.	
TOTAL BID AMOUNT	\$20,000
ADDITIONAL BID ITEMS	
Additional Meetings with City Staff and Boards	\$ N/A
Other -	\$ N/A
Other -	\$ N/A
GRAND TOTAL AMOUNT	\$20,000

Firm Name: Kraemer Design Group LLC

Authorized Signature:  Date: 3/4/2022

ATTACHMENT D
IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM FOR HISTORIC DESIGN
GUIDELINES

IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM FOR HISTORIC DESIGN GUIDELINES

Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act"), prior to the City accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business", as defined by the Act.

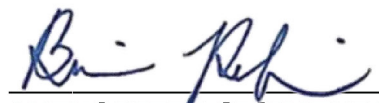
By completing this form, the Vendor certifies that it is not an "Iran Linked Business", as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the City.

Brian Rebain

March 4, 2022

PREPARED BY (PRINT NAME)

DATE



AUTHORIZED SIGNATURE

Principal

barebain@thekraemeredge.com

TITLE

EMAIL ADDRESS

Kraemer Design Group, LLC

COMPANY

1420 Broadway, Detroit, MI 48226

313-965-3399

ADDRESS

PHONE

N/A

NAME OF PARENT COMPANY

N/A

ADDRESS

N/A

PHONE

ATTACHMENT E

**U.S. DEPARTMENT OF THE INTERIOR CERTIFICATIONS REGARDING DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS, DRUG-FREE WORKPLACE
REQUIREMENTS AND LOBBYING**

ATTACHMENT E
U.S. Department of the Interior
Certifications Regarding Debarment, Suspension and
Other Responsibility Matters, Drug-Free Workplace
Requirements and Lobbying

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions – **The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.** See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

**PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters-
Primary Covered Transactions**

CHECK X IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -
Lower
Tier Covered Transactions**

CHECK X IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK X IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check _____ if there are workplaces on files that are not identified here.

PART D: Certification Regarding Drug-Free Workplace Requirements

CHECK _____ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When

notice is made to such a central point, it shall include the identification number(s) of each affected grant.

DI-2011
June 1995
(This form replaces DI-1953, DI-1954,
DI-1955, DI-1956 and DI-1963)

PART E: Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements

CHECK _____ IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT, SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK _____ IF CERTIFICATION FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.



SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Brian Rebain, Principal

TYPED NAME AND TITLE

March 4, 2022

DATE

DI-2011
June 1995
(This form replaces DI-1953, DI-1954,
DI-1955, DI-1956 and DI-1963)

Work Samples



1201 Washington Blvd + Book Tower

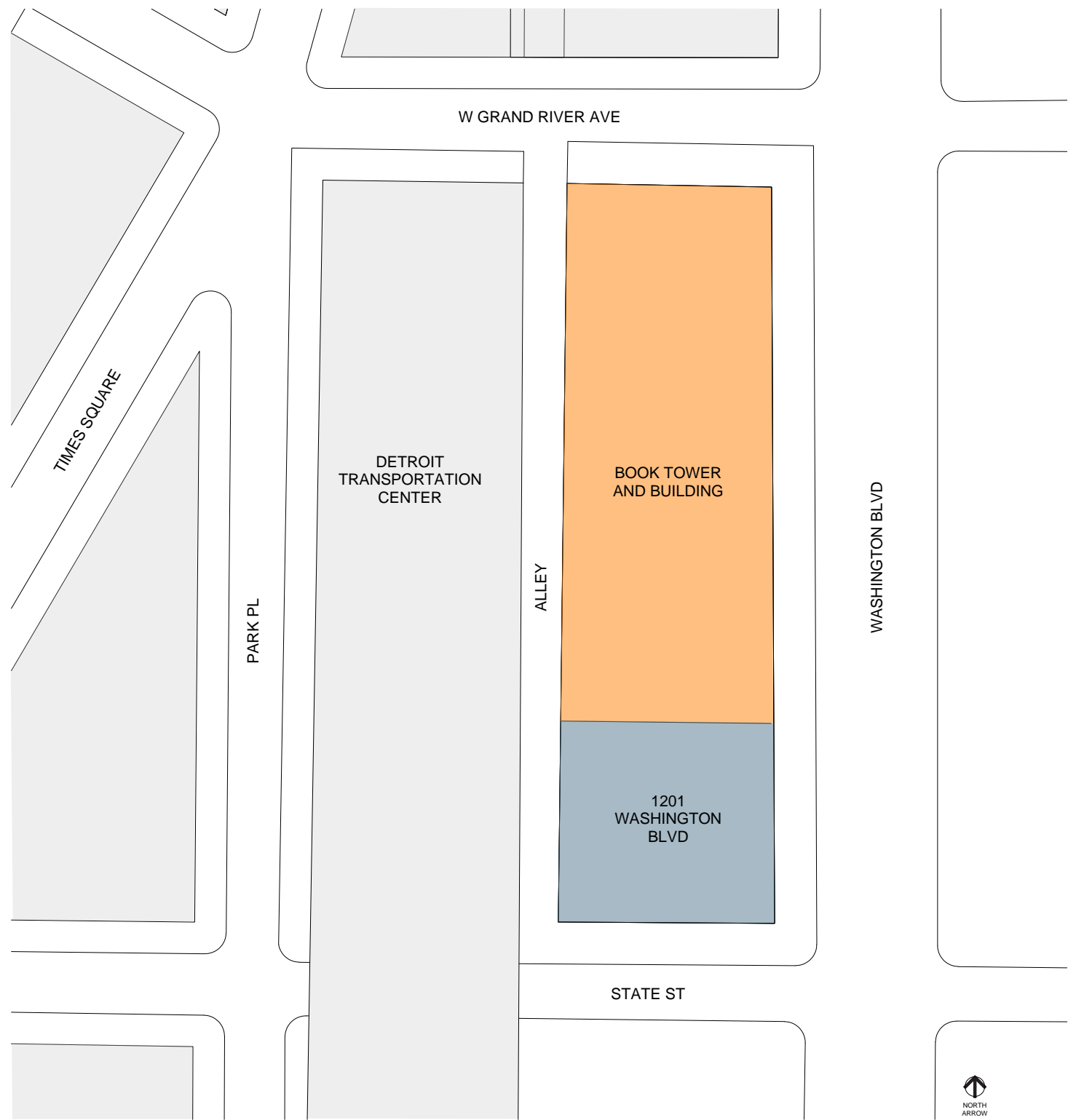
Signage Package
12-02-2021



KraemerDesignGroup

1420 Broadway | Detroit, Michigan | 48226 | p 313 965 3399 | f 313 965 3555 | www.thekraemeredge.com

TENANT SIGNAGE GUIDELINES
Historic Processes



DISTRICTS

Sign: High-density residential/mixed-use
Zoning: Central Business District B5 (major business district)
Historic: Washington Boulevard

APPROVALS PROCESS (1201 Washington)

Detroit Historic District Commission (HDC)

- HDC Application
- Scaled and dimensioned drawings of signs with photo simulations
- Building elevations
- Color and material samples

Note: HDC applications are typically provided and submitted by the signage manufacturer

APPROVALS PROCESS (Book Tower + Building)

Detroit Historic District Commission (HDC)

- HDC Application
- Scaled and dimensioned drawings of signs with photo simulations
- Building elevations
- Color and material samples

Note: HDC applications are typically provided and submitted by the signage manufacturer

Historic Tax Credits (HPCA)

- Review by Historic Consultant
- HPCA application
- Scaled and dimensioned drawings of signs with photo simulations
- Building elevations
- Color and material selections

Note: HPCA Amendment package is prepared and submitted by the Historic Consultant using drawings provided by the tenant and signage manufacturer



NOTE: the signage Types below indicate what is allowed by the city of Detroit. Refer to elevations on the following pages for both historically approved and potentially acceptable signage types and locations per building.

TYPE A - PROJECTING (BLADE) SIGNS

Signs that project out from an exterior wall of a building, with the display of the sign perpendicular to the facade of the building



- 1 sign per ground floor tenant
- Max Area: 6 SF per sign
- Max Projection: 3 ft
- Max Height: building roofline
- Internal or External Illumination allowed

TYPE C - AWNING OR CANOPY SIGNS

Signs that are attached to an awning or canopy



- 1 sign per awning/canopy
- Max Area: 40% of awning/canopy area
- Max Height: top of awning (bottom edge min. 8'-6" high)
- Internal or External Illumination allowed

TYPE E - WALL SIGNS

Signs that are attached to, supported by, or painted on the exterior wall of a building, with the display of the sign parallel to the facade of the building



- 1 sign per ground floor tenant
- Max Area: 40% of facade area
- Max Height: 40 ft or top of building, whichever is less
- Internal or External Illumination allowed

TYPE B - PORTABLE SIGNS

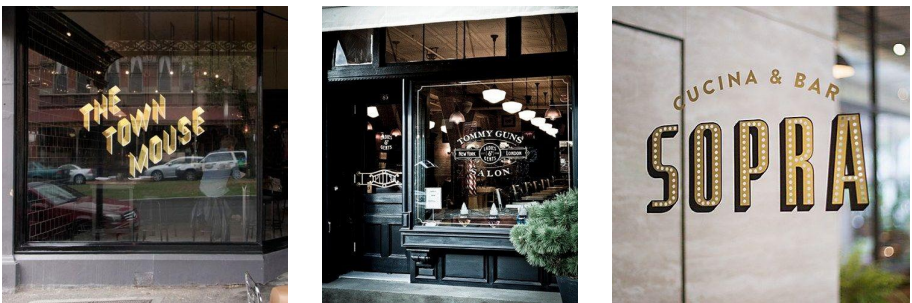
Designed to be moved easily and not permanently attached to the ground



- 1 sign per ground floor tenant
- Max Area: 6 SF per sign
- Max Height: 3 ft
- No Internal or External Illumination

TYPE D - WINDOW SIGNS

Signs that are attached to, painted on, or inside a window or transparent door



- 1 sign per window or 1 sign per 6 ft at 1st floor
- Max Area: 25% of window or 80 SF of cumulative area
- Max Area (vinyl mesh/semi-transparent): 50% of window
- Max Height: not to exceed 4th story
- Internal or External Illumination allowed

TYPE E - RACEWAY SIGNS

A wall sign where individual letters are separate components connected by a common component (raceway) that provides structural support for and electrical operation of the sign



- 1 sign per tenant
- Max Area: 1 SF per linear foot of building
- Max Height: building roofline
- Internal or External Illumination allowed

PORTABLE SIGNS ARE NOT INDICATED ON THE FOLLOWING ELEVATIONS AND ARE ACCEPTABLE PER THE ABOVE GUIDELINES FOR ANY GROUND FLOOR TENANT

ILLUMINATION ON WINDOW SIGNS, WHILE ALLOWED BY THE CITY OF DETROIT, MAY NOT BE APPROVED BY HISTORIC AND WILL NEED TO BE DISCUSSED IF DESIRED

NOTE: Refer to the City of Detroit Ordinance for additional signage requirements, along with the 2021 Advertising and Sign User Guide:

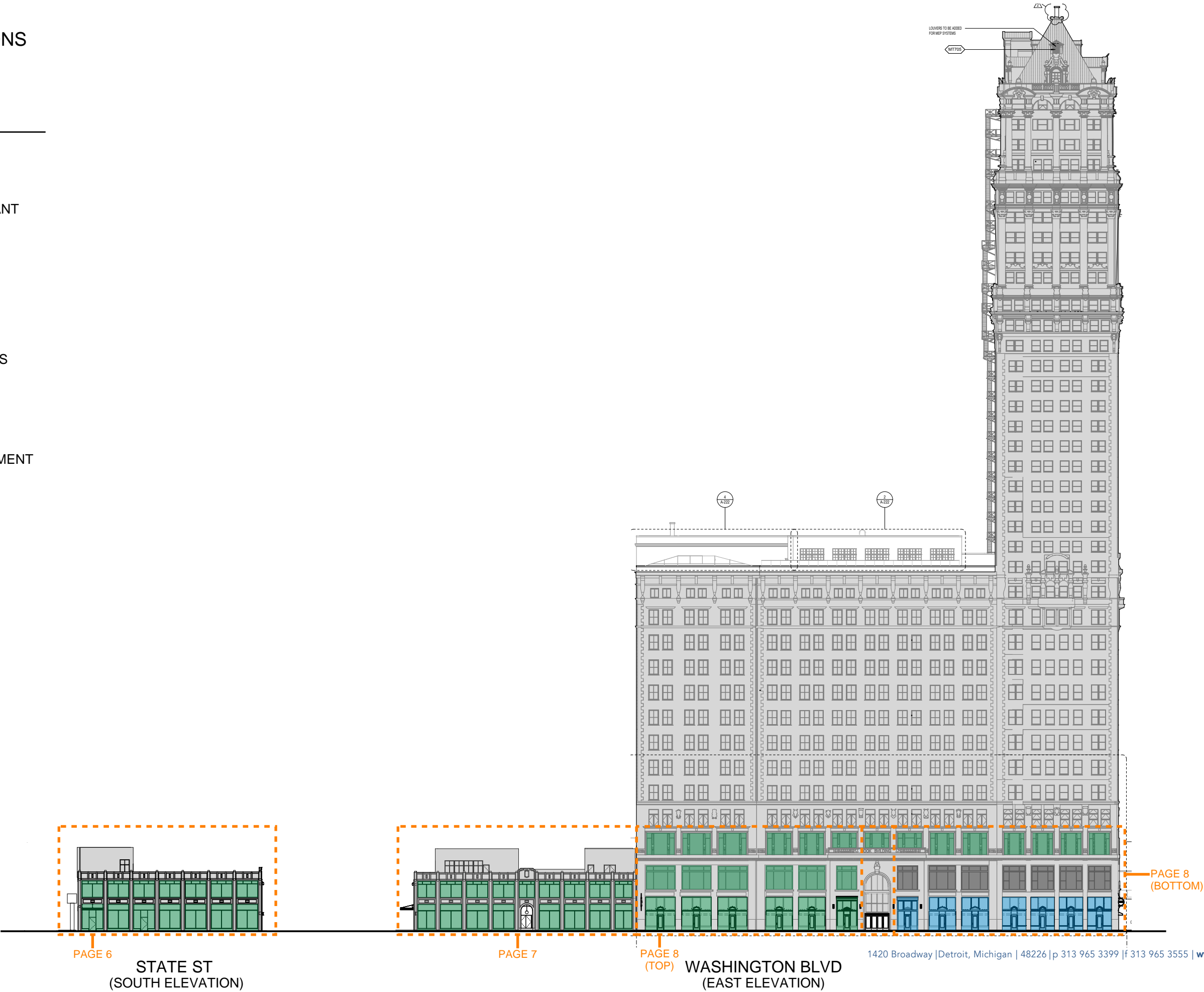
<https://detroitmi.gov/sites/detroitmi.localhost/files/2021-03/2021AdvertisingandSignUserGuide.pdf>



BUILDING ELEVATIONS
Tenant Locations

TENANTS

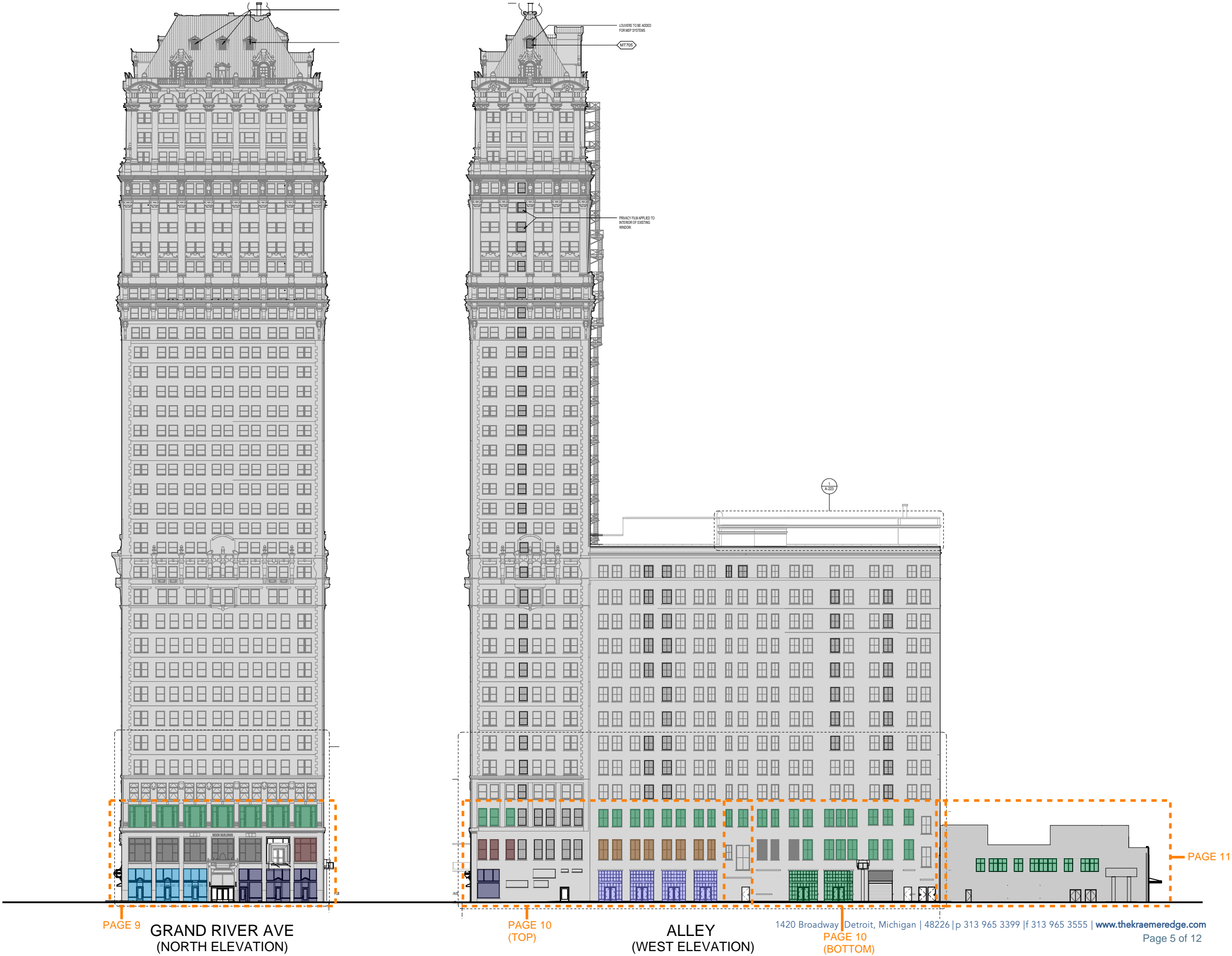
- LEASABLE SPACE
- FRENCH RESTAURANT
- LOBBY BAR
- SAKE PUB
- BUILDING AMENITIES
- BEDROCK LEASING
- BEDROCK MANAGEMENT



BUILDING ELEVATIONS
Tenant Locations

TENANTS

- LEASABLE SPACE
- FRENCH RESTAURANT
- LOBBY BAR
- SAKE PUB
- BUILDING AMENITIES
- BEDROCK LEASING
- BEDROCK MANAGEMENT



1201 WASHINGTON
State Street Elevation (South)

SIGNAGE TYPES

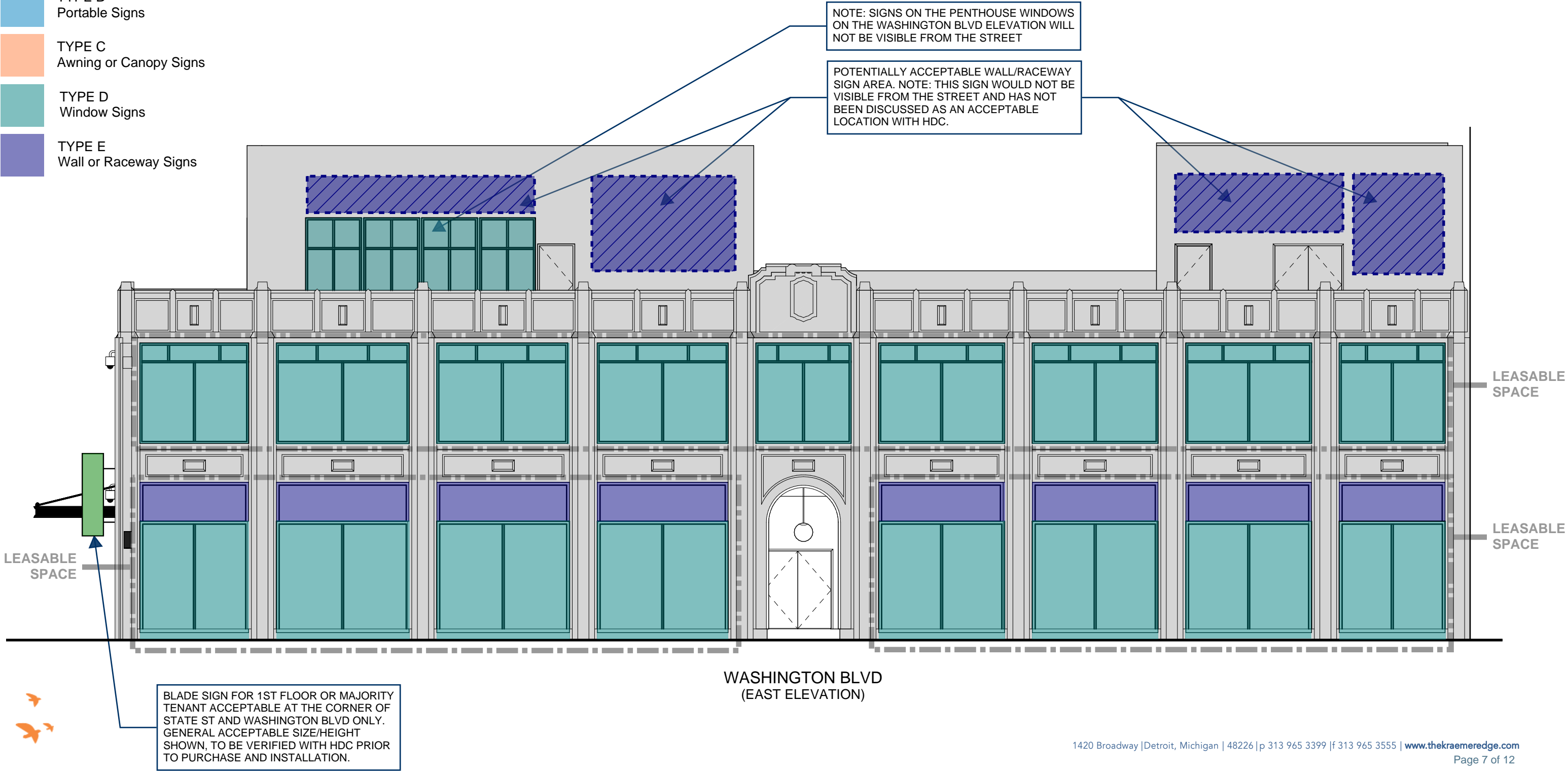
- TYPE A
Projecting (Blade) Signs
- TYPE B
Portable Signs
- TYPE C
Awning or Canopy Signs
- TYPE D
Window Signs
- TYPE E
Wall or Raceway Signs



1201 WASHINGTON
Washington Blvd Elevation (East)

SIGNAGE TYPES

- TYPE A
Projecting (Blade) Signs
- TYPE B
Portable Signs
- TYPE C
Awning or Canopy Signs
- TYPE D
Window Signs
- TYPE E
Wall or Raceway Signs

