

**AGENDA**  
**BIRMINGHAM HISTORIC DISTRICT COMMISSION**  
**WEDNESDAY – September 1<sup>st</sup>, 2021**  
**151 MARTIN STREET, CITY COMMISSION ROOM 205, BIRMINGHAM, MI \***  
**\*\*\*\*\* 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 August 4<sup>th</sup>, 2021**
- 3) Courtesy Review
- 4) Historic Design Review
  - A. **160 W. Maple – Dick O’ Dows**
- 5) Sign Review
- 6) Study Session
  - A. **Promoting Historic Preservation**
- 7) Miscellaneous Business and Communication
  - A. Pre-Application Discussions
  - B. Draft Agenda
    1. **October 6<sup>th</sup>, 2021**
  - C. Staff Reports
    1. **Administrative Sign Approvals**
    2. **Administrative Approvals**
    3. **Demolitions**
    4. **Action List 2021**
- 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 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 August 4, 2021**

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

Minutes of the regular meeting of the Historic District Commission ("HDC") held Wednesday, August 4, 2021. Chair John Henke called the meeting to order at 7:05 p.m.

#### **1) Rollcall**

**Present:** Chair John Henke; Board Members Gigi Debbrecht, Keith Deyer, Patricia Lang, Michael Willoughby; Alternate Board Member Steven Lemberg; Student Representative Elizabeth Wiegand (arrived 7:13 p.m.)(Leland, MI)

**Absent:** Board Members Natalia Dukas, Dustin Kolo; Alternate Board Member Cassandra McCarthy; Student Representative Charles Cusimano

**Administration:** Nicholas Dupuis, City Planner  
Laura Eichenhorn, City Transcriptionist

Noting that the full HDC was not in attendance, Chair Henke offered both applicants the option to postpone their reviews to the September 1, 2021 HDC meeting with no penalty.

Both applicants indicated they wanted to proceed with their reviews during the present meeting.

**08-078-21**

#### **2) Approval Of Minutes**

With Chair Henke, Ms. Debbrecht, Mr. Deyer and Mr. Lemberg abstaining due to their absences from the July 21, 2021 meeting the HDC did not have a quorum for a vote on the minutes.

The July 21, 2021 minutes will be voted on along with the August 4, 2021 minutes at the September 1, 2021 meeting.

**08-079-21**

#### **3) Courtesy Review**

None.

**08-080-21**

#### **4) Historic Design Review**

##### **A. 160 W. Maple – Dick O' Dows**

CP Dupuis reviewed the item.

Mitch Black, owner, was present on behalf of the application.



Seeing that some items in this application were still outstanding and the HDC received some items in this application late, Chair Henke asked for a motion to postpone the review to the HDC's September 1, 2021 meeting with no penalty to give the HDC enough time to review the materials and the applicant enough time to finish their submission.

It was noted that Elevation A, and not Elevation B, represented the applicant's request.

**Motion by Mr. Deyer**

**Seconded by Ms. Debbrecht to postpone the historic design review for 160 W. Maple – Dick O' Dows to September 1, 2021.**

**Motion carried, 6-0.**

**ROLL CALL VOTE**

Yeas: Deyer, Debbrecht, Lemberg, Lang, Willoughby, Henke

Nays: None

**B. 271 W. Maple – Tender**

CP Dupuis reviewed the item.

**Motion by Ms. Debbrecht**

**Seconded by Mr. Willoughby to approve the historic design review for 271 W. Maple – Tender with the following condition: 1. The Historic District Commission approves the awning projections into the right-of-way.**

**Motion carried, 6-0.**

**ROLL CALL VOTE**

Yeas: Deyer, Debbrecht, Lemberg, Lang, Willoughby, Henke

Nays: None

**08-081-21**

**5) Sign Review**

None.

**08-082-21**

**6) Study Session**

None.

**08-083-21**

**7) Miscellaneous Business and Communication**

CP Dupuis reminded the HDC about the upcoming National Preservation Commission training and asked that they notify him if they were interested in attending.

CP Dupuis showed the HDC updates on the condition of the siding and the siding replacement of 743 W. Frank - King Argus House.

- A. Pre-Application Discussions**
- B. Draft Agenda for Next Meeting**
- C. Staff Reports**
  - 1. Administrative Sign Approvals**
  - 2. Administrative Approvals**
  - 3. Demolitions**
  - 4. Action List - 2021**

08-084-21

### **Adjournment**

**Motion by Ms. Lang**

**Seconded by Ms. Debbrecht to adjourn the HDC meeting of August 4, 2021 at 7:23 p.m.**

**Motion carried, 6-0.**

VOICE VOTE

Yeas: Lang, Willoughby, Henke, Debbrecht, Deyer, Lemberg

Nays: None

Nicholas Dupuis  
City Planner



# MEMORANDUM

Planning Division

**DATE:** September 1<sup>st</sup>, 2021

**TO:** Historic District Commission

**FROM:** Nicholas Dupuis, City Planner

**SUBJECT:** 160 W. Maple – Dick O’ Dows – Design Review

**Zoning:** B4 (Business-Residential) & D4 (Downtown Overlay)

**Existing Use:** Commercial

## Introduction

The applicant has submitted a Design Review application for façade renovations to the existing Dick O’ Dows restaurant in Downtown Birmingham. The subject site is located on the north side of Maple, west of Pierce St. The building is not a designated historic resource in the City. However, the building is located within the Central Business Historic District, and is directly adjacent to the historic Leonard Building.