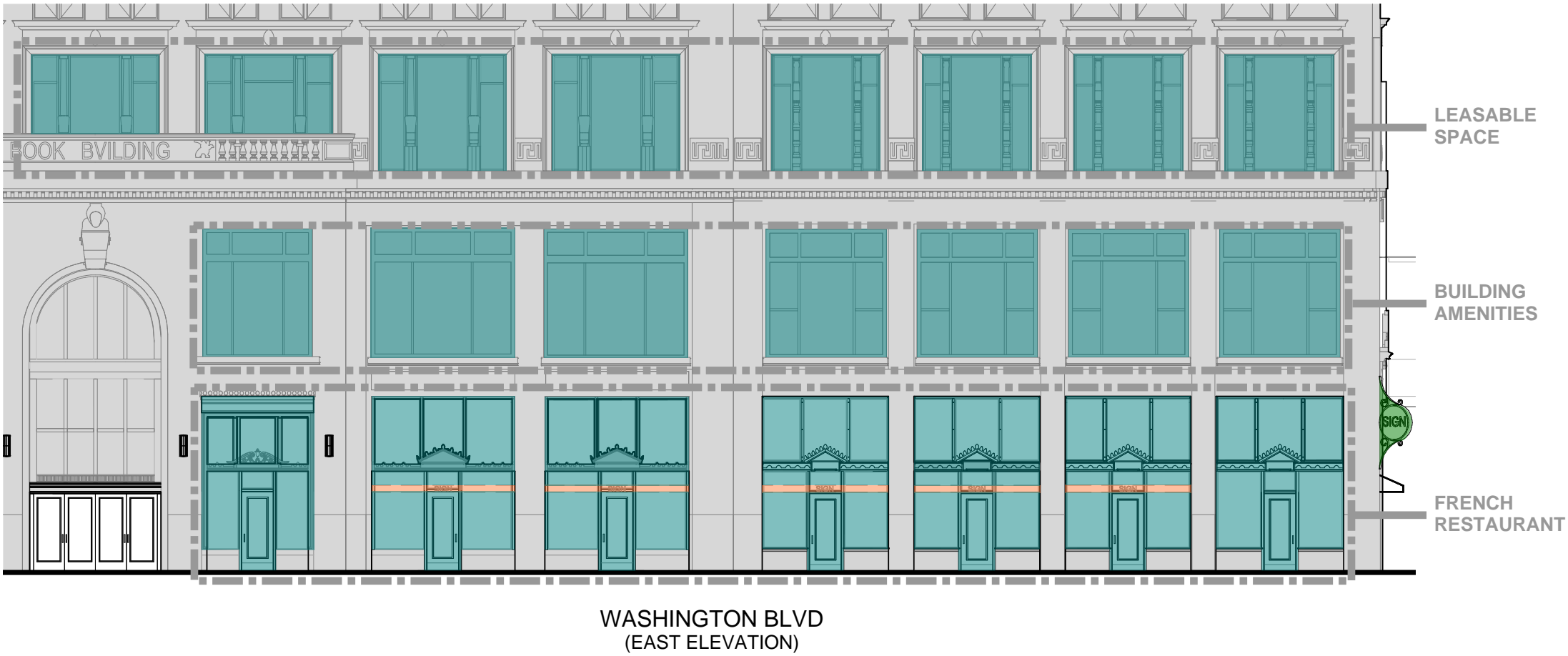
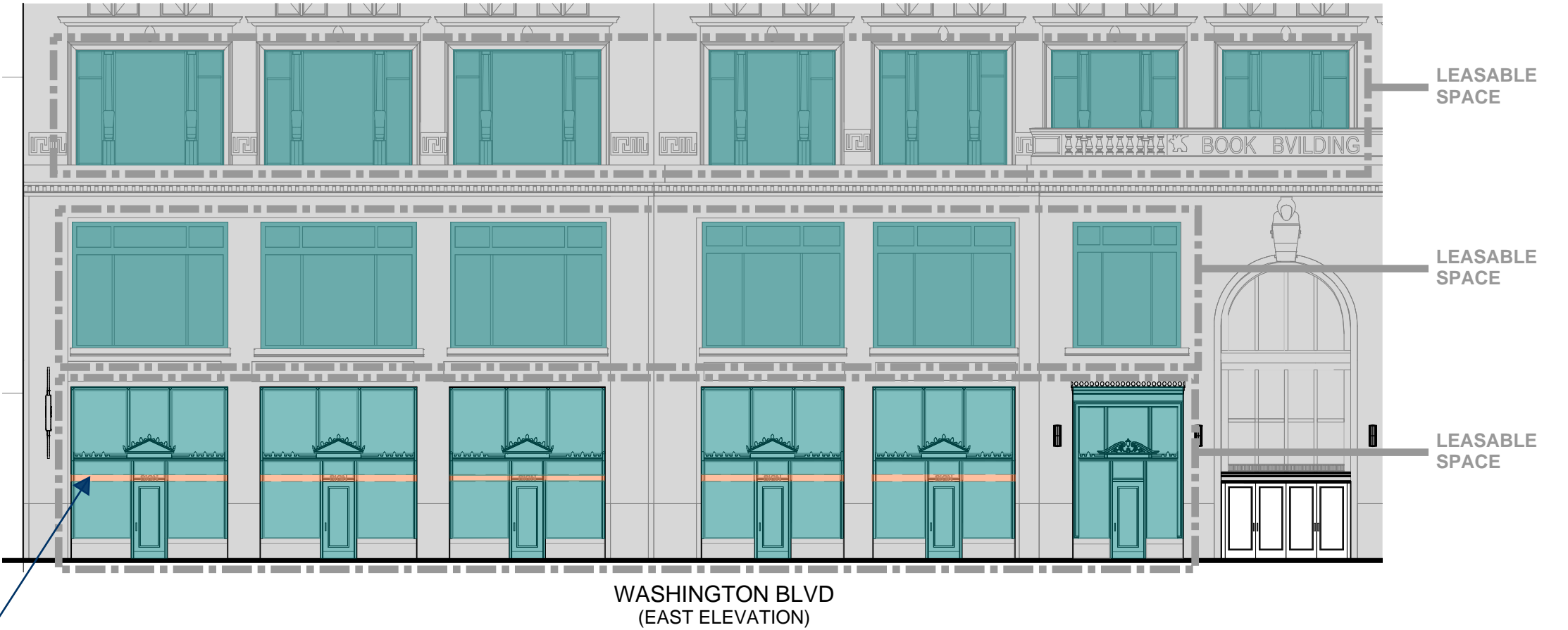


BOOK BUILDING + TOWER
Washington Blvd Elevation (East)

SIGNAGE TYPES

- TYPE A
Projecting (Blade) Signs
- TYPE B
Portable Signs
- TYPE C
Awning or Canopy Signs
- TYPE D
Window Signs
- TYPE E
Wall or Raceway Signs

NOTE: SIGNAGE ON CANOPIES OR
AWNINGS TO BE ON FRONT FACE
OF AWNING ONLY (AS SHOWN),
TYPICAL ALL LOCATIONS.



BOOK BUILDING + TOWER
Grand River Elevation (North)

SIGNAGE TYPES

- TYPE A
Projecting (Blade) Signs
- TYPE B
Portable Signs
- TYPE C
Awning or Canopy Signs
- TYPE D
Window Signs
- TYPE E
Wall or Raceway Signs



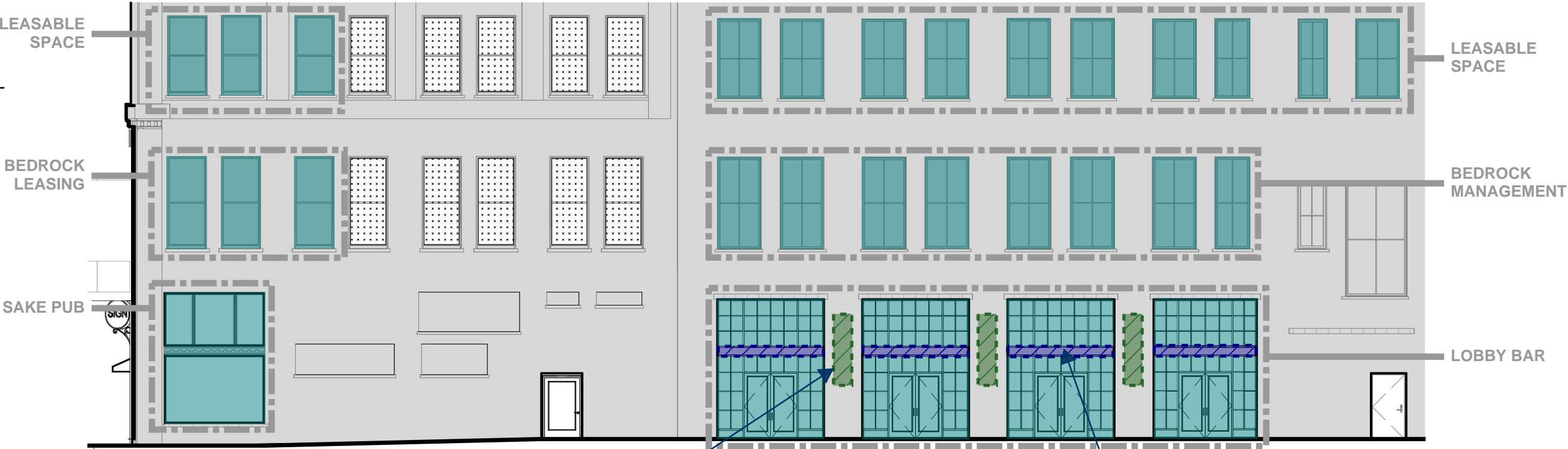
GRAND RIVER AVE
(NORTH ELEVATION)



BOOK BUILDING + TOWER
Alley Elevation (West)

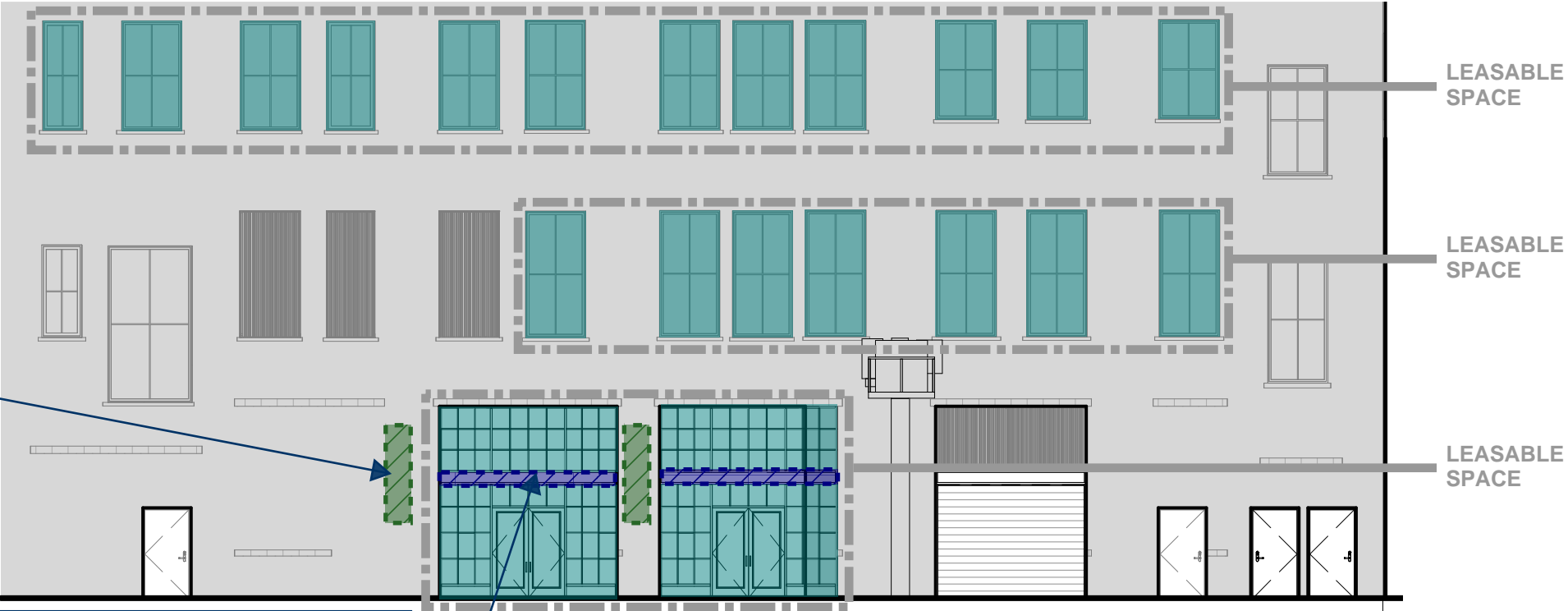
SIGNAGE TYPES

- TYPE A
Projecting (Blade) Signs
- TYPE B
Portable Signs
- TYPE C
Awning or Canopy Signs
- TYPE D
Window Signs
- TYPE E
Wall or Raceway Signs



POTENTIALLY ACCEPTABLE BLADE SIGN AREA, TYPICAL ALL DASHED AND HATCHED AREAS. NOTE: THIS SIGN TYPE AND LOCATION HAS NOT BEEN DISCUSSED AS AN ACCEPTABLE LOCATION WITH SHPO AND WOULD NEED REVIEW AND APPROVAL PRIOR TO INSTALLATION.

POTENTIALLY ACCEPTABLE RACEWAY SIGN AREA, TYPICAL ALL DASHED AND HATCHED AREAS. NOTE: THIS SIGN TYPE AND LOCATION HAS NOT BEEN DISCUSSED AS AN ACCEPTABLE LOCATION WITH SHPO AND WOULD NEED REVIEW AND APPROVAL PRIOR TO INSTALLATION.



POTENTIALLY ACCEPTABLE BLADE SIGN AREA, TYPICAL ALL DASHED AND HATCHED AREAS. NOTE: THIS SIGN TYPE AND LOCATION HAS NOT BEEN DISCUSSED AS AN ACCEPTABLE LOCATION WITH SHPO AND WOULD NEED REVIEW AND APPROVAL PRIOR TO INSTALLATION.

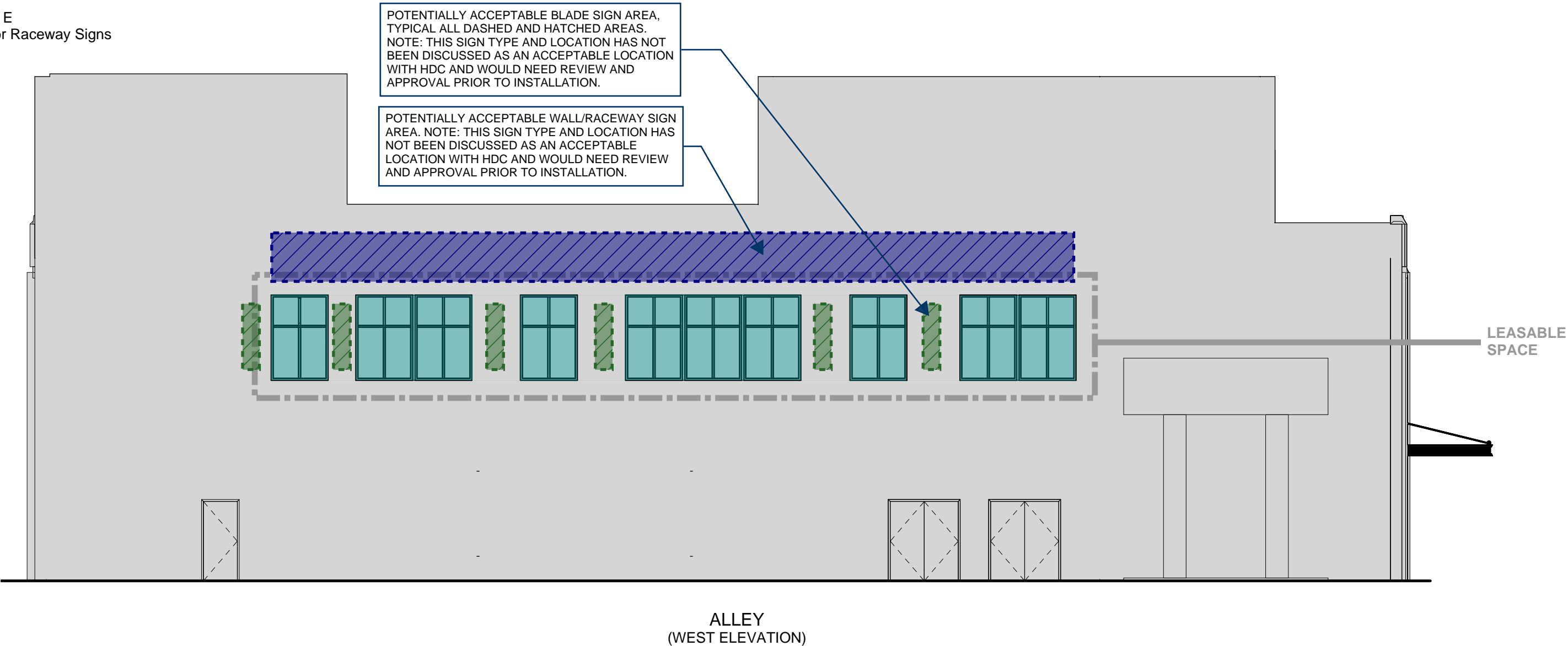
POTENTIALLY ACCEPTABLE RACEWAY SIGN AREA, TYPICAL ALL DASHED AND HATCHED AREAS. NOTE: THIS SIGN TYPE AND LOCATION HAS NOT BEEN DISCUSSED AS AN ACCEPTABLE LOCATION WITH SHPO AND WOULD NEED REVIEW AND APPROVAL PRIOR TO INSTALLATION.



1201 WASHINGTON
Alley Elevation (West)

SIGNAGE TYPES

- TYPE A
Projecting (Blade) Signs
- TYPE B
Portable Signs
- TYPE C
Awning or Canopy Signs
- TYPE D
Window Signs
- TYPE E
Wall or Raceway Signs







Cass Henry

HISTORIC REPORT

May 28, 2020

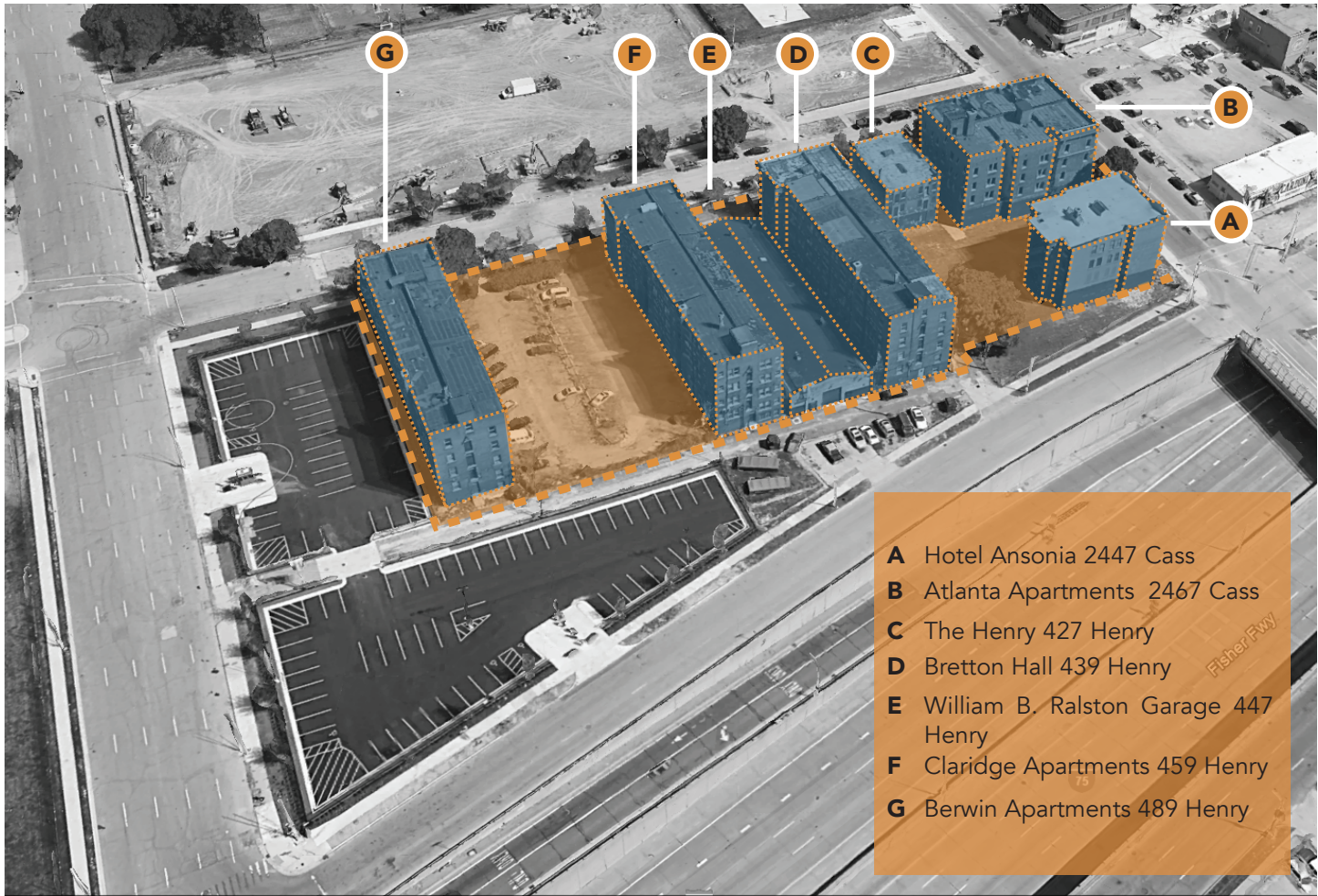
OVERVIEW

The Cass Henry Historic District is bounded by Henry Street to the north, Cass Avenue to the east, Fisher Service Drive to the south, and, on the west, the district terminates at the western-most property line of the Berwin apartment building. There are seven buildings located in the district interspersed with several surface parking lots. These seven buildings include: the Berwin apartment building located at 489 Henry Street; the Claridge apartment building located at 459 Henry Street; a one story commercial building, Ralston Garage, located at 447 Henry Street; the Bretton Hall apartment building located at 439 Henry Street; The Henry apartment building located at 427 Henry Street; 2467 Cass located at the corner of Cass and Henry; and 2447 Cass located at the corner of Cass and the Fisher Service Drive.

The Berwin and Bretton Hall are both occupied while the remaining five properties are vacant. An alley runs from Henry Street to the Fisher Service Drive just west of The Henry apartment building while a surface parking lot separates the Berwin from the Claridge. There is green space just south of The Henry and in between 2467 Cass and 2447 Cass.

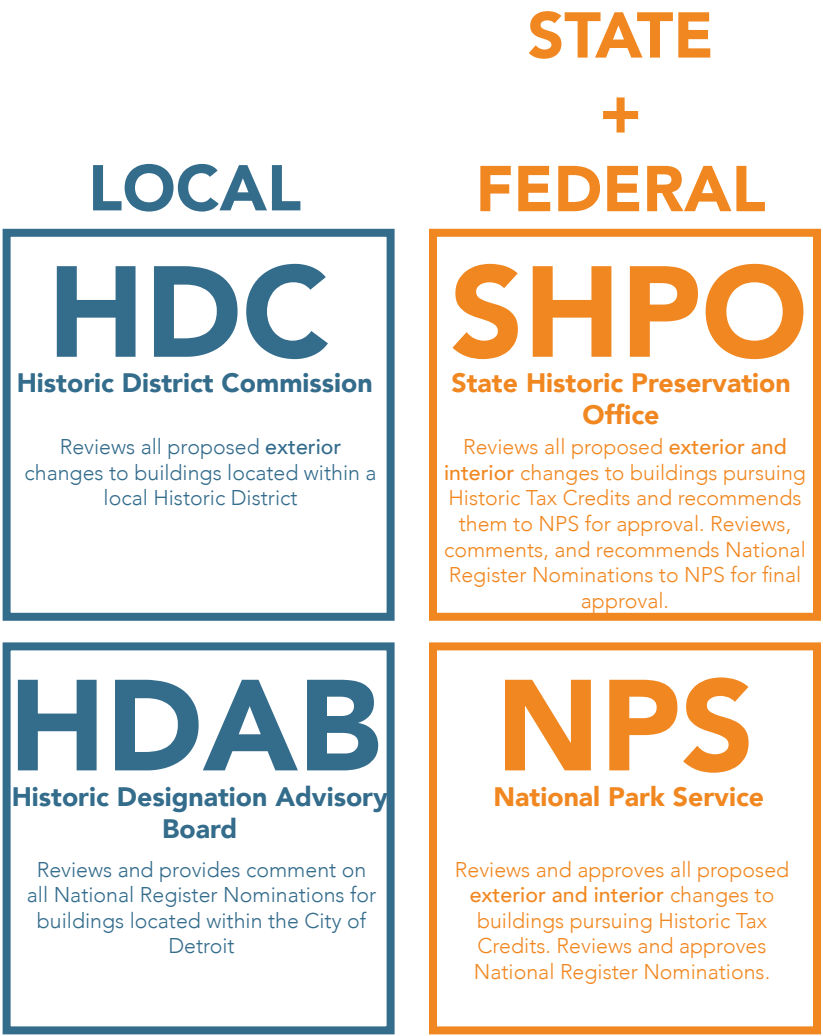
The buildings all appear to be in fair condition—the windows on 2467 Cass, 2447 Cass, The Henry, and the one-story garage are boarded over and presumed missing—with damaged masonry and some staining to the brick.

The goal of this study is to outline the process for nominating these buildings to the National Register of Historic Places in order to utilize the federal historic tax credit program.



The Cass Henry Historic District

There are three primary bodies that will come to bear on this project: The City of Detroit’s Historic Designation Advisory Board (HDAB), The City of Detroit’s Historic District Commission (HDC), and the State of Michigan’s State Historic Preservation Office (SHPO). Each are briefly discussed, below.



- Historic Designation Advisory Board (HDAB): The HDAB board reviews and comments on all National Register nominations and districts within the city limits. In addition to the appointed HDAB Board itself there is also a small staff of city employees who advise City Council on all nominations and proposed district formations.
- Historic District Commission (HDC): The HDC is an appointed board of professionals who review all exterior work that occurs inside a locally designated historic district. In addition to the appointed board, there is also an HDC office within the City’s Planning and Development Department which is staffed with architectural historians and architects who help guide applicants through the HDC process.
- State Historic Preservation Office (SHPO): The SHPO is the state-level reviewer for all National Register nominations. Once the SHPO approves a National Register nomination, it is forwarded to the National Park Service for the final approval and inclusion on the National Register of Historic Places itself.

CURRENT DESIGNATION STATUS

- The Cass Henry area is not listed on the National Register of Historic Places
- The Cass Henry area is a locally designated Historic District—called the Cass Henry Historic District—and was designated as such on July 29, 2018. Because these buildings are located in a local historic district, the City of Detroit’s Historic District Commission has purview over exterior changes to the buildings located within the confines of the Cass Henry HD, including demolition.
 - There are several nearby historic districts including the Cass Park Local Historic District which was designated on December 21, 2016 and is located to the north of the Cass Henry Historic District. The Cass Park Historic District is also listed on the National Register of Historic Places. The Cass Park Historic District and the Cass Henry Historic District are not contiguous as they are separated by a vacant parking lot on Henry Street.
- In 2016 the Michigan State Housing Development Authority commissioned a context study for all apartment buildings in Detroit. The result was a Multiple Property Documentation Form (MPDF) that gives a detailed history of apartment complexes in the city along with historic context as to how the apartments fit into the broader development of the city.¹ This MPDF provides a basis for the nomination of apartment buildings that might not otherwise, on their own, have enough significance for nomination to the National Register.
- There are have been multiple surveys of the immediate area all of which may include these seven buildings and would provide valuable information when writing the National Register Nomination(s) for the Cass Henry Historic District.²Just north of the Cass Henry local district is Cass Park—it was nominated to the National Register in 2004 and the nomination will be a helpful tool during KDG’s research.³ That being said, more research would need to occur to obtain copies of these survey reports, including outreach to the Historic District Advisory Board and the State Historic Preservation Office.

NATIONAL REGISTER OF HISTORIC PLACES PROCESS

- The first step toward nominating a property to the National Register involves filling out a Preliminary Questionnaire which is forwarded to the SHPO for a preliminary determination of eligibility. This is a short form that contains information about the property and its current condition, architectural features, history, and site maps, among other things. An abbreviated description and statement of significance are also required for this preliminary questionnaire. Both the description and the statement of significance will be greatly expanded upon when the actual nomination is written.
- Upon approval of the Preliminary Questionnaire, KDG will then draft the National Register nomination itself. The major components of the National Register nomination include:
 - **Narrative Description**—description, in narrative form, of the site and the building.
 - **Statement of Significance**—the statement of significant gives all the historical context and detail needed to make a successful argument as to why the property is significant. It is important to establish the Significance of the property through the development of a historical context within broader historical themes and patterns. NPS has given applicants pre-determined categories of significance and include things like agriculture, commerce, and education, among others.
 - **Technical Data**—this section gives coordinates, legal description, and bibliography, among other items.
- First draft of the nomination is reviewed by SHPO and adjustments are made.

1 Exhibit A: 2017 Multiple Property Documentation Form: Apartment Buildings in Detroit 1892-1970
2 Exhibit B: 2002 South Cass Corridor Intensive Survey
3 Exhibit C: 2004 National Register Nomination Cass Park

- KDG works with SHPO on revisions as we continue to research and write.
- KDG collects all input from SHPO and revises as needed until the nomination is finalized.
- KDG then presents the nomination to the HDAB and to the State Historic Preservation Review Board at their regularly scheduled meeting. HDAB meetings are held monthly while the State holds their meetings three times per year. The State Historic Preservation Review Board is a body of professionals in architecture, preservation, and related fields who review and approve nominations before they are sent to the National Park Service (NPS).
- Finalized nomination is sent to SHPO. Once SHPO has finished their review it is forwarded to NPS for approval.
- From start to finish the process generally takes about nine months. This includes all research, writing, revisions, documentation requirements, submitting final copies to SHPO, and presentation to the HDAB and the State Historic Preservation Review Board. Because the State Historic Preservation Review board only meets three times per year this can often cause a bit of a wait at the end of the nomination process.

See Pages 5-6 for proposed timeline.



From Left to Right: 2447 Cass , 2467 Cass



From Left to Right: 2467 Cass, 427 Henry, 439 Henry, 447 Henry 459 Henry



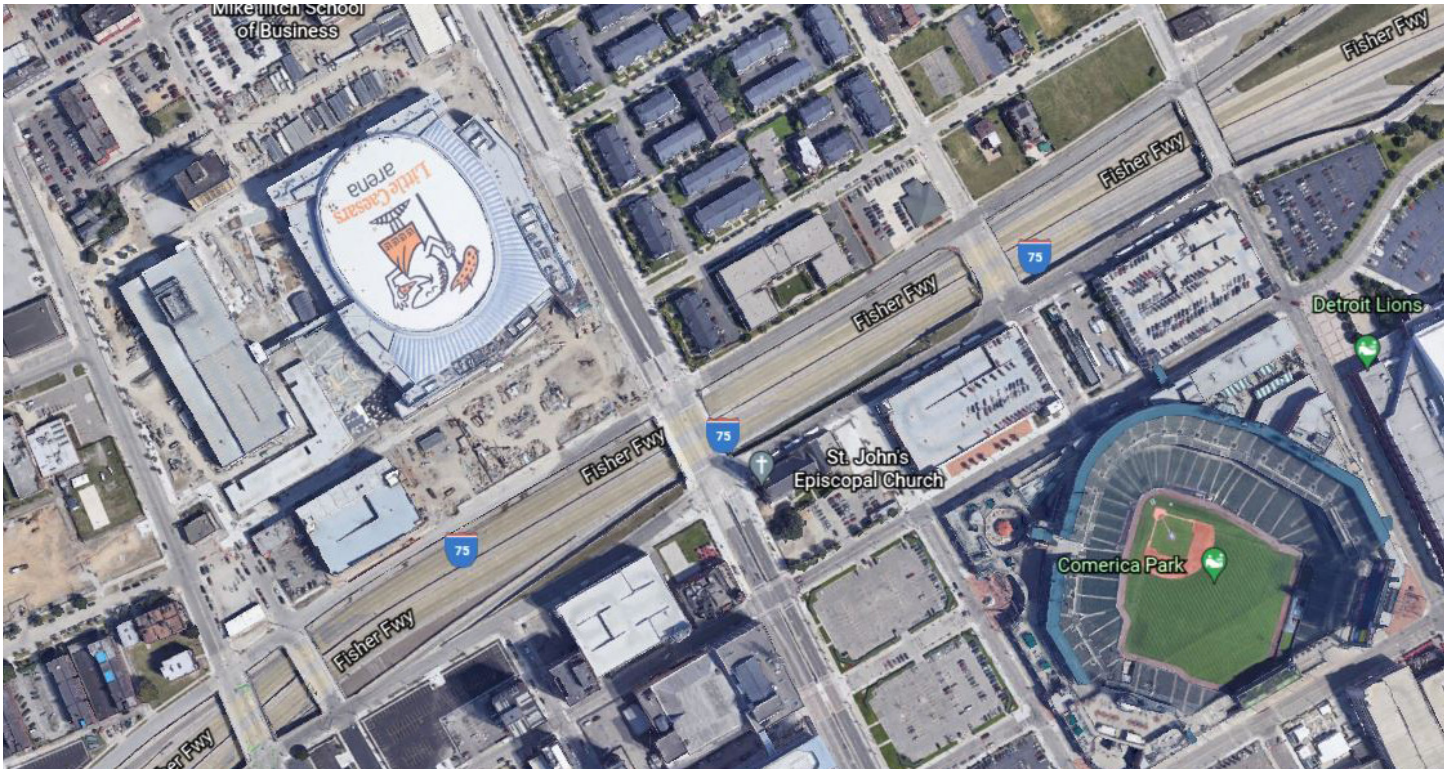
I-75 (Fisher Freeway) Neighborhood History

HISTORIC REPORT

July 23, 2021

- 4** Overarching History of I-75
- 8** Pre-Interstate 75 Neighborhood
- 12** Annotated Sanborn Maps
- 20** Buildings Lost During the Development of Interstate 75
- 22** Lasting Impact of I-75 and Insights into the Cass Corridor Neighborhood
- 25** Aerial Photographs Through the Years





Satellite Image above I-75 between, Google Maps, 2021.



Overarching History of I-75

In 1954 President Eisenhower gave a speech in Cadillac Square in downtown Detroit extolling the need for a federal highway program. The location of this speech was fitting given that Detroit had spawned the automobile industry which was driving the need for new roads and highways. A study committee was set up which resulted in a 10-year \$100 billion dollar proposal to build 40,000 miles of highways which would link all U.S. cities with a population of 50,000 or more. Accordingly, in June of 1956 Eisenhower signed the Federal Aid Highway Act into law which kickstarted construction of this highway system around the U.S.

In Detroit studies were conducted between 1959 and 1961 in order to determine the route for the interstate. Consequently, in 1961 the “Fisher Freeway Route Location Study” was released by the Michigan State Highway Department—the study was a joint effort by the Michigan State Highway Department, the City of Detroit, and the Wayne County Road Commission—with the report itself being produced by the Wayne County Road Commission. The study committee reported that many factors were considered when decided where to place I-75, including the proposed and probable patterns of land use, location of expensive buildings, locations of schools and churches, locations of graveyards, locations of recreational facilities, existing major traffic arteries, existing and proposed redevelopment areas, and the effect of possible freeway locations on the tax revenue of the community.

All of these factors were weighed, and the study committee then recommended that the freeway run from Detroit’s boundary with Melvindale at the southwest corner of the city up, in a northeasterly direction, to connect with Gratiot Avenue at Vernor Highway. This route cut through downtown Detroit just north of the business district by bisecting important sites to the south like the St. John’s Episcopal Church and Fox Theater while still avoiding large sites to the north including Cass Technical High School. The study made sure to note in their report that the freeway would be sunken below grade in the section that bisected downtown Detroit. In deciding upon this route, the study committee tried not to divide school districts and neighborhoods and attempted to separate residential and commercial/industrial areas. This is seen by the current location as the residential areas are heavily concentrated directly north of the I-75 freeway while the areas to the south are decidedly commercial in nature. “From the Lodge Freeway interchange to the Chrysler Freeway interchange, the right-of-way defines the northern side of the Central Business District. The Central Business District is provided with direct freeway access to all areas, thereby eliminating most through traffic.”¹

The Fisher Freeway is the portion of Interstate 75 that “runs from the southern section of Detroit up to its merger with I-375, where it becomes known as the Walter P. Chrysler Freeway through all of Oakland County.”² It was projected that construction of the Fisher Freeway would take place between 1962-1967 with the freeway completion forecasted in June of 1967.³ After years of work to construct the freeway the Fisher Freeway began opening in stages in 1967 through 1970.⁴ A 1969 Detroit Free Press article indicates that the interchange that connects the Chrysler Freeway with the Fisher was opening in the late spring or early summer of that same year. The article goes on to indicate that the “two mile stretch of the Fisher Freeway that bends north in a loop around the Tiger Stadium between the Ambassador Bridge and the Lodge Freeway will not be completed for a year.”⁵

- 1 Fisher Freeway Route Location Study, Michigan State Highway Department, 1961, 46, accessed at: #21 - Fisher Freeway route location study, - Full View | HathiTrust Digital Library
- 2 Fisher Freeway, Detroit Historical Society, Fisher Freeway | Detroit Historical Society
- 3 Fisher Freeway Route Location Study, Michigan State Highway Department, 1961, 7, accessed at: #21 - Fisher Freeway route location study, - Full View | HathiTrust Digital Library
- 4 Fisher Freeway, Detroit Historical Society
- 5 Gene Goltz, “Freeway Links to Open by Summer,” Detroit Free Press, March 20, 1969.



Pre-Interstate 75 Neighborhood

In the early 1960s, before I-75 was constructed, High Street was known as Vernor Highway and it was a thoroughfare that bordered the downtown business district, running approximately where the southern Fisher Service Drive is currently located. The northern Fisher Service Drive sits approximately where Duffield Street used to run. Both Duffield and Vernor in this area were eliminated when I-75 was built but they are easily spotted in the Sanborn maps which are discussed at length, below.

In order to understand the evolution of this area, four annotated Sanborn maps are shown on pages 12 to 19 to show the changes to this neighborhood over time. Between 1884 and 1951 the area changed from almost exclusively an area of single-family homes (1800s and 1890s) to a largely commercial and dense multifamily district (1920s) to a sparse commercial district with many open lots and parking lots (1950s). The character of the pre-Interstate 75 neighbor is showcased in each Sanborn map and is discussed, below.

In 1884 the area around High Street, both north and south, was almost exclusively single-family homes or two flats. At this point in time there are almost no commercial buildings within the footprint of the future I-75 freeway with the majority of the buildings being single family residences. And both the areas north and south of the future freeway are both primarily residential. The only exception are the commercial shops (shown on the 1884 denoted with an "S") that line Woodward Avenue, larger businesses on Grand River including Voght's Brewery and the Brighton House, the Barrows Hotel at Henry and Clifford, and a drug store at the corner of Clifford and Montcalm. Virtually every other building shown on the 1884 map is residential. Photos from the era show ample tree cover, large Victorian homes, and small-scale commercial shops (one to four story structures) on Woodward Avenue.

In 1897 the neighborhood around the future I-75 freeway was largely the same as was seen in the 1884 maps although the 1897 map provides more definitive detail by noting residences with a "D" for dwelling. The houses in this area were mostly single family or duplexes with relatively few multifamily structures. However, by 1897 the Sanborn provides additional details about some businesses in the area including a livery stable, an office attached to single family home,



Maxwell Fisher House, Residence at corner of Woodward and Duffield, Detroit Public Library, 1915.

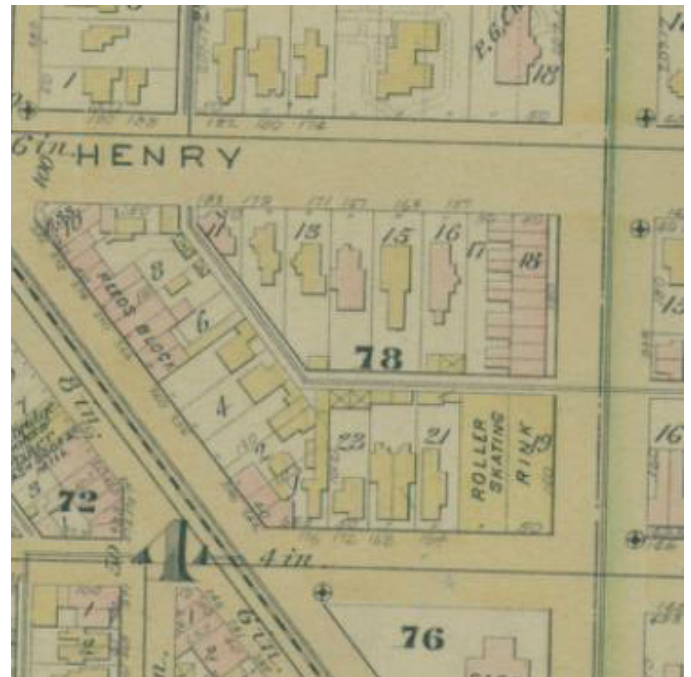


Woodward between Vernor and Sibley, Detroit Public Library, 1879.

and carpenter shop. South of Montcalm, closer to the downtown business core, there are multifamily dwellings including the Varney Apartments at Park Avenue and Montcalm, the Columbia Flats on Columbia Street just west of Woodward, and the Detroit Hotel on Elizabeth Street. As with the 1884 map, many shops line Woodward Avenue, however, commercial shops are also now visible on Grand River as well. Photographs from this era show busy commercial streets at Grand River and Woodward but the streets in between these two major thoroughfares are still composed of rather grand Victorian style single family homes.

By 1921 the neighborhood begins to show relatively drastic changes in terms of residential patterns and commercial usages. Within the actual footprint of the future I-75 there are many commercial and multifamily structures including the Manhattan Apartments, the Nowata Apartments, a used car lot, a Mobile White Star gas station, the Greenwich Apartments, the Lawrence Apartments, a Pattern Making company, and the Los Angeles Apartments, among others. Beyond the footprint of the actual freeway the neighborhood has many more multifamily dwellings, apartment buildings, and businesses than shown in the 1897 map. At the corner of W. Montcalm and Cass Avenue there are a set of five flats (marked with an "F" on the Sanborn) and these same five flats are shown in a photograph from 1926 just before they were torn down to make way for the Film Exchange Building, which is still extant. Photographs from this era show marked differences than those from the earlier periods. There are gas stations, busy commercial streets, and larger scale buildings evident in these photographs—the leafy canopies seen in the earlier eras are mostly gone in photos from the 1920s and 1930s.

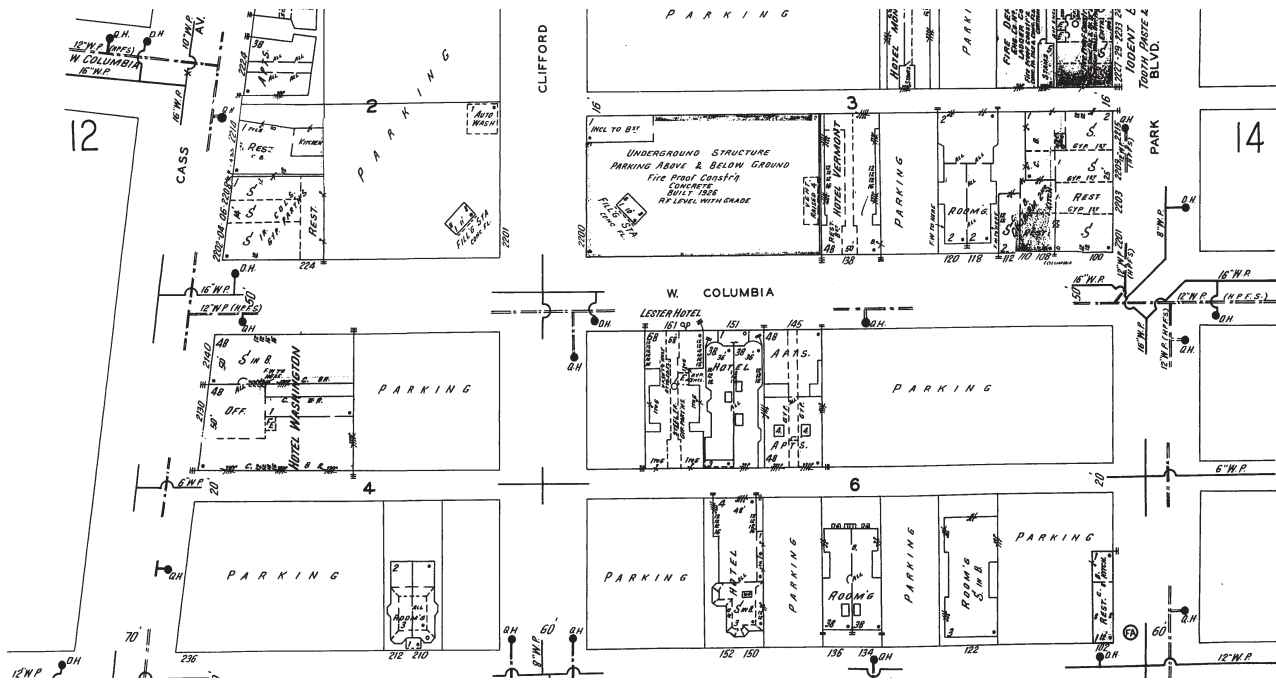
In the 1951 Sanborn map it's clear that a rather drastic change had overtaken the neighborhood in the years since 1921. Far more empty lots are visible on this maps—many small dwellings having been demolished—with the result being that many small hotels and apartment buildings are interspersed with commercial buildings set within a larger sea of parking lots and empty lots. Most contemporary Detroiters may imagine that the demolition of historic buildings for parking lots is a recent phenomenon, but the 1951 Sanborn shows this process was already well underway by the time the Fisher Freeway was begun in 1962. Much like the 1921 Sanborn map, the 1951 map shows photographs of larger scale buildings, telephone poles, and wide, multilane thoroughfares.



Sanborn Map featuring The Princess Roller Rink, Detroit Public Library, 1884.



The Princess Roller Rink at High and Second Ave, Detroit Public Library, Undated.



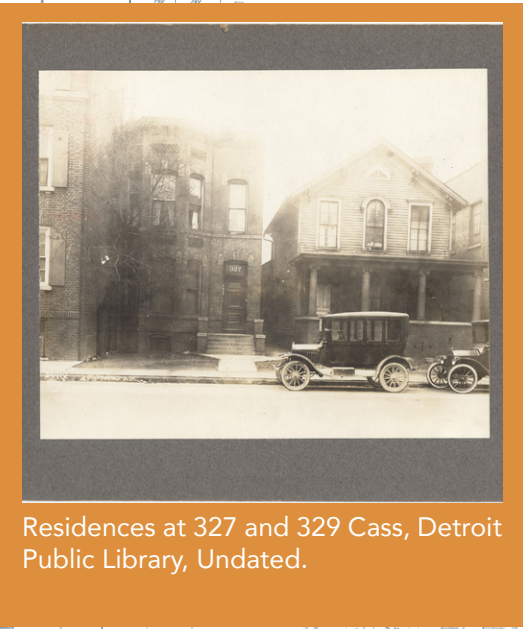
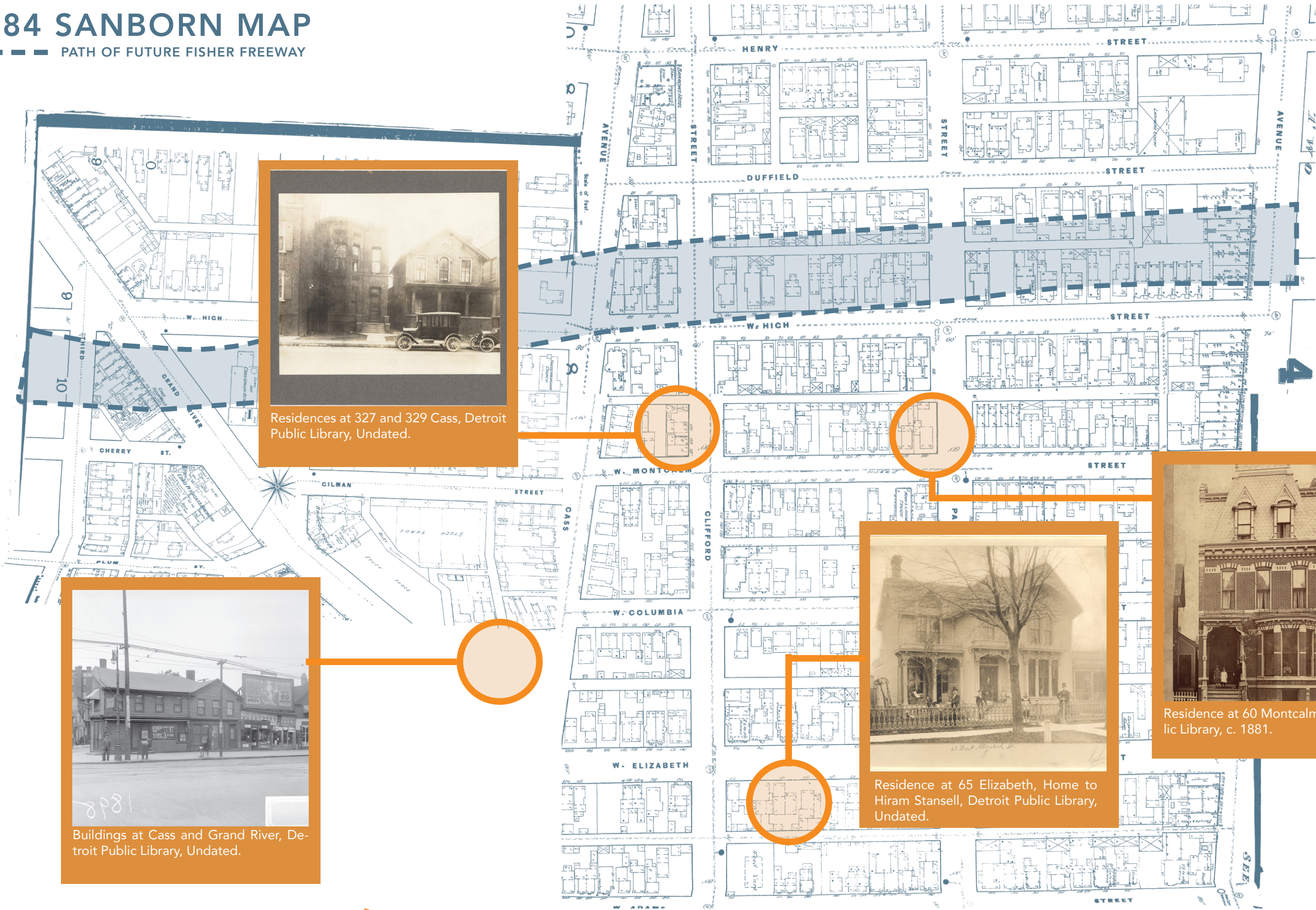
Note the number of parking lots already constructed in this area in the 1951 Sanborn Map, Detroit Public Library.



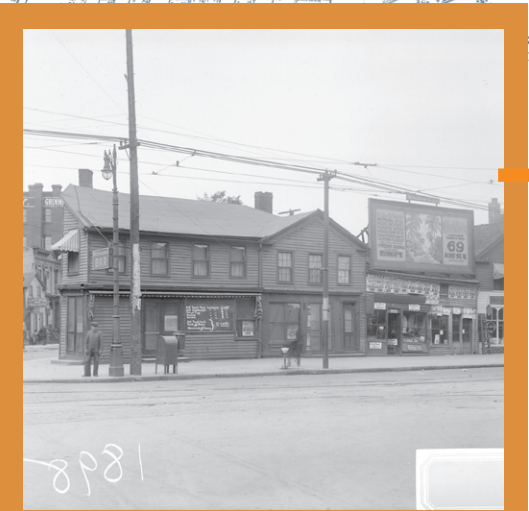
Hotel Clifford in background and White Star Filling Station and Greenwich Apartments in foreground, Detroit Public Library, Undated.

1884 SANBORN MAP

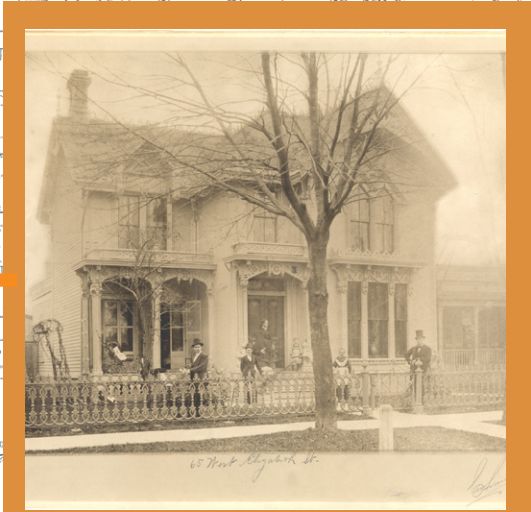
— — — — — PATH OF FUTURE FISHER FREEWAY



Residences at 327 and 329 Cass, Detroit Public Library, Undated.



Buildings at Cass and Grand River, Detroit Public Library, Undated.



Residence at 65 Elizabeth, Home to Hiram Stansell, Detroit Public Library, Undated.

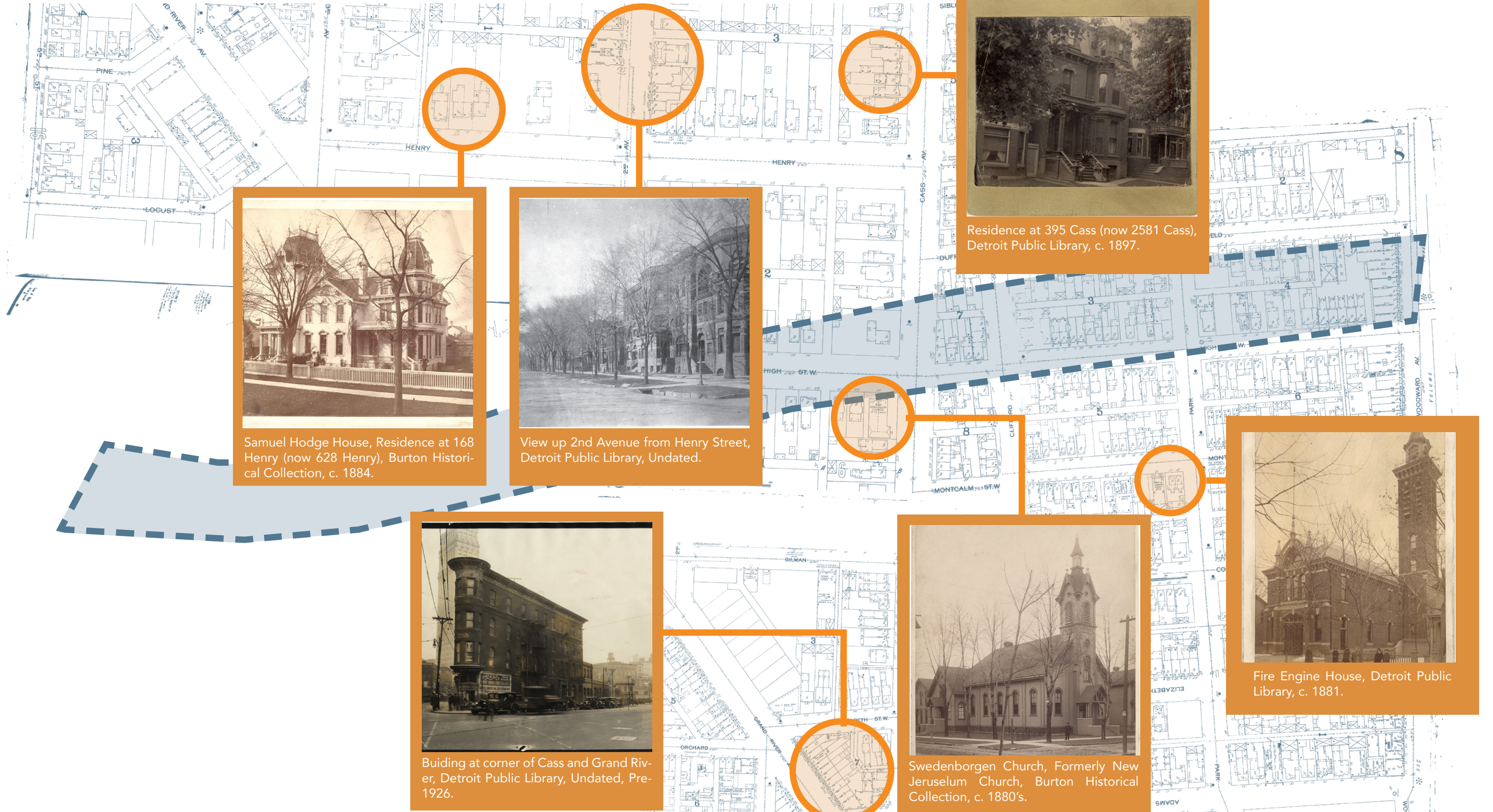


Residence at 60 Montcalm, Detroit Public Library, c. 1881.

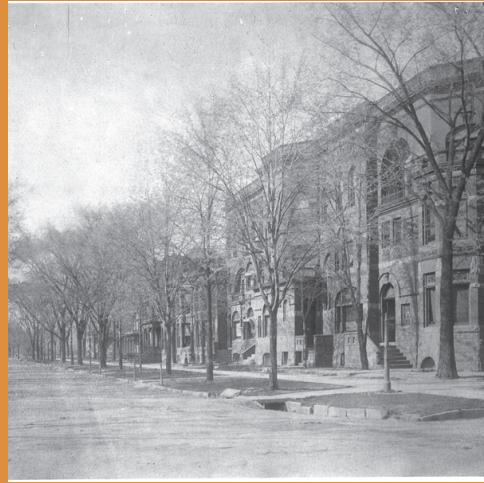


1897 SANBORN MAP

PATH OF FUTURE FISHER FREEWAY



Samuel Hodge House, Residence at 168 Henry (now 628 Henry), Burton Historical Collection, c. 1884.



View up 2nd Avenue from Henry Street, Detroit Public Library, Undated.



Residence at 395 Cass (now 2581 Cass), Detroit Public Library, c. 1897.



Building at corner of Cass and Grand River, Detroit Public Library, Undated, Pre-1926.



Swedenborg Church, Formerly New Jerusalem Church, Burton Historical Collection, c. 1880's.

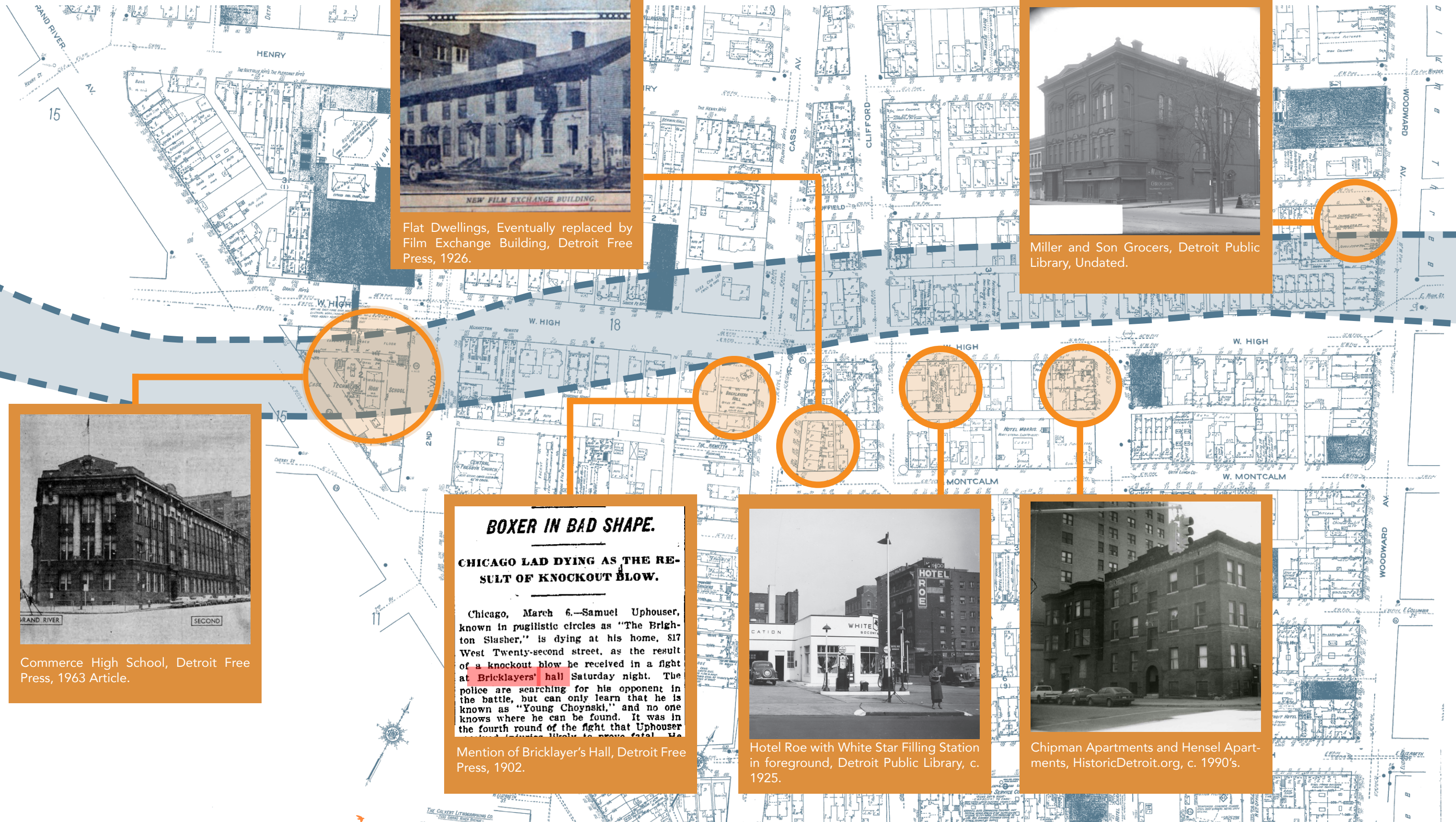


Fire Engine House, Detroit Public Library, c. 1881.



1921 SANBORN MAP

PATH OF FUTURE FISHER FREEWAY



Flat Dwellings, Eventually replaced by Film Exchange Building, Detroit Free Press, 1926.



Miller and Son Grocers, Detroit Public Library, Undated.



Commerce High School, Detroit Free Press, 1963 Article.

BOXER IN BAD SHAPE.

CHICAGO LAD DYING AS THE RESULT OF KNOCKOUT BLOW.

Chicago, March 6.—Samuel Uphouser, known in pugilistic circles as "The Brighton Slasher," is dying at his home, 817 West Twenty-second street, as the result of a knockout blow he received in a fight at Bricklayers' hall Saturday night. The police are searching for his opponent in the battle, but can only learn that he is known as "Young Choyanski," and no one knows where he can be found. It was in the fourth round of the fight that Uphouser

Mention of Bricklayer's Hall, Detroit Free Press, 1902.



Hotel Roe with White Star Filling Station in foreground, Detroit Public Library, c. 1925.



Chipman Apartments and Hensel Apartments, HistoricDetroit.org, c. 1990's.



City of Birmingham
Proposal for Professional Services
Historic District Commission
Design Guidelines



PRESERVATION FORWARD

March 4, 2022



February 2, 2022

Preservation Forward
Jessica Flores
P.O Box 4490
East Lansing, MI 48826

RE: Request for Proposals – Birmingham Historic Design Guidelines

Ms. Flores,

The City of Birmingham is seeking a team of professional consultants specializing in historic preservation, architecture and planning to create the City's first set of comprehensive historic design guidelines. The new design guidelines will synthesize and summarize nearly 50 years of historical preservation efforts in the City while also creating an invaluable tool for the Birmingham Historic District Commission to use for many years of preservation into the future.

I am pleased to present and invite you to submit a Request for Proposals for the creation of a new set of comprehensive historic design guidelines for the City of Birmingham in the attached document. Please review the document and reach out to me with any questions or clarifications that may arise.

Thank you for your consideration, and I look forward to hearing from you!

Regards,

Nicholas Dupuis
Planning Director
City of Birmingham
151 Martin St.
Birmingham, MI 48009



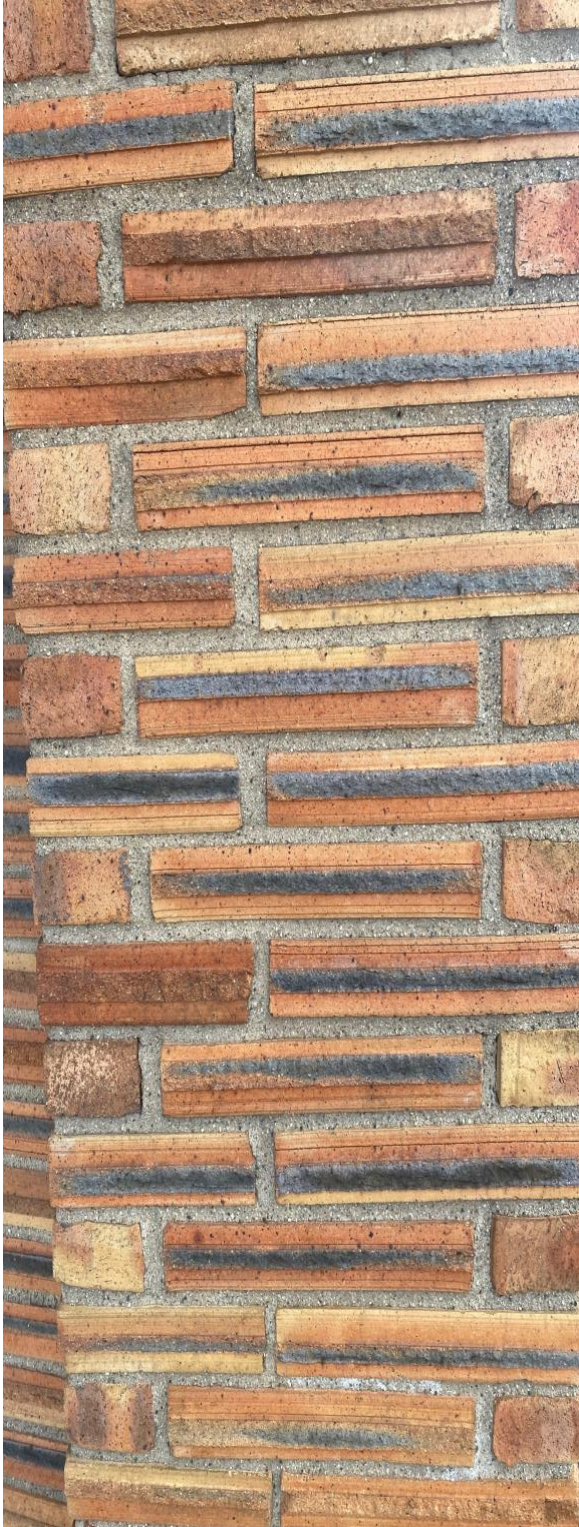


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General Contact Information

Preservation Forward is a woman-owned, small business in East Lansing, Michigan.

Ms. Jessica Flores is Owner and Founder of Preservation Forward.

Number of Employees

1

Business Entity

Limited Liability Corporation

Year established

2016

Years in operation

5 years, 7 months

Mailing address

PO Box 4490

East Lansing, MI 48826

Business phone

(517) 220-5144

Email

Jessica@preservationforward.com

Areas of Expertise

Technical Preservation Consulting

Cultural Resource Management

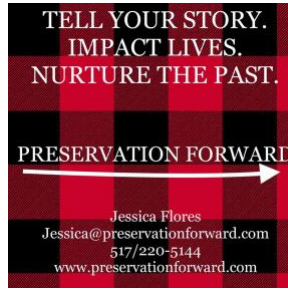
Historic Preservation Education and Outreach

Financial Consulting

Preservation Outreach & Public Engagement

Philosophy

Preservation Forward is a historic preservation consultancy specializing in incentives for historic preservation, adaptive reuse, and the rehabilitation of historic buildings with a focus on traditional building techniques and century-old materials. Preservation Forward understands the importance of history, the role of place, and easily connects with the people who love their historic places!



Mr. Nicholas Dupuis
Planning Director
City of Birmingham
151 Martin St.
Birmingham, MI 48009

March 4, 2022

RE: Response to Request for Proposals – Birmingham Historic Design Guidelines

Dear Mr. Dupuis,

I am pleased to provide my proposal for professional services in response to the City of Birmingham's Request for Proposals for Historic Design Guidelines. I would love to share with you my desire to assist the City of Birmingham and express my enthusiasm for this opportunity!

I meet and exceed the federal professional qualifications (36 CFR Part 61) for Architectural History as required in your Request for Proposals. I have had the privilege of providing education and technical expertise to the people who love their unique places within the historic, built environment for nearly seventeen years. From generations of farmers to small-business owners, tireless municipal leaders to creative entrepreneurs, I have worked with a variety of community members across the state of Michigan. If awarded the opportunity to provide professional services for the City of Birmingham, this will be Preservation Forward's first, formal historic design guidelines document created for a community. I have reviewed and advised on design guidelines for several communities, provided guidance and recommendations on appropriate and in-appropriate treatments to designated and non-designated properties, and I have photographed architectural types and supported this photographic documentation with extensive, written architectural descriptions in the

form of National Register of Historic Places nominations, historic survey and inventory forms, and building conditions assessments.

Previously, I worked at the Michigan SHPO, where I facilitated the Certified Local Government Program and advised communities on appropriate design guidelines for historic districts, compatible, infill construction, and treatments for historic properties following the guidance from the National Park Service's Preservation Briefs.

I am also Vice- Chair of the East Lansing Historic District Commission (HDC) where I reside. I have served the City of East Lansing in this capacity since 2016 and have served as both Chair and Vice-Chair of the HDC. Through my career, I have applied creative and technical solutions to achieve a more vibrant, robust, and healthy built environment through the practice of historic preservation. Working with community members and municipal leaders has proven to be the most rewarding component of my career. I have addressed complex planning, building, and design challenges juxtaposed against a variety of political backdrops and unique settings within urban, rural, large, and small communities across the state in both the Upper and Lower Peninsulas. These experiences have afforded me the opportunity to carefully consider, respect, and appreciate the unique people who are actively living and working within these built environments.

My personal journey and professional career lead me to another role that I proudly serve and that is as a faculty member within the School of Planning, Design, and Construction at Michigan State University. I have taught undergraduate and graduate students Historic Preservation and Sustainability of the Built Environment and the History of Architecture and Fundamentals of Design within the Interior Design Program at MSU since 2018. I am also a board member of the Michigan Historic Preservation Network (MHPN) where I represent the Greater Lansing/ East Lansing areas. My roles as a small business owner, MSU faculty, MHPN board member, and Historic District Commissioner have afforded me the opportunity to strengthen the role of historic preservation in communities & downtowns across Michigan.

I believe my education, experience, and expertise in design, historic preservation, and conservation of the built environment would be an asset in developing a new set of Historic Design Guidelines for use by the City of Birmingham's Historic District Commission.

Thank you for the opportunity to provide a proposal for professional services in response to your Request for Proposals– Birmingham Historic Design Guidelines. I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Jessica Flores". The signature is fluid and cursive, with the first name "Jessica" and last name "Flores" clearly distinguishable.

Jessica Flores, Owner of Preservation Forward

PO Box 4490

East Lansing, MI 48826

Jessica@preservationforward.com

517/220-5144



BIO

Jessica is Founder and Principal of Preservation Forward, a historic preservation consultancy specializing in economic development, adaptive reuse, & rehabilitation of historic buildings with a focus on traditional building trades & materials. Preservation Forward is about understanding the built environment as it relates to a place & the people who love their place.

Previously, Jessica worked as a Community Outreach & Historic Building Specialist for the Michigan State Historic Preservation Office where she specialized in the environmental sustainability and rehabilitation of historic buildings. Jessica worked across the state of Michigan on all issues related to historic preservation.

She holds a LEED professional accreditation from the USGBC & has a Master of Science degree in historic preservation from Eastern Michigan University, a Bachelor of Arts in business administration from Ohio University, & an Associate of Applied Science degree in hands-on building preservation & construction technology from Belmont College.

Jessica has worked as a historic building pathologist & an architectural historian on a variety of cultural resource management projects. Jessica has worked with hundreds of local government leaders, state agencies, developers, contractors, & involved stakeholders to strengthen the role of historic preservation in communities & downtowns.

Jessica also brings forth a diverse background of preservation public policy knowledge & leadership skills. She has testified to the legislature in Michigan for the reinstatement of the state historic tax credits and lobbied for appropriate funding for historic preservation efforts in Michigan.

She is a faculty member at the School of Planning, Design, & Construction at Michigan State University. She is Vice Chair of the East Lansing Historic District Commission. She's lobbied on Capitol Hill to convince federal legislators of the importance for appropriate legislation to preserve our nation's history.

Areas of Expertise

Historic Preservation * Downtown Revitalization * Sustainable Housing * Infill Design * Authenticity Of Place * Historic Interiors * Built Environment * Historic Architecture * Architectural Nomenclature * Architectural History * Architectural Technology * Community Development * Adaptive Reuse * Interior Finishes * Traditional Building Trades * Period Furniture And Design * Building Pathology * Building Arts * Historical Research * Fundamentals Of Design * Mechanical And Structural Systems * Building Life Cycle Analysis * Weatherization & Building Envelope * Material & Cultural Heritage

Education

M.S. Historic Preservation, 3.95 gpa, Eastern Michigan University, April 2008.

Included courses: Preservation Research & Documentation (Including Historic American Building Survey, Historic American Engineering Records, Historic Structures Reports, National Register Nominations), Geographic Information Systems, Principles of Building Technology, American Cultural Landscapes, American Vernacular Architecture, Heritage Interpretation & Tourism, Community Development & Downtown Revitalization, Adaptive Re-Use of Historic Structures, Preservation & Planning Law, Preservation Administration & Planning, Preservation Funding, Settlement & Cultural Geography, Architectural Nomenclature, Architectural History, and Problems in Architectural Interpretation and Building Pathology.

B.A. Business Administration, 3.75 gpa, concentration in Economics, Ohio University, 2006

Included Courses: Finance, Accounting, Business Analysis & Statistics, Financial Management, Business Law, Marketing, Professional Practice & Effective, Business Communication.

A.A.S. Building Preservation & Architectural Restoration Technology, 3.95 gpa, Belmont College, 2006. *Included courses:* Building Pathology, Historic Windows & Doors, Construction Management & Estimating, Mortar and Paint Testing & Analysis, Architectural Drawing & Drafting, Architectural Roofing, Carpentry, Masonry, Interior Finishes and Period Wall Treatments (historic paints, anaglypta, lincrusta, graining, & marbling), Model & Mold making (polymer, composition, & plaster), Architectural History & Nomenclature (I,II,&III), Structural and Mechanical Systems, Stained Glass, Interior Design Fundamentals, and Advanced Interior Design.

Teaching Experience

History of Interior Design and Architecture Ancient through Rococo Periods- Michigan State University, Instructor, Fall 2018, Fall 2019, Fall 2020, Fall 2021

Historic Preservation and Sustainability of the Built Environment- Michigan State University, Instructor, Fall 2019, Fall 2020, Fall 2021

American Cultural Landscapes Course- Eastern Michigan University, HP Graduate Program, Instructor, Spring 2019

History of Interiors from Neoclassical to Modernism Course- Michigan State University, Instructor, Spring 2019, Spring 2020, Spring 2021, Spring 2022

Senior Interior Design Course- Cowles House Project, Historic Building Specialist, Michigan State University, Spring 2017

Downtown Revitalization Course- Eastern Michigan University, HP Graduate Program, Lecturer, Spring 2018

Adaptive Reuse Course- Eastern Michigan University, HP Graduate Program, Lecturer, Spring 2016

Historic Preservation Administration Course- Eastern Michigan University, HP Graduate Program, Fall 2015, Fall 2021

Professional Experience

Principal and Founder, Preservation Forward, LLC

August 2016 to Present – Michigan and U.S. 5 years, 7 months

Founder and Principal of Preservation Forward, a comprehensive historic preservation consultancy specializing in historic preservation as a catalyst to create vibrant, transformative places. Our approach encompasses enrichment of the historic built environment through strategic economic development, smart planning and growth, historically-accurate renderings and appropriate interior finishes, to adaptive reuse of historic buildings and longevity of building materials. We understand unique places within the built environment and easily connect with the people who love their place. With over sixteen years of knowledge in the field of historic preservation and architecture, we are rooted in a strong working knowledge of traditional building techniques, historic interiors and period furniture, and unique building materials as part of historic rehabilitation, environmental sustainability, and interior design. We also have a sound understanding of historic architecture as it relates to a community's sense of place and the role of placemaking in historic preservation. In addition, we are well-versed in historic preservation advocacy and economics, Leadership in Energy and Environmental Design certification and process, the National Register of Historic Places and Local Historic District designations, the National Park Service Certified Local Government Program and the Federal Historic Rehabilitation Tax Credit Program, the Department of Housing and Urban Development Community Development Block Grant Program, and regulatory guidance and consultation on behalf of the National Historic Preservation Act of 1966, National Environmental Policy Act of 1970, and the Secretary of the Interior's Standards for the Rehabilitation, Preservation,

Restoration, and Reconstruction of Historic Buildings. We promote historic preservation best practices that will help to protect our irreplaceable architectural and cultural resources. We have worked across the state of Michigan and truly understand the importance of strong, vibrant downtowns to enrich the quality of life for the residents of Michigan and beyond.

Redevelopment and Community Outreach Specialist

State Historic Preservation Office (SHPO)/Michigan State Housing Development Authority (Authority)

March 2010 – August 2016 – Michigan (statewide) 6 years, 5 months

As a Redevelopment and Community Outreach Specialist, on behalf of the SHPO and the Authority, I served eighty counties across the state of Michigan which included both the Upper and Lower Peninsulas. I provided strategic thinking on all matters related to historic preservation which included historic rehabilitation, historic architecture and period-appropriate, interior design, affordable and market-rate housing, downtown revitalization, and community and economic development. In this capacity, I forged partnerships with numerous local, state, and federal governmental agencies, involved stakeholders, nonprofit organizations, for-profit developers, and concerned parties. In addition, I facilitated the National Park Service Certified Local Government Program where I established working relationships, business partnerships, and grant opportunities for communities across Michigan. Lastly, I advised on smart planning and historic preservation policy which included consultation on Section 106 of the National Historic Preservation Act of 1966, Federal Historic Rehabilitation Tax Credits and other funding mechanisms for historic rehabilitation, form-based codes, place-based zoning, placemaking efforts, and rightsizing endeavors. I served on the Sense of Place Advisory Board for the State of Michigan, the Michigan Main Street Program Advisory Board, MiPlace Partnership, presented at numerous national and statewide conferences on topics related to historic preservation, the built environment, historic interiors and restoration of decorative finishes, community placemaking, and sustainability of historic and older buildings. In addition, I was an instructor for the nationally-recognized MiPlace Placemaking Curriculum for the State of Michigan.

Building Analyst / Historic Preservation Specialist

Michigan Bureau of Energy Systems, State Energy Office

December 2008 – March 2010 – Michigan (statewide) 1 year, 3 months

As a Building Energy Efficiency Analyst, I researched, analyzed and documented energy efficiency and weatherization opportunities in institutional, commercial, historic, and older buildings statewide. I prepared and reviewed technical reports, provided technical support with a focus on interior design, smart growth development and planning, and monitoring of energy efficiency and weatherization programs, specifically, in historic buildings and with historic building materials. In this capacity, I analyzed energy consumption and cost data to identify energy saving opportunities, conducted building energy assessments and recommended performance guidelines for operations and maintenance facilitation to local units of government, schools, universities, and other organizations. I assisted the Bureau of Energy staff with technical aspects of developing, implementing, and evaluating energy conservation programs. I conducted Bureau of Energy Systems staff training on energy efficiency and weatherization in historic and older structures following the LEED EB-OM (Leadership in Energy and Environmental Design for Existing Buildings-Operational Maintenance) model as a guideline.

Architectural Historian

Geo-Marine Inc.

May 2008 – December 2008 – US (Nationwide) 8 months

As an Architectural Historian who meets the Secretary of the Interior's Standards and Guidelines, I researched, documented, and analyzed historic, cultural, and architectural resources involving compliance with federal preservation laws, regulations, and guidelines and with the National Environmental Policy Act of 1970 and the National Historic Preservation Act of 1966. I've researched hundreds of historic buildings, authored historic contexts, and created renderings of historically-accurate designs for interiors and exteriors, National Register of Historic Places nominations; prepared Historic American Building Survey/Historic American Engineering Records documents; conducted inventories and assessments of architectural properties; National Register status, eligibility, and determination of federal undertakings under Section 106 of the National Historic Preservation Act; authored and co-authored historic structures reports; and managed building pathology-related projects and building assessments on a variety of projects. I have a strong working knowledge of numerous data collection methods, geographic information systems, and sources of information, such as primary source material (maps, manuscripts, records, real property cards, tax roll information, census data, city directories, building permits, and deed/title records). I've got an extensive understanding and background of architectural periods and styles; period-appropriate design and decorative finishes, preservation law, policies, economics, and history. In addition, I have a hands-on working knowledge of the traditional building trades and building preservation and restoration technology of both historic facades and interiors.

Historic Preservation Specialist

Ypsilanti Historical Society

August 2006-May 2008- Ypsilanti, Michigan 1 year, 9 months

As a historic preservation specialist, I was responsible for the management of the preservation, conservation, and maintenance of historic collections within the society's museum. Acting as a project manager, I lead advertising and fundraising campaigns, oversaw the management of the historic, 1870 Italianate home in which the museum property is located and surrounding grounds, coordination of docent and volunteer schedules, maintenance of the society's membership database, and authored and/or assisted with editing, and publishing of the society's quarterly newsletter. I contributed to the growth of the society through community outreach, grassroots advocacy, and grant writing.

Historic Preservation Specialist

Chelsea Depot Association

August 2007-May 2008- Chelsea, Michigan 9 monthsAs a historic preservation consultant, I was responsible for grant writing and development for public and private grantors for the funding of the restoration of the Chelsea Train Depot in Chelsea, MI.

Architectural Historian

City of Eaton Rapids

August 2006-May 2008- Eaton Rapids, Michigan 1 year, 9 months

As an architectural historian, I surveyed, researched, and documented several historic structures within a potential historic district in Eaton Rapids. I completed a Historic American Building Survey, researched, documented, and provided renderings of structures within the historic district that

ultimately lead to a National Register of Historic Places nomination for the historic district within the downtown.

Historic Building Specialist

Center for Historic Preservation at Ball State University

Muncie, Indiana- May 2006-August 2006 4 months

As a historic building specialist, I conducted the building assessment segment of a historic structures report on the Indiana State Bank in Vincennes, Indiana for the Indiana Department of Natural Resources and Center for Historic Preservation at Ball State University.

Historic Preservation Intern

National Trust for Historic Preservation

Washington, D.C.- May 2005-August 2005 4 months

On behalf of a Kellogg Grant, I researched preservation programs in conjunction with grassroots efforts in rural areas across the country with a population of 5,000 or less. Research was conducted for a Rural Heritage Initiative Study for the Statewide and Local Partners Office within the NTHP Center for Preservation Leadership.

Arch Center for Historic Preservation

Belmont College

St. Clairsville, OH- January 2003-June 2006 3 years, 5 months

As a historic preservation intern, I assisted with hands-on building projects which included: historic structures reports, building renderings, studio classes and lectures, building conditions assessments, mapping of building parcels within a geographic area, historical research, and mentored teacher & student partnerships and projects.

Professional Speaking & Publications

Michigan Downtown Association Annual Conference, Presenter, “Historic Preservation Across Michigan”, Fall 2020, Spring 2021

Michigan Historic Preservation Network Annual Conference, Presenter, Spring 2019

“If You’ve Seen One Historic Building, Then You’ve Seen One Historic Building!”

Michigan Historic Preservation Network Annual Conference, Moderator, Spring 2018

“Sacred Spaces and Houses of Worship in East Lansing, Michigan” Moderator, Fall 2020

“Crowdfunding & Community Capital Financing in Michigan”, “Main Street Celebrates 40 Years in Michigan”

Early Dwellings of North Wheeling. Charleston: West Virginia State Historic Preservation Office Bonenberger, Milton-Pung, and Flores, Spring 2018.

Michigan Planner Magazine, Michigan Association of Planning, Publication Sept/Oct 2018 Issue

Michigan Downtown Association Annual Conference, Presenter, Fall 2017

“How to Think Like a Developer, But Love Like a Preservationist.”

Building Michigan Communities Conference, Presenter, Spring 2016 “The Role of Historic Preservation in Michigan Downtowns.”

Michigan Community Action Conference, Presenter, Spring 2015 “Appropriate Weatherization Methods for Historic Buildings.”

National Main Street Annual Conference, Presenter, Spring 2014 “Historic Buildings on Main Street.”

National Trust for Historic Preservation Annual Conference, Presenter, Fall 2011

“Sustainability and Weatherization of Historic Structures.”

Certifications

- Leadership in Energy and Environmental Design, Green Associate, Accredited Professional U.S. Green Building Council, October 2011, October 2014, October 2017
- NCI Charrette System™ Certificate Training / Charrette Facilitation National Charrette Institute, March 2013
- Form-Based Code Advanced Courses / Form-Based Code Facilitation Form-Based Codes Institute, November 2012
- National Historic Preservation Act: Section 106 Intro, Advanced, and Agreement Documents Certification Advisory Council on Historic Preservation & National Preservation Institute

Honors & Awards

Michigan Historic Preservation Network Award for Historic Preservation: The Peabody Lofts, Albion, MI. I served as the Historic Preservation Specialist for the Peabody Lofts Redevelopment Project.

National Trust for Historic Preservation ~ March 2008. I received the Diversity Scholar Award and Scholarship as a graduate student from Appalachia making an impact within the historic preservation community across the nation.

Michigan House of Representatives ~ March 2007. I was requested to represent the historic preservation program at Eastern Michigan University on behalf of the Michigan State Historic Preservation Office (SHPO) and advocate to the Michigan House of Representatives of the

importance for appropriate funding for the Michigan SHPO and the theory of historic preservation as a public purpose and right.

February 2020- I was asked to represent historic preservation across Michigan and provide a testimony to the Senate Finance Committee for the reinstatement of the State Historic Tax Credit in Michigan and appropriate financial means to fund the tax credit and support for the legislation. In December of 2020, Michigan's State Historic Tax Credit was reinstated and signed into law by Governor Whitmer.

National Trust for Historic Preservation, Mildred Colodny Scholar ~ June 2006. I received the prestigious Mildred Colodny Scholarship for graduate study in historic preservation, receiving a generous stipend for graduate school as well as a paid internship with the NTHP.

Eastern Michigan University, Office of the President ~ August 2006. I received a full graduate assistantship funded by the office of the President for an all tuition-paid scholarship for graduate study in the College of Arts and Sciences' Historic Preservation program.

Skills

- ❖ Leadership PC Proficient in Microsoft Word, Excel, Powerpoint, Access, Outlook, ArcGIS, ArcMap, & ArcCatalog, and SketchUp.
- ❖ Certified in Section 106 of the National Historic Preservation Act & AntiTerrorism/Force Protection (ATFP). Proficient in Historic American Building Surveys, Historic American Engineering Records, National Register Nominations, Historic Structures Reports, Building Conditions Assessments, & Cultural Landscape Reports.
- ❖ Excellent organizational skills, leadership, decision making, public relations, and communication skills: verbal and written.

Memberships and Volunteerism

- ❖ National Trust for Historic Preservation, Member
- ❖ Michigan Preservation Network, Board Member
- ❖ Michigan Downtown Association, Member
- ❖ Society of Architectural Historians, Member
- ❖ Preservation Alliance of West Virginia, Member
- ❖ East Lansing Historic District Commission, Chair of the Historic District Commission
- ❖ Preservation Action, Member ~ formerly a Board Member representing my home state of West Virginia
- ❖ Michigan Association of Planning, Member
- ❖ US Green Building Council, Member

SERVICES TO PRESERVE IT FORWARD

Historic Resource Education, Application, And Building Pathology

- Successful strategies for adaptive reuse and historic building redevelopment
- Identification of historic resources and character-defining features of historic buildings assessments of building inventory and survey of existing conditions of buildings
- Education on appropriate design guidelines and standards for appropriate design
 - Asset mapping for identification of historic assets- priorities for redevelopment
 - Education on traditional buildings arts, crafts, and historic building methods

Targeted Placemaking Strategies and A Historic Preservation Plan For Place

- Historic preservation as a tool for economic development assistance and education
- Asset building community development: enhancement of existing assets and marketing of the built environment

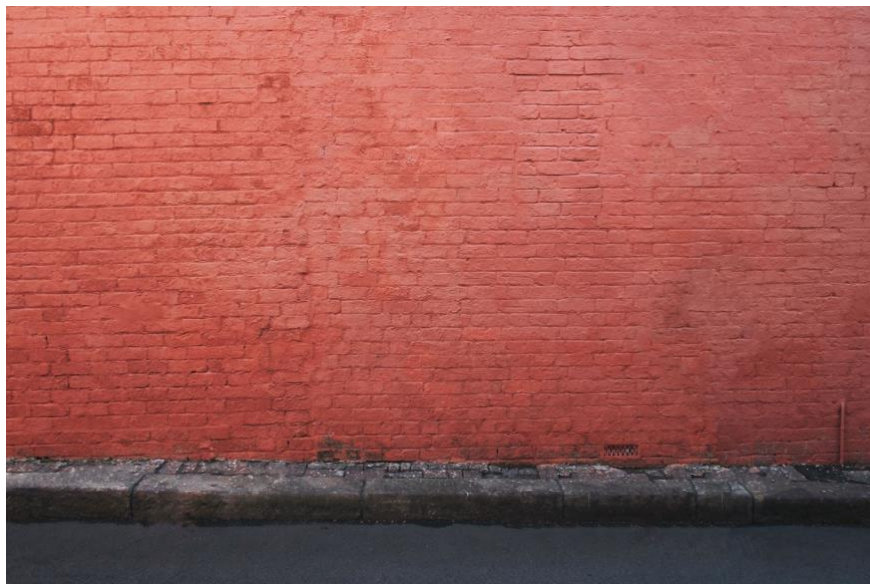
Technical Advice and Guidance for Historic And Old Buildings

- Creation and development of design guidelines and preservation ethos for communities and downtowns
- Investigation of existing codes and ordinances, implementation of universal design guidelines and ADA accessibility
- Facilitation of a community visioning session: identification of goals, appropriate design guidelines, standards for historic preservation, and proper treatments for historic properties
- Storefront design: vacant storefront guidance, design strategy, and compatible design concepts
- Education and outreach for appropriate design: signage, storefront, façade, streetscape, and

Guidance For Financial Incentives for Historic Preservation, Building Rehabilitation, And Regulatory Review

- Additional historic preservation guidance and architectural technology expertise
- National Register of Historic Places and local historic districts nominations and designations
- Incentives: Federal Historic Tax Credit Program and the newly reinstated Michigan State Historic Tax Credit Program
 - Community Development Block Grant Program
 - Community Revitalization Program
- Regulatory guidance and consultation on behalf of the National Historic Preservation Act of 1966
 - National Environmental Policy Act of 1970

The Secretary of the Interior's Standards for The Rehabilitation, Preservation, Restoration, And Reconstruction Of Historic Buildings.



Clients

Preservation Forward has worked in all 83 of Michigan's counties to strengthen the role of historic preservation in Michigan.

A few of our clients who love their historic places are....

- ❖ Albion Reinvestment Corporation
- ❖ Alpena Marc
- ❖ Build Tech, Inc.
- ❖ Caster Concepts, Inc.
- ❖ City of Adrian
- ❖ City of Cheboygan
- ❖ City of Davison
- ❖ City of East Lansing
- ❖ City of Ishpeming
- ❖ City of Jackson
- ❖ City of Laingsburg
- ❖ City of Manistee
- ❖ City of Manistique
- ❖ City of Negaunee
- ❖ City of Troy
- ❖ City of Warren
- ❖ Clinton County
- ❖ Commercial Bank
- ❖ Central Upper Peninsula Planning and Development
- ❖ DK Designs
- ❖ Eaton County
- ❖ Gemini Capital Management, LLC.
- ❖ Genesee County
- ❖ Gillespie Group
- ❖ Huron-Clinton Metroparks
- ❖ Jackson County
- ❖ Michigan Economic Development Corporation
- ❖ Michigan Main Street Center
- ❖ Shiawassee County Chamber of Commerce
- ❖ Sault Ste Marie Chamber and Visitors Bureau
- ❖ Triterra
- ❖ Village of Marcellus
- ❖ Village of Union City



References

City of Negaunee, Michigan (Marquette County)

In 2018-2021, I provided professional services for the City of Negaunee where I facilitated the National Register of Historic Places nomination and designation for the Negaunee Downtown Historic District. Project scope included photo-documentation, historical research, map creation, oral interviews, historic preservation education and guidance, and architectural descriptions of the historic resources located within the boundaries of the historic district while being a resource for all historic preservation activities and communication between the City of Negaunee, State Historic Preservation Office, and the National Park Service.

Mr. Nate Heffron
City Manager for the City of Negaunee
(906) 475-7700 Ext. 11
nheffron@cityofnegaunee.com



City of Manistee, Michigan (Manistee County)

In 2016-2018, I provide professional services for the City of Manistee where I facilitated Historic District Commissioner Training for the City of Manistee's Historic District Commission (HDC). I also facilitated and assisted with a Historic District Study Committee where members of the city, HDC, and I surveyed historic resources within the city, documented existing conditions of historic resources, made determinations of eligibility of contributing and non-contributing structures, and amended the existing local historic district ordinance. I also assisted the City of Manistee with becoming a Certified Local Government community while at the State Historic Preservation Office which entailed reviewing their historic district ordinance, historic district boundaries, designated and non-designated properties, impact of new development and building types on a historic district, smart planning and preservation practices, HDC members and their qualifications of architectural history, archaeology, and/ or historic architecture, goals of the HDC, and provided guidance on appropriate decision-making for carrying out the duties of the HDC such as historic design reviews and administrative reviews, as well as the different decisions (approval, denial, postponement, notice to proceed) and appeal processes.

Ms. Denise Blakeslee
Former Planning and Zoning Director for the City of Manistee (recently retired)
(231) 510-6111
d.blakeslee8528@gmail.com

Additional professional references:

Mr. Dan Schneider, AIA, NORR
(248)345- 3718 daniel.schneider@norr.com

Mr. Bill Dobbins, President, Castor Concepts
(517)689-7917 bdobbins@casterconcepts.com

Dr. Misty Jackson, RPA, Arbore Croche
Cultural Resources, LLC
(517)525-3060 mjackson@arbrecroche.com

Mr. Peter Menser, City of East Lansing
Planning and Zoning Administrator
(517)319-6861 pmenser@cityofeastlansing.com

- Please see attached samples of work experience in the Appendix.

Project Scope

- 1) Review the City of Birmingham's Historic Districts, the City Code, master plans, surveys, and historic files.
 - ❖ Review and understand the three, contiguous historic districts and non-contiguous districts in the City of Birmingham.
 - ❖ Review and understand the Local Historic District Ordinance for the City of Birmingham (Ord. No. 1880, 7-24-06)
 - ❖ Review and understand the previous several master plans, development trends, and maintenance that is essential to understanding the current historic districts in the city and gauging a “pulse of preservation” for the historic and architectural integrity of these historic districts.
- 2) Perform on-site visits to designated and non-designated historic resources and capture photographs of important site elements, architecture, and character features.
 - ❖ Survey and photograph the site elements, architecture and architectural types, and character-defining features of both appropriate and inappropriate changes to properties overtime of both designated and non-designated resources within the City of Birmingham.
 - ❖ This photographic documentation will be high resolution, clear and well-composed to appropriately illustrate important concepts and key elements as part of the Historic Design Guidelines for the City of Birmingham.
 - ❖ Multiple field sessions may be necessary to complete the photo documentation of these designated and non-designated resources.
- 3) Provide details of how the public engagement strategy will be implemented.
 - ❖ Public participation will be an important aspect in the creation of new historic design guidelines. This is the area where Preservation Forward will go above and beyond the city's expectations. My strength in preservation is my ability to communicate the important message of historic preservation and engage community members to join me in this effort to make preservation a priority.
 - ❖ Preservation Forward will provide the city with regular updates for use on the City's social media and website, as well as updates to the Historic District Commission to keep the public informed of the

status of the new design guidelines as they go through the drafting process. Preservation Forward will also like to provide updates of the project status and promote the project on their social media pages to bring awareness and promotion to the important, historic resources and unique architectural types that can be seen in the City of Birmingham.

- ❖ Preservation Forward will review and evaluate feedback received on social media pages regarding the project.
- ❖ Preservation Forward will also hold two public meetings. The format of the meeting (in-person or virtual) will be discussed and coordinated with the City and Michigan State Historic Preservation Office (SHPO):
 - 1) Preservation Forward will hold a meeting at the beginning of the project to acquaint public officials and the public with the project goals. The purpose of the meeting will be to provide public with an overview of historic preservation principles, explain the purpose of the project, describe the project approach and timeline, and solicit feedback from public about the project and/or issues affecting historic preservation activities in the City of Birmingham.
 - 2) Preservation Forward will hold a meeting at the end of the project, following a public review period, to present the proposed guidelines to the public and answer questions on the project.
- 4) Provide a user-friendly, comprehensive document with an outline that contains the following key elements noted in the above section.
 - ❖ Introduction, acknowledgements, and project mission statement.
 - ❖ Role of design guidelines in historic preservation and the importance of historic preservation.
 - ❖ A summary of the historic preservation efforts in Birmingham, as well as an inventory and maps of locally designated resources and historic districts.

- ❖ A summary of the Secretary of the Interior's Standards for Rehabilitation and related technical guidance documents and how they apply to historic reviews.
- ❖ Explanation of the Historic District Commission review process including historic design reviews and administrative reviews, as well as the different decisions (approval, denial, postponement, notice to proceed) and appeal processes.
- ❖ Identification of important concepts such as character-defining features, massing, scale, orientation, visibility, routine maintenance, rehabilitation, and contributing and non-contributing status.
- ❖ Guidelines for existing buildings, new construction, and additions that includes all of the elements of a historic building and/or site with photo references throughout.
- ❖ Guidelines for site features and/or streetscape elements.
- ❖ Guidelines for alternative material evaluation and consideration processes with photo references throughout.
- ❖ If applicable and reinstated, information on the Historic Preservation Tax Credit and how it may be applied.
- ❖ Links and resources for historic homeowners.

Additional: The design guidelines document will cover both residential and commercial properties and will be written in a clear and concise style that is easy for a layperson to understand. The text of the guidelines will, as appropriate, be accompanied by charts, tables, and graphs and will be thoroughly illustrated with photographs, drawings, and other illustrations to convey important design concepts. Drawings and illustrations may be either original creations or used with permission from other sources if they are appropriately credited.

Print-ready and digital versions of the design guidelines will be developed in a software. The guidelines must comply with both the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties and the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (revised 1990), 36 CFR 67-68.

- 5) Proposed time frame for completion of each component of the scope of work. Please see the Project Timeline for a breakdown of time entailed to begin and complete the project.
- 6) Preservation Forward will be pleased to assist with any additional services that the city may recommend. Please see hourly rate for additional services.

- 7) Separate summary documents for the commercial and residential design guidelines. These documents will serve as a summary guide for historic property owners. This document will be made available online and will be sent to current historic property owners upon adoption and approval.
- 8) Attendance at HDC Meetings. Preservation Forward will attend a minimum of two in-person meetings with the Historic District Commission, as well as a minimum of three meetings virtually to provide important updates and answer questions.
- 9) Attendance at Project Review Meetings. Preservation Forward will attend a kick-off meeting with the City and SHPO at the start of the project. In addition, as needed, Preservation Forward will meet with the City and SHPO to discuss feedback provided following submission of each project deliverable. These project review meetings can occur virtually.

Additional: Meetings with both the Planning Board and City Commission may be requested as needed.

Anticipated Project Timeline

Notice of Award and Executed Contract
Project Kick-Off Meeting
First Draft Due
Second Draft Due
Final Draft of Plan Completed

April/May 2022
June 2022
December 2022
March 2023
June 2023

- ❖ Preservation Forward understands that all work must be completed prior to June 30, 2023.
- ❖ If awarded, Preservation Forward will develop the final project timeline in conjunction with the City of Birmingham and the State Historic Preservation Office.



Project Approach

Task 1: Initiation and Administration (June 2022)

- 1.1 Kickoff Meeting
- 1.2 Information Exchange with City, HDC, and SHPO
- 1.3 HDC Meetings throughout project timeline (2 in-person, 3 virtual)

Task 2: Review the City of Birmingham's Historic Districts, the City Code, master plans, surveys, and historic files. (July 2022)

- 2.1 Resource Documentation Review
- 2.2 Regulatory Documentation Review
- 2.3 Field Survey
- 2.4 Photo documentation

Task 3: Community Engagement (August 2022)

- 3.1 Social Media Promotion and Awareness of the Project
- 3.2 City, HDC, Interested Community Members Walking Tour
- 3.3 Stakeholder Meeting: City, HDC, Interested Community Members
- 3.4 Summary of field survey findings presented to City, HDC, Interested Community Members
- 3.5 Deliverable #1 – Outline of the Guidelines Document and Draft Guidelines Section.

Task 4: Production of Draft Design Guidelines (September-December 2022)

- 4.1 Analysis of field survey and photo documentation
- 4.2 Inventory of designated and non-designated properties
- 4.3 Illustrations, charts, graphs, figures compiled for draft design guidelines
- 4.4 Potential Joint Meeting: Historic District Commission, Planning Commission, City Council; Interested Community Members on status of project and presentation of draft design guidelines.
- 4.5 Deliverable #2 – First Draft Design Guidelines Document.

Task 5: Production and Presentation of Design Guidelines (January-June 2023)

- 5.1 Final Draft meeting (virtual) with City, HDC, and SHPO for feedback and recommendations.
- 5.2 Final Draft revisions and final production
- 5.3 Deliverable #3 – Revised Draft Design Guidelines Document and Draft “Cliff Notes” Documents.
- 5.4 Deliverable #4 – Final Design Guidelines Document and Final Residential and Commercial Guideline Summary Documents
- 5.5 Presentation to the City, HDC, and SHPO
- 5.6 Deliverables of Final Draft creation of hard copies / USB copies provided to the City, HDC, and SHPO.

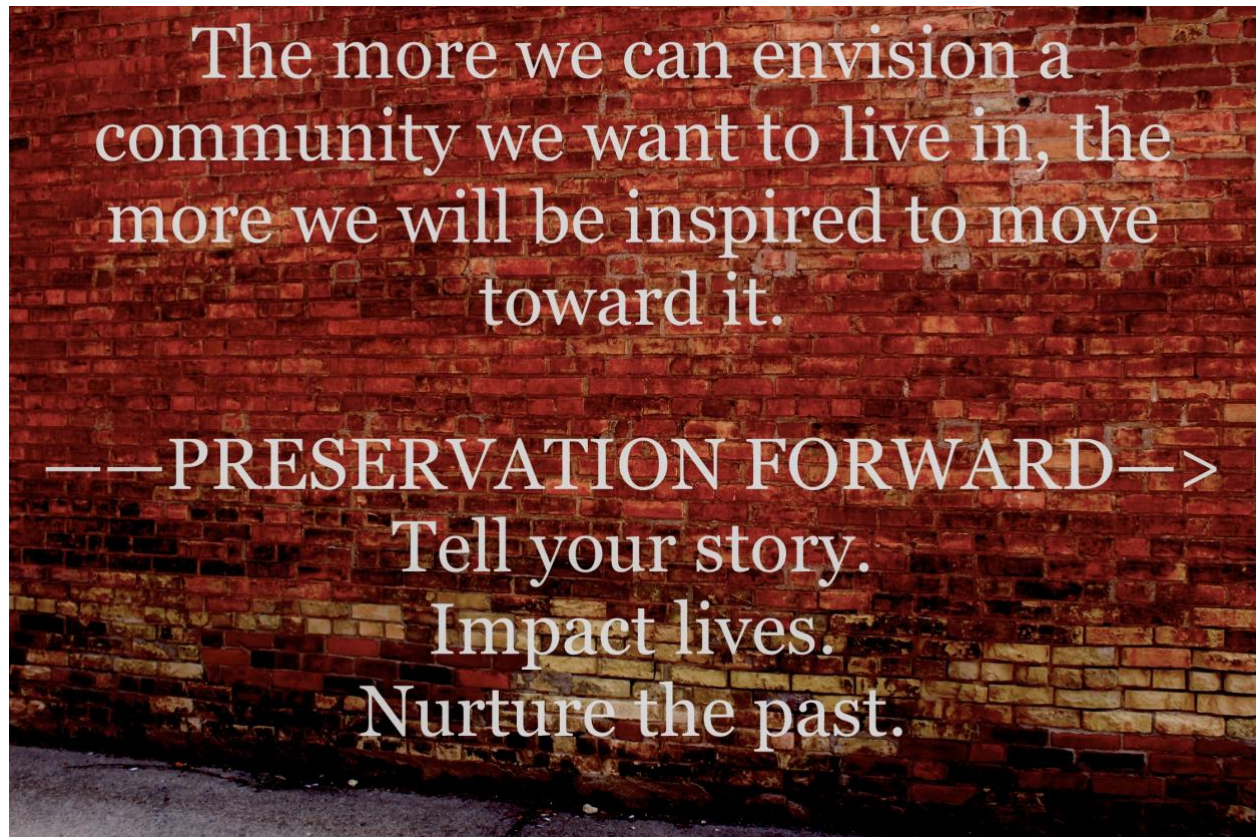
Pricing

Cost of providing professional services that result in the preparation of the Design Guidelines with all accompanied tasks per the scope of the project \$83,600.

Preservation Forward will be pleased to assist with any additional services that the city may recommend. The hourly rate for additional services is billed at \$200/hour.



Appendix



Samples of Work



Peabody Block, Albion, MI

2021 Michigan Historic Preservation Network
Award Winner for Historic Rehabilitation

Preservation Forward served as the Historic
Preservation Specialist for the rehabilitation/
redevelopment of this historic property.

The redevelopment also received a successful, Federal
Historic Tax Credit award where Preservation Forward
facilitated the tax credit consultation and oversight of
all construction activities.

Negaunee Downtown Historic District

Marquette Co., MI

Name of Property

1888-92 511 Iron (accents)

1887 101 South Pioneer (Cliff Iron Co. Offices) (accents, foundation)

County and State

In addition, the Negaunee National Bank at 318 Iron Street, built in 1910, is constructed using dressed limestone.

A Walk Through the District

The following paragraphs provide a walk through the district, describing the buildings present today, but behaving as a visitor arriving sometime in the past and then meandering around the downtown to “see the sights.” We are therefore entering the district in its southwest corner, at the substantial brick DSS&A depot built in 1910 at 212 Gold Street, a vast improvement to the earlier (1884) smaller national register-listed frame Marquette & Western depot to the east at 420 Rail Street, demonstrating Negaunee was considered important enough at that time for a regional corporation to make such an investment. Continuing along Rail street eastward we cross over the Silver Street underpass, constructed in 1936 with federal public works funding. The excavation for this project required stabilization for the adjacent property to the east, the Winters & Suess complex at 342 Rail Street. These are plain functional buildings built in 1915 and served as a processing, warehouse and cold storage plant, today repurposed and restored as a micro-brewery and restaurant. The adjacent frame building at 338 Rail Street once incorporated the brick buildings as Lafreniere’s Furniture, for many years one of the city’s leading retailers in this line. It is also notable as a ca. 1900 commercial building moved to this location in the 1950s from the area of the city west of Tobin Street that was condemned and vacated due to subsidence caused by early iron mines.

We move eastward past the intersection with Marquette, an area not included in the district, to the triangular property formed by the intersections of Division and South Pioneer Avenue. Here at 200 South Pioneer is the 1910 Fire Hall, Negaunee’s tallest building when counting the hose tower, and listed in the national register. Designed by the Marquette architectural firm of Charlton and Kuenzli, it references Classical Revival while still being functional.

Proceeding northward on Pioneer to the intersection with the downtown’s primary commercial artery, Iron Street, on the corner we have the Star Theater (Ryttonen Block), built in 1911 to be an “electric theater” (The Star) and later housing an automobile showroom, showing the evolution of the business district. Proceeding west on Iron Street, on the north side of the block, an unsympathetically renovated, falsefront-gabled, frame building at 208 was built prior to 1884 as the National Hotel, an example of the early city hotels in the district. Next door, the brick block at 212 is one of the few stepped-gable business buildings in the district, and notable for its intact street level facade, built in 1916 and proudly proclaiming “S. Pilo” for its Finn-born owner in its cornice stone. The Romanesque-inspired Wehmanen Jewelry Store at 220 is one of the most attractive in the district in retaining its original architectural details, one of the few single-story buildings in the district. It is next to the national register-listed Vista Theater, built in 1925 from plans by Marquette architect David E. Anderson, in a restrained eclectic style deriving much of its interest from its brickwork. Its setting opposite the end of Marquette Street afforded grand views for residents and it anchored the city’s entertainment sector for seven decades. Next door west of the theater are two fine blocks with dressed sandstone facades at 302 (Oscar Field

Negaunee Downtown Historic District

Marquette Co., MI

Name of Property

County and State

Building) and 304 (Shea Block), the latter with additional sandstone accents, impressive c. 1900 buildings employing Upper Peninsula sandstone and elaborate pressed-metal cornices that may have been ordered from the Mesker Bros., Iron Co. catalogs. Next door at 308 is a typical downtown brick business block, dating to 1892, with sandstone accents and a pressed metal cornice. At mid-block at 318 is the finest example of Beaux Arts Classicism in the district, the Negaunee National Bank, designed by Marquette architect John D. Chubb and built by Negaunee contractor L. E. Chaussee in 1910. Past the brick business block next door is a large vacant lot that was the site of the national register-listed Kirkwood Block, which partially collapsed and was demolished in 2019. Next door to this, at 334 Iron, is the Lowenstein's Department Store, built in 1915 for one of the city's anchor stores, designed in restrained Commercial Brick style by architect W. F. Pagels with owner Samuel Lowenstein. The corner building at 350, was built for First National Bank of Negaunee in 1975, at the location where a bank had been sited since Negaunee's earliest days (today occupied by the YMCA).

Here is the intersection with North Silver Street, and turning south on this short street the only building of interest we find is a c. 1930s service station. Returning to the north side of the 400 block of Iron, west of the Silver Street intersection is a parking lot, but the south side has 401-403, Winter & Sues Meat Market, a substantial brick block with corbelled brickwork that was built prior to 1879. Next door is the distinctive yellow brick Kuhlman Building at 405-407, built in 1916, and similar in many respects to Lowenstein's. Gold Street in the 200 block intersects from the south at the end of the 400 block of Iron. This short street provides interest in requiring its building to be built on a sloping grade. Of note here on the east side is the Lobb Block at 215, built in 1890 with sandstone accents and a cornice apparently ordered from the Mesker Bros. Iron Co. catalog. Next door at 217 is the Railroad Hotel, a brick building dating prior to 1884, and built within sight of the depot. Across the street at 208 is one of the district's ethnic (Scandinavian) fraternal lodges, the S.H.&E.F. of A. Hall, a brick building with sandstone accents built in 1909.

Returning to Iron Street, buildings on the south side west of here and in the 500 block have experienced a loss of architectural detail, although the brick building at 511, built c. 1890, is notable for its pressed metal cornice and a c. 1950s brick veneer street level complete with glass blocks. Across the street, the north side of Iron's 400 block is a fine row of commercial blocks at the west end of the district, all currently addressed as 432. The double storefront section historically at 432-436 is one of the finest examples of dressed sandstone facade combined with pressed metal cornice in the district. The west front, the Mulvey Block, is also one of the earlier ones, built prior in 1874, while the east front, the Mulvey Building, was built nearly a decade later in 1883. Next door at 432 (historically 442), the Neely Building is a prime example of the one-part commercial block in the district, proclaiming 1901 in its cornice pediment. And, next to it at the west end of the district at 442 (historically 446) is the I.O.O.F. Hall, built 1907 from plans by John D. Chubb and enlarged and renovated in 1918, morphing the first floor into the Liberty Theater, by plans from the Marquette architectural firm of Charlton & Kuenzli.

Turning north on Tobin Street to Jackson Street and heading east, the 400 block contains a single property, the Russo Bros. Grocery store at 401, the location of a firm that had been based in the downtown for decades prior to their move here. It was built in 1965, associated with a large

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parking lot to the east, representing mid-1960s commercial architecture in the district, and notable at that time for reputedly being the first new construction in the downtown in forty years (Negaunee Historical Society 2015e).

Continuing east on Jackson, because the block between here and south to Iron is a narrow one, the south side of Jackson from Silver east to the South Pioneer Avenue intersection consists of the rear elevations of buildings along Iron Street. Notable here, however, is the rear entrance to Lowenstein's (c. 320 Iron) that extends through the block and repeats many of the elements of the Iron Street facade, and was designed to be a public entrance. The north side of the 200 block of Jackson east from Kanter Street has some gaps in the streetscape and is less densely occupied than Iron, with buildings offering varying degrees of integrity. The building at 218 is the best example of a post-World War II one-part block, while 214-16, built c. 1920, was greatly enlarged c. 1930s to evolve to an automobile service business, demonstrating the evolution of the district. The next building at 206-208, the City Bakery, is perhaps the most attractive of this stretch, built in 1925, restrained with decoration confined to brick work typical of the Commercial Brick style, and occupied by a bakery for many years.

At the South Pioneer intersection with Jackson, to the southeast is one of the district landmarks, the Iron Cliffs Co. Office Building at 101, built 1880 from plans by Marquette architect, J. B. Sweatt, a well-preserved eclectic Second Empire and Romanesque asset to the street. To the north from here, across West Main Street, at 126 West Main is a classic example of a c. 1930s cottage style filling station, designed to blend in to the residential neighborhood transition from the commercial district to the north and east. Proceeding north on Pioneer to West Case Street, turning east, on the south side at 117 we have the small but well-preserved J. Erickson commercial building constructed between 1888 and 1892. It is one of the best examples of a frame falsefront gable storefront in the district, complete with an ornate cornice ordered from one of the Mesker Bros. Iron Co. catalogs.

On the north side of this block the district transitions from commercial. On the northeast corner Case Street and of North Teal Lake Avenue is the James F. Foley House at 101 East Case, built in 1881 for an early Negaunee mine owner and reputedly the first brick house built in the city. Across the street at 207 North Teal Lake Avenue is the 1899 Mitchell Methodist Church a Neo-Gothic edifice designed by architect Benjamin Price and built by Ishpeming's E.E. Grip & Co. Next door to the west at 102 West Case and extending over much of the block, we have the Negaunee Manual Training School, designed by Marquette architect John D. Chubb in 1913 with muted classical and Romanesque overtones, and then enlarged by adding a third story when the adjacent Case Street School was built in 1936, both designed by Lansing architect Warren S. Holmes and both undertaken with federal works project assistance. Across Pioneer Avenue to the west is the Saint Paul's Roman Catholic Church complex. This is composed of the 1920 Romanesque style church and a rectory at 202 West Case, designed by the Detroit architectural firm of Van Leyen Schilling & Keogh, and behind it at the north edge of the district, the 1932 Saint Paul's High and Grade School at 209-25 West Peck and the Sisters of Saint Joseph Convent at 225 North Pioneer. Proceeding west to Kanter and turning south and returning to West Case, at the northeast corner of the intersection is the c. 1880 Chiabotto Grocery, an attractive vernacular commercial building that is distinguished by its stone first story.

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East of here on the north side of the 200 block of West Case are several residences built in the late nineteenth century, of which 222 had a ground level storefront. On the south side of the 200 block are a half-dozen residences, some insensitively renovated, but which include a fine rusticated concrete block Foursquare built at 215 in 1910 with Craftsman style details. Proceeding west to the Kanter Street intersection, the northwest corner of the 300 block at 304 is the location of the United States Post Office, built in 1937, assisted by federal Works Projects Administration funds and designed by federal architect Louis A. Simon. Directly across the street at 319 is the exuberant, polychromatic banded, and “highly eclectic” Negaunee City Hall, which also contains the city library, built in 1915 from designs by John D. Chubb. In front of the city hall on the small triangle of land where Case and Jackson streets meet is Veterans Memorial Park, two stone memorial objects, the first erected in 1938 with assistance by the federal public works National Youth Administration, to remember those who fought in service to their country through World War I, and the other erected in 1949 for those who served in World War II. This seems a fitting end to our historic district tour.

District Inventory

For this nomination, streets in the district are listed in alphabetical order by primary street name and then street directions. Thus, for the first street alphabetically, Case Street, Gold, Iron, Jackson, Main, Peck, Pioneer, Rail, Silver, and Teal Lake. For the only street having north and south addresses, Pioneer Street, buildings on North Pioneer are presented before those on South Pioneer. Buildings on all streets are listed in numerical order by block, east side followed by west side on north-south streets (Gold, Silver, Pioneer and Teal Lake), and north side followed by south side on east-west streets (Case, Iron, Jackson, Main, Peck and Rail). When historic addresses differ from the current ones, they are presented in parentheses behind the present address.

The date of construction and occupation history for each building employs a number of sources. For the current project, the Sanborn Fire Insurance Co. maps, which were published between 1884 and 1946 (Sanborn 1884, 1888, 1892, 1902, 1911, 1928 and 1946) can bracket a building's construction date or the periods of alteration by noting changes between editions. These are included in the inventory below, because in addition to providing data on the date built, they also document changes in those buildings as well as occupancy, which may be responsible for those changes. There may be some variation between addresses in this source in relation to those in county and city directories. These directories were used not only to provide insights into possible construction dates, with the appearance of an address indicating a building present at that time, but also for the occupation history. Earlier directories did not organize entries by street address, but by individual names. They do include a business directory section providing names by address under subject headings as well as advertisements. Thus for directories, the type of occupation for addresses provided by Sanborn editions, such as general store, saloon, etc. were checked against bracketing years in the directories under the corresponding business classifications. These were supplemented by research into other primary sources such as on-line newspapers and county histories, atlases and vanity biographies published around the turn of the twentieth century.

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When evaluating a resource as Contributing or Non-Contributing, it must be significant under one of the themes discussed in Section 8 of this registration form. Contributing resources must also have been constructed during the Period of Significance and must retain historic integrity. Architectural integrity was evaluated by comparing the building today with any available vintage photographs from other sources and publications, Superior View images, and vintage post cards. Resources evaluated as Non-Contributing lack historic or architectural significance, were not present during the period of significance or have been altered to such an extent that the resource no longer retains historic integrity.

The information provided by these sources was augmented through use of state gazetteers, other publications and on-line research. The date built of a building is based on data from all of these sources. When Sanborn maps are the primary reference for dating, the "Pre-" prefix before a date indicates the earliest coverage of that block, building and lot in the series, and in some cases the building may have been constructed well before that time. City directories and other references are cross checked to narrow the bracket date. Lacking other references, an estimated age based on architectural attributes is sometimes added after a "/" (i.e. Pre-1902 / 1880s).

EAST CASE STREET, NORTH SIDE (east from North Teal Lake Avenue)

101 East Case. James F. Foley House (1881). William Medlin, Contractor, Negaunee. Contributing.

Sanborn maps reveal this house was here before the publication of the 1884 edition, when it is described as a brick (not veneer) building with a stone basement and had a single-story frame porch within the facade ell. Other than the single-story, square section on the west elevation behind the side gable, the footprint is unchanged from today, although the detached garage at the rear of the lot apparently was added in the 1940s. This house occupies the northeast corner of the North Teal Lake Avenue intersection. Although the facade of this two-and-one-half story, white-painted brick building presents a gabled ell profile, it is actually a squared plan. The entrance is in the facade's ell, shielded by a shed-roof porch supported on metal columns with scroll brackets linked by an iron balustrade with alternating, spear-point, balusters. The porch has a cross-gabled pediment above the entry. The entry door is next to the junction with the front-gabled section and is flanked to its left by two wide double-hung sash windows on robust masonry sills, which are supported near each end by two slightly corbelled bricks that reference brackets. Stacked above these in the second story are three double-hung sash windows replicating those below. The front-gabled section has paired double-hung sash in each story that share a continuous robust masonry sill, each window supported beneath by two pairs of corbelled bricks identical to the treatment described for the other windows. Between the first and second stories centered between the windows is a masonry plaque with block letters reading, "J. F. FOLEY/ A. D. 1881." Above the second story within the gable is a single, smaller, double-hung sash window with a masonry sill. The facade, and the entire house, displays a wide frieze with elaborate scrolled eave brackets, between which are stylized shield motifs. A round-arch metal dormer breaks the roof line in the center of the cross-gabled section. The west side elevation of the ell has a bay window on the first story with a roof supported by brackets identical to the facade, but reduced in scale. The second story has paired windows in the second story and a single window in the third, repeating the attributes of the windows of the facade. Behind the ell

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the first-story has a single story, square-plan section with a flat roof, containing an entrance and glass-block window, behind which the main body of the house rises two-and-one-half stories to a windowless section that has a rear-facing gable. A single-story shed-roof porch extends along the rear elevation from the northeast corner. A single-story, rectangular plan, detached frame garage clad in wide-lap siding and having a pyramidal roof is located at the rear of the property along the mid-block alley. The proportions of this house indicate it was not designed by a trained architect, and the eave brackets appear to reference the Italianate style.

WEST CASE STREET, NORTH SIDE (west from North Teal Lake Avenue)

102 (116) West Case. Case Street Grade School (Negaunee Middle School) (1936; 1995; 2010). Warren S. Holmes, Lansing, Architect; James Leck & Co., Minneapolis, Contractor. Contributing.

The facade of this school presents a broad three-story vaguely Romanesque symmetrical front to West Case Street. The red-brick school stands on a low limestone base that rises to the window sill level, a slightly projecting course creating a water table. The symmetrical fenestration consists of broad double-hung sash windows with individual limestone sills in the second story and a continuous limestone course serving as a sill on the third. Narrow wood panels are placed beneath each first-story window. The lintels vary from narrow, dentilled masonry in the first story, to flat-arch brick lintels with limestone keystones in the second, while the third story lacks any treatment. A broad limestone band course is placed above the windows beneath a course of brick dentils at the top of the facade's parapet.

The lower two stories of the central section containing the entrance of the building project slightly. Broad masonry steps rise to a narrow, open plaza bordered by low masonry walls, whose corners flanking the steps each contain a tall masonry urn. The entry is placed behind an arcade formed by a triple masonry arch constructed with limestone voussoirs. In each of these, the intrados is embellished with square, recessed panels displaying alternating symbols representing school life, education, and enlightenment in the form of open books, the earth (geography), music, tools (manual training) and athletics. Recessed behind the arcade, set within wall planes faced in limestone, are paired entry doors beneath a broad fanlight. On either side are large windows beneath a round-arch transom filled with masonry symbolism connoting education – each has an open book centered between lamps of knowledge. A broad band of contrasting color yellow brick extends the full width of this projecting central section, linking the continuous lintels of the second-story windows with the continuous sills of the third story. On this background are secured large metal letters stating “NEGAUNEE MIDDLE SCHOOL.” The building's west two-bay-wide projecting corner section joins this building to the rear northeast corner of Manual Training School building that faces Pioneer Avenue. This linking section references the style of the main building but is of more recent vintage. The large, northern, brick portion of this building houses the gymnasium, which extends the north elevation of the adjoining Manual Training Center (see next entry).

The Sanborn maps show that in 1911 the Negaunee Grade School on the south portion of this parcel south of a mid-block alley facing Case Street, and the Negaunee High School faces Peck Street on the north side of the alley. By 1928 the Manual Training Center (see following entry)

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had been constructed on the west, facing Pioneer Avenue and replacing the First Presbyterian Church formerly on the site. In the 1946 edition, the "Case Street Grade School," labeled "Built 1936," occupied the former location of the Negaunee Grade School, and is connected to the rear northeast corner of the Manual Training School by a heating plant at its northwest corner.

In 1935 the federal Public Works Administration assisted in the construction of this twenty-four-room grade school building on the site of the Case Street School (*Ironwood Daily Globe* 1935a). In 2019 the original interior doors in the school were removed and replaced by solid doors meeting new security standards. The original doors were auctioned off to the public (WLUC 2019c).

102 West Case (206 North Pioneer). Negaunee Manual Training School (1913 to 1914; 1936; 1995; 2010). John D. Chubb, Architect, Marquette; Hinkley & Lambeau, Green Bay, WI., Contractor. Warren S. Holmes, Lansing, Architect; James Leck & Co., Minneapolis, Contractor (1936 third story addition). Contributing.

This building occupies the northeast corner of the North Pioneer Street intersection. (Although originally addressed on North Pioneer Avenue, it is today part of the Negaunee Middle School complex, which is addressed as 102 West Case.) The Negaunee Manual Training School facade presents a three-story, vaguely Neoclassical, broad symmetrical front. The red-brown brick school stands on a low limestone base that rises to window sill level. The symmetrical fenestration consists of paired windows defining seven bays, except for the central entrance at the street level. A broad, corbelled cornice separates the third story from the two lower stories. The central bay projects slightly and contains the entrance, which is recessed between paneled pilasters. These support a classical lintel with a flat-topped, two-part entablature containing the label, "MANUAL TRAINING SCHOOL." The main cornice is a simply detailed classical one, completed in metal. Limestone is employed in all window sills and in a band course atop the corbelled cornice above the second story, and extending across the projecting central bay from either side of the cornice above the entrance. The building's south elevation, which is linked at its corner to the Case Street Grade School (Negaunee Middle School) to the east (102 West Case, see entry), continues the style elements of the facade. These are expressed in a slightly projecting central section composed of three stories of double-hung sash windows, which is centered between narrower sections having two windows in each story identical to the center section. The northern section of the facade extending to Peck Street is composed of five broad, windowless sections of brick wall that are defined at regular intervals by plain brick pilasters with minimal masonry plinths and caps. The north elevation continues in four bays of brick walls and pilasters, with each of the bays containing a set of paired windows high up in the wall, which appears to be of much more recent vintage than the rest of the school building, and contains the gymnasium.

In 1935 the federal Public Works Administration approved a loan and grant for the addition of a third story to the Manual Training Building (*Ironwood Daily Globe* 1935a). The Sanborn maps show that by 1928, the Manual Training Center had been constructed facing Pioneer Avenue. In the 1946 edition, the "Case Street Grade School," labeled "Built 1936," occupies the former location of the Negaunee Grade School east of the Manual Training School, and the Training School is connected to the Grade School by a heating plant at its rear northeast corner.

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The northern portion of this building, which houses the gymnasium, was constructed in 2010, and renovations to the school had also been undertaken in 1995 (Negaunee Public Schools 2020)

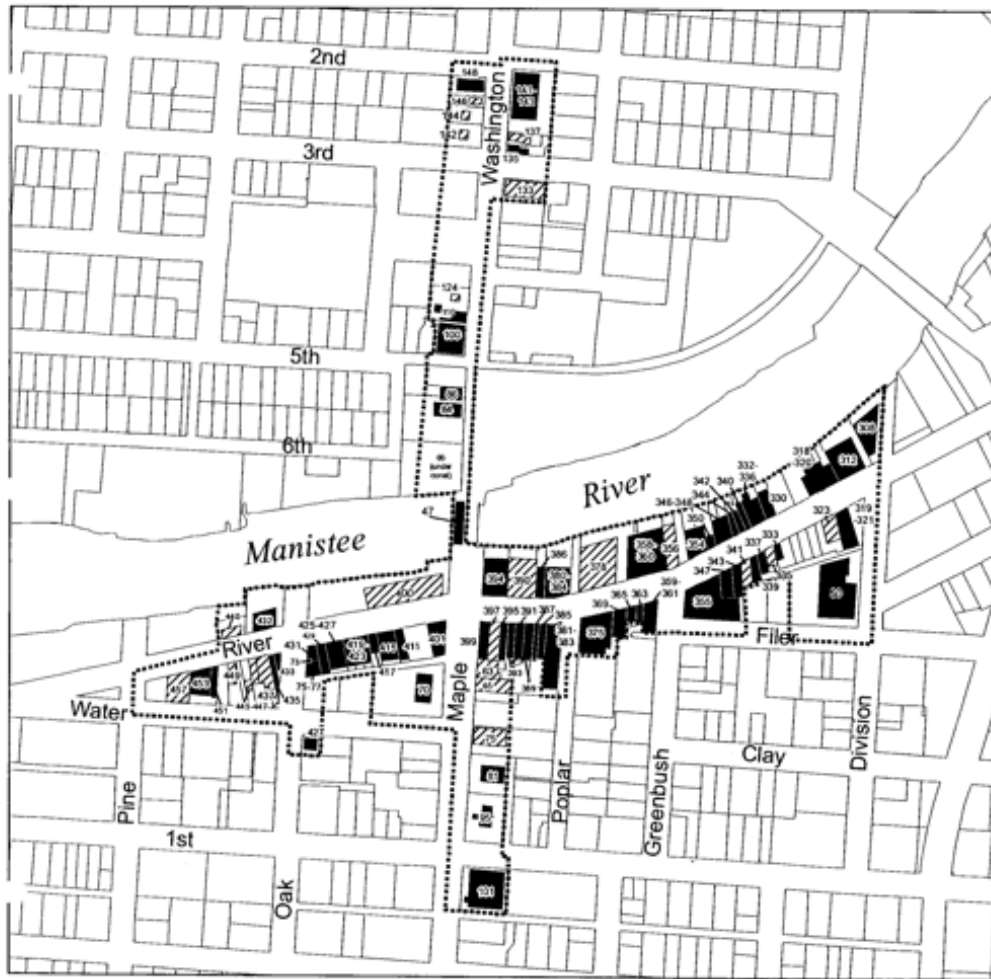
202 West Case. Saint Paul's Catholic Church (1920). Van Leyen Schilling & Keogh, Detroit, Architect. Foster Construction Co. Milwaukee, Contractor. Contributing.

This Neo-Romanesque, basilica-type church is faced in red brick over concrete block and trimmed with Bedford, Indiana limestone. Rising from a wide masonry base, the church is a symmetrical-front building with a steep gable-roofed nave, between two corner towers that extend above the nave. Its front is enhanced by the corner square-plan towers, each of which has three round-arch windows with a continuous masonry sill and a continuous masonry lintel on the ground floor, above which is a single, narrow, vertical window. On each, an expanse of brick wall rises to a wide masonry belt course that serves as a base to the belfry, which has round-arched, balustrade, louvered voids. Alternating sections of brick and masonry extend between chamfered corner piers that are capped by masonry finials. These support a copper dome that is capped by a Latin cross. Between the corner towers the street level of the gabled section contains three sets of paired wood entry doors with large hinges that are recessed within broad, round arches, producing an arcade effect. These incorporate masonry columns and voussoirs and tabbing between the doors. A shed-roof protects the entrance. Above this, a tall Palladian window featuring classically-inspired pilasters and dentils occupies much of the facade. To either side are brick pilasters extending to a gable that has masonry fractables with a Latin cross at the apex, while the piers are punctuated by shield devices and are capped by urns. Centered above the window is a masonry niche enframing a statue of Jesus. Decorative brickwork with projecting headers in an X-pattern bond distinguishes this central portion of the nave. The roof of the church appears to be synthetic or metal imitation tile.

The sides of the church have wide bays, which are defined by brick wall piers with masonry caps, each of which contains a broad, round-arch window with a masonry sill and triple rows of arched brick. A masonry band course runs the length of this side elevation, extending at the level of the masonry sill of the facade's corner tower. A single-story section at the rear of the church extends east to the rear of the Rectory. It runs from the northeast corner of the church, its cross-gable extending from the eave of the nave roof. It has four broad, segmental-arch windows on masonry sills and a small, two-pane window near the opposite corner. The end facing Pioneer Avenue rises to a shaped gable with masonry coping. This is reproduced in smaller scale on the slightly projecting corner entry vestibule that contains paired wood doors with large ornamental hinges. The center of this end bay has a triple round-arch window with masonry lintel and imposts, and the gable above contains a louvered bulls-eye window with a wide decorative masonry surround.

In 1919 trade journals reported that the new 150,000 dollar, fifty-five-by-one-hundred- twenty-five-foot church was designed by the Detroit architectural firm of Van Leyen Schilling & Keogh (*American Contractor* 1919). Foster Construction Co. was the general contractor for both the church and the rectory buildings, as related in an article lamenting delays caused by the difficulty in having the church limestone transported from Indiana (*Negaunee Iron Herald* 1920).

Map of Current Historic District Boundaries



City of Manistee

Manistee County, Michigan

Manistee Commercial Historic District

Legend

- Open Water
- Parcels
- Local Historic District Boundary
- Historic Buildings
 - Contributing
 - Non-contributing

1 inch equals 250 feet

0 250 500 1,000 Feet



Williams & Works
ARCHITECTS & PLANNERS
1111 1/2 N. 1st St., Suite 100
Manistee, MI 49755
616.755.1234

Map Current as of February 26, 2007

Overview

The Manistee Local Historic District includes those properties listed in the National and State Registers of Historic Places as the Manistee Commercial Historic District. This district was originally listed in the National Register in 1982. The Manistee Commercial Historic District from 2007 to present day includes the commercial core of the City and consists of 96 parcels along two major thoroughfares, River Street and Maple/Washington Streets. Of the existing 96 parcels within the Historic District, there are 11 non-contributing sites or parcels (including vacant lots and/or parking lots). The remaining 84 lots include buildings and structures, both contributing and non-contributing. The total number of contributing buildings and structures is 63. Therefore, 75% of the total number of buildings and structures within the Historic District contribute to the historic significance and character of the district.

The 2017 Historic District Study Committee reviewed the Local Historic Districts Act: Public Act 169 and noted that the definition of a Historic District does not necessarily have to coincide with contiguous boundaries which was a consideration in determining the area of the district in the 2007 report and proposal of the local historic district. The 2017 Historic District Study Committee has been charged with collecting updated survey data on both contributing and non-contributing properties within the historic district. In addition, the 2017 Historic District Study Committee has been requested to analyze the existing boundaries of the Historic District in comparison to the establishment of the Historic District over a decade ago. Through analysis of survey materials, photo documentation, and site visits, the February 22, 2018 Meeting of the 2017 Historic District Study Committee has recommended for reclassification and/or removal the following resources from the Historic District (please see minutes from meeting in the Appendix):

Filer Street
No Changes

Maple Street
No Changes

Oak Street
Private Parking lot on the corner of Oak and Water Street – Remove

River Street
400 River Street – Remove
440 River Street – Remove
449 River Street – Reclassify as Contributing
451 & 453 River Street – Reclassify as Non-Contributing

Washington Street
80 fka 66 Washington Street – Remove
110 Washington Street – Reclassify as Non-Contributing
Parking lot between 110 & 124 Washington Street – Remove
124 aka 124 Washington Street – Remove
129 aka 133 Washington Street – Remove
130 Washington Street (Vacant) – Remove
135 Washington Street Front of building remains Contributing/Rear of building Contributing
137 Washington Street - Remove
142 Washington Street – Remove
144 Washington Street – Remove
148 Washington Street – Reclassify as Non-Contributing

Water Street
No Changes

Boundaries of the Historic District

The District is in two sections separated by the Manistee River. The southern section boundary follows the south bank of the Manistee River from Division Street on the East to the Municipal Marina on the West, south along the eastern boundary of the Marina to the centerline of River Street, west along the centerline of River Street to the centerline of Pine Street, south along the centerline of Pine Street, to the centerline of Water Street; east along Water Street to the centerline of Oak Street; south on Oak Street to the south property line of 427 Water Street; east along the south property line to the east property line of 427 Water Street, north along the east property line of 427 Water Street across Water Street and north along the west property line of 414 Water Street to the alley ½ block south of River Street; east along the alley to the west property line of 70 Maple Street, south along the property line to the centerline of Water Street, east along Water Street to the centerline of Maple Street, south along Maple Street to the south property line of the Ramsdell Theater, east along that property line to the east property line of the Ramsdell Theater, North along the east property line to the north line of First Street, north along the mid-block line halfway between Maple and Poplar Streets, to the rear line of River Street Buildings, east along the rear of River Street buildings to Greenbush street, north along the Greenbush Street centerline to Filer Street, east along the centerline of Filer Street to the east property line of 341 River Street, north to the south property line of 339 River Street, east along the south property line of 337 River Street to the alley, thence easterly along the south line of the alley to the west property line 50 Filer Street, south along the west property line of 50 Filer Street to the centerline of Filer Street, east along the centerline of Filer Street to the centerline of Division Street and North to the south river bank. The northern section boundary follows the west side of Washington Street, from the north bank of the Manistee River to Second Avenue to a depth of ½ block west of the street centerline, and the east side of Washington Street from the south property line of the properties adjacent to Fifth and Sixth Streets and Washington, North to Lincoln Street, east to the rear property lines of the buildings fronting on Washington Street. The north and south sections of the district are joined by the Maple Street Bascule Bridge over the Manistee River.

Boundary Justification:

The boundaries of the 2007 Local Historic District were consistent with the boundaries of the Manistee Commercial Historic District as created in 1982 and as listed to the State and National Registers of Historic Places. The boundaries consisted of those properties fronting on Washington Street north of the river, on the west side from the Manistee River to Lincoln Street and on the east side from south of Taylor Street to Lincoln Street. The south section roughly consists of the properties fronting on River Street from Division Street on the east to one-half block west of Pine Street on the west, and the properties fronting on the east side of Maple Street from one-half block south of First Street to Clay Street, and on both sides of Maple Street from Clay Street to River Street. The District includes the Maple Street Bridge that spans the Manistee River and connects the north and south sections of the District.

The 2017 Historic District Study Committee determined that the Local Historic Districts Act did not require contiguous boundaries and that there were a number of properties that did not have historical significance or architectural integrity to remain in the district. These properties consisted of vacant parcels, parking lots, and structures that were not consistent nor were compatible with the scale, massing, height, form, and style of the district which consists of buildings primarily constructed of brick masonry with Victorian architectural detailing dating from 1870 to 1910. The 2017 Historic District Study Committee also reviewed each property to determine if any buildings previously listed as contributing had lost integrity and may no longer be a contributing building. Likewise, if a non-contributing building had reached the age of 50 years to be reclassified as a contributing building if the structure retained significance and integrity. A survey was

Manistee Commercial Historic District – Local Historic District
Preliminary Report of the Historic District Study Committee

conducted which included updated property files and a photographic inventory for the Historic District as part of the review process.

History of the Historic District

The City of Manistee, located on the eastern shore of Lake Michigan, was founded in 1841. The City's name, roughly translated, means "Spirit of the Woods." Chippewa and Ottawa Indians have inhabited the dense woodlands of the northwestern lower peninsula of Michigan for several centuries. The City site was an important one for Indian trade and transportation, as the Manistee and Little Manistee Rivers drained an area of approximately 2700 square miles and provided access deep into the rich forest's hunting and fishing grounds.

A review of the physical setting of the city was published in the *Manistee Times* in June of 1873:

"The City is located on both sides of Manistee River, and between Manistee Lake and Lake Michigan. The river between the two lakes flows to the west, and is one mile and a half long, and navigable for vessels and steamers drawn from eight to twelve feet of water. It has a current of three miles an hour, and is never closed by ice, floating or otherwise.

Manistee Lake lies east of the city, extending south and westward nearly five miles; it is about half a mile wide, of pure water, and has high banks of sand and clay, beautifully situated for building purposes. The water is of great depth and affords almost unlimited harbor and commercial facilities. The country around the city is generally good for farming purposes. Wheat is never winter-killed, and fruit of all kinds does well, especially pears, plums, peaches, and apples, and the mercury seldom touches zero and never goes far below that point. The timber of the county consists largely of beech, maple, ash, pine, hemlock and cedar, growing very large and thrifty."

Father Marquette visited the site before 1700, but no organized exploration of the area by white men took place until the early 1830's. In 1841, John and Joseph Stronach established a sawmill within the present city limits of Manistee; from that date until the turn of the century, Manistee was a lumber boomtown. The necessary support businesses and housing formed the heart of the new City with the sawmills clustering along the banks of the river and the inland lake. Logs were cut inland, floated down the Manistee or Little Manistee River, milled into a myriad of wood products, and shipped out of the harbor to Chicago, Detroit and other Great Lakes ports. The Manistee River was navigable for about 300 miles through one of the finest pine timber belts in Michigan. The Little Manistee allowed logs to be floated for a distance of 80 miles and provided waterpower at several points near its mouth. The river could be used year-round, regardless of cold or drought, because of strong steady currents and a water supply from hundreds of underground springs.

In 1849, the surrounding lands officially were acquired from the Indian tribes. From that point, the City's growth was steady. In 1852, the population of Manistee included 200 people. In 1855, Manistee County was organized with the City as the county seat. By 1861, 1,000 people lived within the future City limits. The emergence of Manistee as a thriving Great Lakes port, however did not take place until the late 1850's. Until 1854, ships had to anchor in Lake Michigan off the river mouth because of the shallow depth of the river. Cargo had to be transferred to rafts and then poled over to the docks. Finally, in 1854, the river channel was deepened to allow large craft to dock along the banks or enter Manistee Lake. The final problem of a strong current flowing from the river channel toward the lake was solved when a towpath was constructed along the docks of the north bank to allow oxen or horses to pull vessels up the river.

With the opening of its shipping and lumbering channels, Manistee entered a boom period of growth. Indeed, 300 buildings were constructed in 1869 alone. Because wood was so plentiful, however, few brick buildings were erected and on October 8, 1871, a catastrophic fire destroyed most of the downtown and

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industrial areas. That season saw many tragic fires in locations throughout the Midwest due to widespread drought and gale-force winds. In Manistee, as elsewhere, the fire resulted in the construction of a new downtown consisting of high-quality brick commercial buildings predominately Italianate in style. Many remain today in testimony of Manistee's early tragedy.

The following account of the lumber industry in Manistee (*Manistee Times*, June 1, 1873), at the height of the lumber boom, documents the industry's importance in Manistee's development and also its constant fire threat:

"There are in the city and vicinity some twenty first-class sawmills, with a capacity of about 100,000 feet of lumber each, and there is actually cut and shipped from Manistee about 159,000,000 feet each year...."

First as the entrance of the harbor is found the mill of John Canfield. This is on the site of the oldest mill in the place and is sheeted with iron from smoke-stack to foundation and has a capacity of about 100,000 feet each eleven hours. Three mills have been burnt down on this site, which is just at the delta of the river; hence the efforts to make this as near fire-proof as possible.

Tyson & Sweet's new mill is located...on the little lake, and... has a capacity of 150,000 feet. Then comes the other mill of Tyson & Sweet, which is a first-class mill, and has a capacity of 100,000. Across the river...is the mill of messrs. Cushman, Calkins & Co., built on the ashes of the one burned in the great fire. Capacity, 100,000 feet.

Green & Milmo's new mill, at the north end of Manistee Lake, was built in the stead of their mill burned down in the City. It has a capacity of 100,000 feet each eleven hours.

Magill & Canfield's, on the east side of the little lake, has a capacity of 90,000. This is a new mill, built on the site of the one destroyed by the great fire. Shrigley & Canfield's mill has a capacity of 50,000 feet.

Louis Sand's new mill has a capacity of 100,000 feet....it is estimated that nearly 200,000,000 feet of lumber will be shipped from this port during the season."

In 1878, the one-industry character of Manistee was altered by the discovery of rock salt in large quantities. To give an understanding of the impact that the discovery of salt has had on the City of Manistee excerpts from the May 1899 Anniversary Number of the *Manistee Daily News* read as follows:

"In 1879 leading mill owners joined with Chas. Reitz & Bros. (who had been drilling for oil), in putting down an experimental salt well, on the Reitz mill property, and in 1881, after drilling into the earth to a depth of 2,000 feet, a strata of rock-salt 25 feet in thickness was found, which gave assurance that salt could be produced in paying quantities, and added a new business enterprise to the City of Manistee.

Twenty-four salt wells, with the ceaseless motion of their pumps, have brought from a opening 6 inches in diameter, and extending down into the earth, 2000 feet, brine from which has been made 1,850,000 barrels of salt, 80,000 barrels of which were manufactured exclusively for dairy and table use.

We will perhaps better understand the magnitude of our salt industry, if we can realize that the salt made here during the past year, if placed with the barrels end to end, would make a continuous line 935 miles in length."

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Eleven lumber companies added salt mining operations. The reason that it was so profitable was that more than 90% of the manufacturing cost for salt was for energy evaporation. The lumber companies had free energy in waste wood for their operations; therefore, salt was 95% profit. With this new impetus for growth, the City continued to expand and, by the turn of the century, was a prosperous, thriving community of 22,700 people. Over 1,000 commercial vessels entered the harbor every year and left again carrying wood products and salt produced by fifteen sawmills and twenty-four salt wells. The ships also carried iron and leather goods, fruit, fish, and other local products. During its heyday, Manistee was the largest shipping port on Lake Michigan except for Chicago and Milwaukee. When the Flint and Pere Marquette Railroad reached Manistee in 1881, it provided the first real competition for the otherwise unchallenged shipping lines.

As the forests were destroyed by the timbering methods of the day, the lumber industry died out (in spite of early local reforestation efforts) and the City's population declined to its present-day level of close to 6,500 people. The sawmills have disappeared from the banks of the Manistee River, but the salt and mineral industries continue to thrive. The throng of commercial vessels has been replaced by pleasure boats and an occasional Great Lakes freighter docking at one of the several factories on Lake Manistee.

The forests, the river, and the two lakes created the city, its architecture, and its history. The removal of the forest wealth ended the boom, but the architectural and natural features of the Manistee Historic Commercial District remain to remind the resident and visitor of the exciting history of Manistee. The lack of boom property over the last sixty years has been a benefit because few buildings have been demolished and alterations above the storefront levels have been minimal. The following architectural and historical summaries of several pivotal buildings within the District illustrate the variety, quality, and importance of the District's architectural resources.

Architectural and Historical Summary of the Historic District

The Ramsdell Theater and Hall – 101 Maple Street, Built 1903



Thomas J. Ramsdell was Manistee's first attorney and prominent developer and civic leader. In private life, Thomas Jefferson Ramsdell married an early Manistee school teacher, Nettie Stanton, and had nine children, several of whom became famous in their own right. Ramsdell enjoyed almost twenty years of retirement before he passed away at his home on April 22, 1917. Several tributes were published accounting his early trials, his public interests, and his numerous attainments and endowments being mentioned, but perhaps the final statement of the News Advocate editor said it best, "A simple (funeral) ceremony, but fraught with the deepest significance, was this in which 'Finis' was written to the career of Thomas Jefferson Ramsdell, pioneer, patriarch, and distinguished citizen." Having amassed a considerable fortune in the City, he determined to improve the welfare and culture of its citizens by erecting a theater for the presentation of legitimate stage productions and concerts and to provide space for public meetings and lectures.

A Chicago architect, Solon S. Beman, was hired to prepare plans for the theater and hall. Construction at the prominent corner of Maple and First Streets located on a hill overlooking downtown Manistee and on the edge of the City's finest residential neighborhood began in 1902 and was completed the following year. Mr. Beman was famous for his model industrial towns of Pullman, Illinois (1880-1895) and Ivorydale, Ohio (1883-1888). He contributed substantially to the first-generation achievement of the Chicago School of Architecture.

Included in Mr. Beman's credits is the design of the Mines and Mining and Merchant Tailors pavilions for the World's Columbian Exposition held in Chicago in 1893. Afterwards he abandoned his former playful eclecticism and took on the sobriety and unity of the Renaissance and classical styles, which is reminiscent of the Ramsdell Theater's architectural style.

The theater and hall were built of a deep red brick in an interesting vernacular mixture of Classical and Italianate design elements. The simple stage house was built of Chicago common brick. Ramsdell intended

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the building to be a work of art and an example of the latest and best in theater design. The formal front entrance features a Doric portico while the face behind it is topped by a boxed pedimented cornice. The remaining detailing, including a three-story tower visually joining the theater and hall, is Italianate in style.

The interior featured a spacious lobby and lounge decorated with painted pastoral Grecian scenes. The auditorium was elaborately decorated with gilt and lights; a large, light-encircled dome in which Ramsdell's son, Frederic, painted a water-color mural of Venus, was the auditorium's key decorative feature. The theater was technically advanced for its time and could accommodate any touring show. It opened in 1903 and was used for stage shows until 1920 when it became a silent movie house. The City purchased the building in 1943, using the hall as a youth center but not immediately employing the theater. Since 1951, the theater has been used once again for stage productions by the Manistee Civic Theater and other groups.

The Vogue Theater – 381 River Street, Built 1938



Although there were several small independent theaters in Manistee by the 1930's, the Butterfield Michigan Theater Company determined that there was a void to be filled in the City's entertainment market. The company purchased a prime corner lot on River Street at Greenbush on which to erect a quality feature film theater. Architects Pereira and Pereira of Chicago filled the entire 45 feet by 176 feet lot with a Northern Michigan variation on the Art Deco theme. The *Manistee News Advocate* of January 10, 1938, proudly described the building as "Ultra-modern in every respect, it is the last word in architectural design, luxuriously fitted with every modern convenience, and equipped with the finest projection and sound systems available."

The exterior of the building presented a dramatic contrast to its Victorian neighbors with its strong horizontal and vertical lines and its general simplicity. Walls of reinforced concrete were faced with cement plaster and a two-color brick veneer. The River Street façade featured a large canopy with a freestanding sign and another large sign running vertically up the right side of the façade. There was no marquee. The deeply recessed entry led to a modernistic lobby with resilient rubber flooring, indirect lighting, a mirrored ceiling, and walls

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of figured wood depicting scenes in honor of Manistee’s heritage. To the left of the theater entrance, at the street corner, stood twenty-two feet by forty-five feet retail shop with a single corner door and a large show window in each of the two street facades. Two industrial-type metal windows above the canopy allowed light into the theater offices and served as the only fenestration above the first-floor level.

The previously cited newspaper account stated that the theater auditorium possessed “no unnecessary or distracting ornaments or embellishments in keeping with the modern trend.”

On the sloping theater floor, 935 seats of blue and coral leather and velour were provided. The walls and ceilings used the same colors, accented with blonde maple, chrome, and aluminum trim. Multi-colored indirect lighting was used throughout. The theater was equipped with an automatic stoker-fed steam heating system and an air-conditioning system with utilized 50-degree water supplied by a well under the theater to chill circulated air.

In 2010 the Vogue Theater was purchased by the Downtown Development Authority through a federal bankruptcy proceeding then sold to the Historic Vogue Theater of Manistee (HVTM) a non-profit organization. A grassroots effort under the leadership of the HVTM resulted in a complete rehabilitation of the theatre – interior and exterior – including mechanical and plumbing systems, roofing, and a completely renovated interior with two screens. The lobby was reconstructed and includes a lounge and concession stand designed for operational efficiency. The large theater seats 187 while a smaller theater has seating for 45 people. The theater is equipped with state of the art digital projection equipment for a top-notch experience for film-goers.

The Manistee County Savings Bank – 375 River Street, Built 1906-1907



The Manistee County Savings Bank was built to serve as the headquarters for a prospering financial institution. The bank had outgrown its original quarters in the Ramsdell Building and acquired a prominent lot at the corner of River and Poplar Streets on which to construct a suitable banking house. In 1906 architects were invited to submit designs for the new bank. Of five schemes, that submitted by Albert E. Colcord of Chicago was chosen for the banks’ new structure. Construction commenced on October 30, 1906; the grand opening took place on November 22, 1907.

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The three-story building was constructed of Bedford limestone. Its frontage on River Street was divided roughly in half at the first floor, the east half containing two stores, and the west half containing the main banking room and support facilities; a stairway separated the two sides. The second floor housed twenty-two offices, each with gas and electric lighting as well as water and telephone connections. The third floor originally served as the lodge room, billiard room, and dining room of the Knights of Pythias. With all interior walls constructed of masonry and all floors and ceilings built of concrete, the building was as fireproof as possible for the time. The upper floors were finished with oak woodwork and trim.

The original main banking room was grandly furnished and decorated. A vestibule of white ceramic tile and marble opened through wrought iron and glass grille doors onto a large central banking room. Mahogany, marble, and burlap in shades of brown and orange covered the walls. Banking counters had marble bases and marble counters accented with bronze grilles. Ionic columns of marble supported a coffered, ornamental plaster ceiling painted an ivory color. Elaborate lighting fixtures of copper completed the décor. To the sides of the vestibule was a director's room complete with a long mahogany table and a large Tiffany lamp, a men's waiting room, a women's banking room, and offices. At the rear of the main room were more offices and the vaults. The main vault for cash and safety deposit boxes weighed 52,000 pounds and had walls created by various layers of steel and concrete totaling over two feet in thickness.

The Manistee Daily News of November 22, 1907, noted at the opening "A description of the vault should be in detail, as it is a wonderful contrivance bringing to the aid of the banker the latest wizardry of the scientist and machination to enable him to safeguard the property of which he is the custodian."

The exterior of the Savings Bank was designed in the style of the Second Renaissance Revival. The bank side of the building features engaged rusticated stone columns at its ends, at the corner and between the bays, and engaged columns of the Ionic order standing two stories in height in between. The main bank floor is lit with large, fixed square windows originally topped with clear glass lunettes, flanked by the columns, and anchored with plain stone bulkheads. The second-floor windows are double-hung square units, again separated by the columns. A simple stone cornice sits atop the columns, serving as the base for the third story. Third floor windows are the same as the second floor but present plain stonework between them and no decorative sills or heads. Only the square corner columns of the lower two floors are echoed at this level. A stone parapet with balustrade rests atop a denticulated cornice and a plain frieze.

The storefront half of the building is very simple in treatment compared to the bank portion. A rectangular pilaster of rusticated stone extends the full height of the building to frame the east end. The first-floor opening was originally filled with large glass and metal storefronts. The second-floor windows are similar to those of the bank portion and are separated from the street level by a plain stone fascia. The third-floor windows are rectangular units capped by lunettes, the two parts separated by a stone mullion. The lunettes are framed by fluted stone spandrels and keystones above and by stone pilasters at the sides. The balustrade cornice line of the bank section continues across the top of this simple portion of the building. The interior of the building shows little evidence of its original appearance today; the exterior however, has changed little. The lunettes and spandrels of the Poplar Street elevation have been covered with simple contemporary stone and porcelain panels. The storefronts of both halves have been modernized with opalescent glass panels and aluminum and glass display window systems. The original bronze lamps at the main doors were removed at some point in the past. Otherwise, the building is in nearly original condition and has been well maintained.

The Ramsdell Building – 399 River Street, Built 1891



Prominent Manistee attorney T. J. Ramsdell began construction of a new business block in late 1890 or early 1891. The lot at the prominent corner of Maple and River Streets had been the location of several businesses prior to that date. The stylish masonry structure was Manistee's tallest building at that time. The Manistee County Savings Bank leased the second, or main, floor immediately upon completion. This surprised the community because Mr. Ramsdell was president of the City's other major bank, the first National Bank, located across the street. The new bank's offices were described as being up to date in every respect, secure from burglars, and nearly fireproof. Mr. Ramsdell and two other attorneys occupied the upper floors and, and like all the other tenants, took occupancy on January 1, 1892. The ground floor was the location of the City Drug Store that remained there until 1975 when it relocated across the street. The bank remained in the Ramsdell Building until 1907 when it relocated to the present Manistee County Savings Bank Building at 375 River Street. The building currently houses a retail store at the ground floor level, while the balance of the building has been converted to luxury Victorian Style Hotel Rooms.

The Ramsdell building represents a small city's rendition of the Richardsonian Romanesque style. All of the elements of that style are present in an awkward but exuberant composition. The building is four stories high at the River Street entry and three stories high at the Maple Street entry. The lower stories are built of randomly coursed rock face granite with rounded-arch window and door openings along Maple and trabeated openings along River Street. A large circular arch shelters a recessed doorway at the main Maple Street entry. The main River Street door to the second floor is framed by a massive stone, pediment two stories high. The third story of a dark red brick is accented by lighter brick and stone trim. The River Street elevation features a group of four double hung one over one windows capped by a spandrel of floral relief terra cotta over a continuous red sandstone band course. The Maple Street façade boasts a similar fenestration with arches of brick; red sandstone drip rails rest above the windows and lug sills stand below. The fourth floor is built of a lighter red brick. Double hung rounded arch windows with arched red sandstone drip rails are grouped in twos and threes. The Maple Street façade features a false gable flanked by a parapet; the gable end displays

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three rounded arch windows separated by colonnettes. Band courses, trim of red sandstone, and a brick parapet above a simple cornice further ornament the building.

The most unique architectural feature of the Ramsdell Building is its corner turret. Rising from the second or main floor up to the fourth floor, the turret rests on a single massive column, which bisects the stairway leading to the ground floor interior. Each level of the turret continues the materials and decoration of the adjoining floor level described above.

The Ramsdell Building is in its original condition. Previous owners carefully restored the exterior including the turret conical roof and it stands as the single most impressive architectural reminder of downtown Manistee's most prosperous era.

The Haley Block – 419-423 River Street – Built 1883



Ellen, Eliza, and Kate Haley moved from Grand Haven to Manistee prior to 1871 and constructed a small frame building to house the Haley Sister's Millinery Shop. The shop was destroyed in the great fire of 1871. They rebuilt soon after but, within the next twelve years, were burned out four additional times. In early 1883, the shop at 419 River Street was destroyed by fire for the last time. Fortunately, the building retained its façade through the blaze and the sisters were able to rebuild the store at it originally had been, an elaborate wood frame and brick veneer structure. They also began construction of a similarly designed double business block directly to the west of their main store. Wisely, the new portion of the store at 421-423 River Street was constructed with walls of brick to lessen the impact of future fires. The sisters contracted with a Milwaukee firm to provide one ornate galvanized iron cornice for all three Italianate storefronts. The cornice line was, and today remains, Manistee's most elaborate.

The building was owned by the Haley family until the 1930's. The Haley's business was housed at 419 River Street. The initial tenant of 421 River Street was William Nungesser, an undertaker and furniture dealer. The 423 River Street segment initially was a grocery store operated by A.S. Haines. Numerous tenants subsequently occupied the three shops including a grocery store, a drug store, a florist, the Railway Express Company, the Salvation Army headquarters, a restaurant, and a State Liquor Store.

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The Haley Block is a fine example of High Victorian Italianate styling applied to a small town commercial building. The two-story brick building, measuring about sixty feet in width, is divided into three storefront bays, each with three double-hung, one over one sash balanced at the second-floor level. The elaborate metal cornice over fine decorative brick corbelling presents a small name pediment at its center. Below the cornice of each bay is a narrow, raised wood decorative spandrel. The second story windows feature decorative carved stone hoodmolds. Beneath the windows rests a secondary cornice with decorative end blocks coinciding with the first floors support piers. The storefronts are defined by these masonry piers and with Manistee-fabricated cast iron columns, which frame each storefront door. A door leading to the upper story separates the west and center storefronts. The building is in excellent condition. In 2008, an extensive renovation to the exterior of the building took place. Doors were replaced to match original stairway doors. Inappropriate panels at street level were removed and windows were replaced. Bricks were repaired, along with, lower panels had trim installed to match the original. In addition, a new paint scheme was completed on the exterior with the original building name “Haley” reinstalled at the top of the building.

The Pacific House- 143 Washington Street, Built 1880-1887



In late 1881, the Flint and Pere Marquette Railroad announced plans to build a passenger station on Washington Street near the Manistee River. Joseph Baur, a resident of the City since 1852 and a prosperous business person and real estate investor, saw the need for a hotel located on the north side of the river to serve traveling sales people and visitors coming into the City by rail. In 1880, he had built two stores on the southwest corner of Washington and Lincoln Streets. As the railroad business grew, he added three more stores and finally a second story level that spanned the entire block and contained hotel rooms. Named the Pacific House, the hotel opened in late 1884.

Business was so good that Baur constructed a large addition in 1887 containing forty additional rooms. The building then stood 65 feet by 120 feet in size and offered a center light and service court. All partitions were brick and the protection of guests in the event of fire was given great consideration. The building renamed the Cleveland House, contained a bar, billiard room, office, dining room, kitchen, ladies' parlor, and ladies' reception room in addition to its guest rooms. Several large apartments were provided for families. The ground floor shops were occupied by various commercial tenants over the years.

The 120-foot-long Washington Street façade of the two-story brick Italianate building is divided into five storefront bays, each with three windows at the second story level. A simple but elegant corbelled brick

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cornice tops the building. Second floor windows are double-hung, one over one unit with rounded arch stone hoodmolds and stone lug sills. The first-floor storefronts are defined by brick piers at their edges and by Manistee-fabricated cast iron columns to either side of their centered entry doors. The building has been altered by the application of a wood shingled mansard canopy above the storefronts, the replacement of a storefront door and window openings with panels of various types, and the painting of the exterior brick. The first two alterations can be rectified because all of the original material remains or easily can be replicated. The building is currently vacant and awaiting restoration.

The Winkler Block, 310 – 314 River Street, Build 1894-1895



This distinctive commercial building stands today at the main entrance to downtown Manistee, its large turret highly visible from the intersection of River Street and U.S. Route 31. The structure was built by Robert Winkler for speculative purposes. As a marine engineer working during the late nineteenth and early twentieth centuries, Winkler was second in command on steam ships servicing the Great Lakes and undoubtedly had money to invest in such enterprises. Because there was no family business, however, the entire building was rented. The original tenants were a liquor store and two retail establishments on the ground floor and the Elk's Lodge at the second-floor level.

The masonry building has approximately seventy-five feet of frontage on River Street and consists of three bays defined by masonry piers. A simple cornice above decorated brick corbelling tops the building. Stone lintels and sills frame each of the rounded arch double-hung windows placed in sets of three in the left and right bays. In the center bay, a group of windows composed of two small double-hung sashes flanking a large fixed center window and transom is framed by a single rounded arch lintel. The most distinctive decorative element of the building is the turret at the southeast corner. Made of sheet metal, the turret has five faces, each with a double hung window. A bell-shaped hip roof completed with finial sits atop a simple cornice. The roof currently is covered with wood shingles, although the original roof probably was metal. An unusual molding with a rolling wave motif adorns the area directly above the windows and perhaps, serves as Robert Winkler's signature for his commercial building.

In 1978 the building was restored and functioned as a brewery and upscale restaurant with banquet facilities. The River Street façade was reconstructed as three storefronts with exterior painting restoration

Subcontractor

Preservation Forward will partner with Beckett & Raeder, Inc. for professional mapping services for the Historic Design Guidelines.

Beckett&Raeder, Inc.

Making Great Places for over 50 Years

Beckett & Raeder, Inc. Philosophy

“At BRI, anything worth planning is worth mapping. Our GIS services go beyond putting colors on a page and include investigative analyses into land revenue potential, economic/ built environment relationships, property reuse classification, green and gray infrastructure systems, and network analyses. It is a joy to find new problems for spatial analysis to help solve.”

Contact Information

Mr. Rowan Brady, Project and Technology Planner

Business phone

(734) 663-2622

Email

rbrady@bria2.com

Mr. Brady's Bio

“Rowan joined Beckett & Raeder as an Intern in 2018. After finishing his undergraduate degree in the Spring of 2019, Rowan remained at Beckett & Raeder, Inc. while completing his master's degree in Urban and Regional Planning at the University of Michigan-Ann Arbor. Rowan is a Geographic Information System (GIS) specialist and contributes data input, analysis, and mapping to many of BRI's community planning projects.”

ATTACHMENT B
BIDDERS AGREEMENT FOR HISTORIC DESIGN GUIDELINES

BIDDERS AGREEMENT FOR HISTORIC DESIGN GUIDELINES

In submitting this proposal, as herein described, the Contractor agrees that:

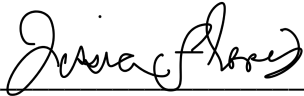
1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

Jessica Flores

PREPARED BY (PRINT NAME)

March 4, 2022

DATE



AUTHORIZED SIGNATURE

Owner

TITLE

jessica@preservationforward.com

EMAIL ADDRESS

Preservation Forward, LLC.

COMPANY

PO Box 4490 East Lansing, MI 48826

ADDRESS

517-220-5144

PHONE

N/A

NAME OF PARENT COMPANY

N/A

ADDRESS

N/A

PHONE

ATTACHMENT C
COST PROPOSAL FOR HISTORIC DESIGN GUIDELINES

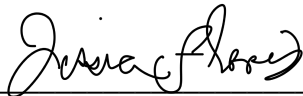
COST PROPOSAL FOR HISTORIC DESIGN GUIDELINES

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

**Attach technical specifications for all proposed materials as outlined in the Submission Requirements section of the RFP (pg. 5-6)*

COST PROPOSAL	
ITEM	BID AMOUNT
1. Historic Design Guidelines	\$83,600
2.	
3.	
4.	
5.	
6.	
7.	
8.	
TOTAL BID AMOUNT	\$ 83,600
ADDITIONAL BID ITEMS	
Additional Meetings with City Staff and Boards	\$ 200/ hour
Other -	\$
Other -	\$
GRAND TOTAL AMOUNT	\$ 83,600

Firm Name: Preservation Forward

Authorized Signature:  Date: March 4, 2022

ATTACHMENT D
IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM FOR HISTORIC DESIGN
GUIDELINES

**IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM FOR HISTORIC DESIGN
GUIDELINES**

Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act"), prior to the City accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business", as defined by the Act.

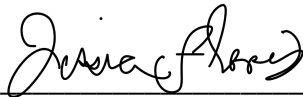
By completing this form, the Vendor certifies that it is not an "Iran Linked Business", as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the City.

Jessica Flores

PREPARED BY (PRINT NAME)

March 4, 2022

DATE



AUTHORIZED SIGNATURE

Owner

TITLE

jessica@preservationforward.com

EMAIL ADDRESS

Preservation Forward

COMPANY

PO Box 4490, East Lansing, MI 48826

ADDRESS

517-220-5144

PHONE

N/A

NAME OF PARENT COMPANY

N/A

ADDRESS

N/A

PHONE

ATTACHMENT E

**U.S. DEPARTMENT OF THE INTERIOR CERTIFICATIONS REGARDING DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS, DRUG-FREE WORKPLACE
REQUIREMENTS AND LOBBYING**

ATTACHMENT E
U.S. Department of the Interior
Certifications Regarding Debarment, Suspension and
Other Responsibility Matters, Drug-Free Workplace
Requirements and Lobbying

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions – **The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.** See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions

CHECK X IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

CHECK IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK _____ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check _____ if there are workplaces on files that are not identified here.

PART D: Certification Regarding Drug-Free Workplace Requirements

CHECK X IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When

PART E: Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements

CHECK _____ IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT, SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK _____ IF CERTIFICATION FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TYPED NAME AND TITLE

DATE

AGENDA
BIRMINGHAM HISTORIC DISTRICT COMMISSION
WEDNESDAY – MAY 4, 2022
BIRMINGHAM CITY HALL, 151 MARTIN STREET, COMMISSION ROOM 205, BIRMINGHAM, MI *
******* 7:00 PM*******

- 1) Roll Call
- 2) [Approval of the HDC Minutes of April 20, 2022](#)
- 3) Courtesy Review
- 4) Historic Design Review
- 5) Sign Review
- 6) Study Session
 - A. [CLG Grant – Historic Design Guidelines – RFP Response Review](#)
 - B. [Promoting Historical Preservation \(Update\)](#)
 - C. [Bates St. Historic District Signage \(Update\)](#)
- 7) Miscellaneous Business and Communication
 - A. Pre-Application Discussions
 - B. Draft Agenda
 1. [May 18, 2022](#)
 - C. Staff Reports
 1. [Administrative Sign Approvals](#)
 2. [Administrative Approvals](#)
 3. [Demolitions](#)
 4. [Action List 2022](#)
- 8) Adjournment

*Please note that board meetings will be conducted in person once again. Members of the public can attend in person at Birmingham City Hall, 151 Martin St., or may attend virtually at:

Link to Access Virtual Meeting: <https://zoom.us/j/91282479817>
Telephone Meeting Access: 877 853 5247 US Toll-free
Meeting ID Code: 912 8247 9817

Notice: Individuals requiring accommodations, such as interpreter services for effective participation in this meeting should contact the City Clerk's Office at [\(248\) 530-1880](tel:2485301880) at least on day in advance of the public meeting.

Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al [\(248\) 530-1880](tel:2485301880) por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).

A PERSON DESIGNATED WITH THE AUTHORITY TO MAKE DECISIONS MUST BE PRESENT AT THE MEETING.

Historic District Commission Action List – 2022-2023

Historic District Commission	Quarter Goals	In Progress	Complete
Schedule Training Sessions for HDC and Community	1 st (January-March)	<input type="checkbox"/>	<input type="checkbox"/>
Draft Recommendations for Bates St. Historic District Signage	1 st (January-March)	<input type="checkbox"/>	<input type="checkbox"/>
Begin Historic Design Guidelines Project	2 nd (April-June)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Historic Plaque for Community House	2 nd (April-June)	<input type="checkbox"/>	<input type="checkbox"/>
Develop Resources for the Michigan Historic Preservation Tax Credit	3 rd (July-September)	<input type="checkbox"/>	<input type="checkbox"/>
Historic District Ordinance Enforcement	4 th (October-December)	<input type="checkbox"/>	<input type="checkbox"/>
First Draft – Historic Preservation Master Plan	4 th (October-December)	<input type="checkbox"/>	<input type="checkbox"/>