## Building Exterior

The proposed façade renovations include a removal of a portion of the existing storefront and interior dining area to create a new outdoor dining area in a recessed entryway. The building would retain the existing façade above 9 ft. 3 in., although the existing sign is proposed to be restored and relocated and an awning is proposed above the storefront. In general, the applicant is proposing to match the existing style and color of the existing façade. Please see the following table for a list of all proposed materials:

Material	Location	Color
Sunbrella Canvas	Awning above storefront	Black
Wood & Glass Swing Doors	Storefront	Black Magic
Wood & Glass Entry Door	New storefront	Black Magic
Glass	New storefront	Clear 66% VLT
Limestone	Feature wall (north)	Natural
Mosaic Wall Tile	Feature wall (north)	White Mosaic
Ventless fireplace	North side of recess	-
Wood	Column enclosure	Match existing

As the building is located in the Downtown Overlay, there are specific architectural standards that must be met in regards to façade materials and design:

1. At least 90% of the exterior finish material on all facades that face a street shall be limited to the following: glass, brick, cut stone, cast stone, coarsely textured stucco, or wood. Dryvit or E.F.I.S is prohibited.
2. Storefronts shall be directly accessible from public sidewalks. Each storefront must have transparent areas, equal to 70% of its portion of the facade, between one and eight feet from the ground. The wood or metal armature (structural elements to support canopies or signage) of such storefronts shall be painted, bronze, or powder-coated.
3. Facade openings, including porches, windows, and colonnades, shall be vertical in proportion.
4. Sliding doors and sliding windows are prohibited along frontage lines.
5. Facades may be supplemented by awnings, which shall be straight sheds without side flaps, not cubed or curved. Awnings shall be between 8 and 12 feet above sidewalk grade at the lower drip edge.

At this time, it appears as though the applicant meets the majority of the Downtown Overlay Architectural Standards. The existing façade is predominantly wood and glass, the proposal contains façade openings that are vertically proportioned, and the awnings are straight shed with no side flaps and is 8 ft. above grade.

Additionally, the design plans submitted contain a note at the new window system indicating that they could be sliding or swing doors. Slider doors are not permitted in the Downtown Overlay along frontage lines. Frontage line is defined as "all lot lines that abut a public street." The applicant has submitted specification sheets for bi-fold sliding doors located at the recessed storefront roughly 12 ft. from the frontage line. Thus, the applicant meets the requirements.

### **Signage**

As noted above, the applicant is proposing to restore and relocate the existing signage, which reads "Dick O' Dows" with the words "Irish Pub" flanking either side. The principle building frontage measures 24 ft. wide, which permits 24 sq. ft. of signage. The existing sign measures roughly 48.3 sq. ft. in area. However, because the applicant is proposing a restoration of the sign and not a new sign, the applicant may maintain this nonconformity pursuant to Article 2, Section 2.01 (B) of the Sign Ordinance, which states "the maintenance and/or repair of a properly licensed sign shall not require a sign permit, unless changing the advertising material and/or copy." Additionally, the applicant is proposing to utilize the existing four gooseneck light fixtures to illuminate the sign, which is permitted within the Central Business Historic District.

### **Lighting**

The applicant is proposing two new light fixtures at the entry columns along Maple Rd. and two of the same fixtures on the feature wall on the north side of the recess. The applicant has submitted specification sheets for the proposed fixtures, and it appears as though the fixtures will not significantly alter the light distribution or illuminance on a site. Thus, a photometric plan was not required by the Planning Division pursuant to Article 4, Section 4.21 (C) of the Zoning

Ordinance. Additionally, these lighting elements appear to be fully cutoff as defined by Article 9, Section 9.02.

### **Planning and Zoning**

As the building/site is not changing its use or size, there are no bulk, height or area requirements that must be reviewed at this time. However, a review of the following planning and zoning issues is warranted based on the proposed façade renovation:

- Glazing – As the applicant is proposing to renovate the existing storefront, which includes new windows within the recess, the applicant will be required to meet the Glazing standards outlined in Article 3, Section 3.04 of the Zoning Ordinance which requires transparent areas equal to 70% of its portion of the facade, between one and eight feet from the ground. Additionally, only clear glazing is required on the first floor, which is currently defined as 80% Visual Light Transmittance.

The applicant has not submitted glazing calculations for the new storefront at this time. Additionally, the applicant has noted on the storefront elevation that the glass will contain a Visual Light Transmittance of 66% minimum, which does not meet the current ordinance of 80%. Thus, **the applicant must submit glazing calculations and specification sheets with clarity figures for the new storefront glazing.**

- Projections into the Right-of-Way – The applicant is proposing an awning that projects 3 ft. 4 in. into the W. Maple right-of-way. Article 4, Section 4.74 (D)(4)(c)(i) states that removable architectural elements such as awnings, canopies, marquees may be approved by the Historic District Commission or Planning Board to project into the right of way provided that they are constructed to support applicable loads without any ground mounted supports on public property. Encroachments with less than 15 ft. of clearance above the sidewalk shall not extend into or occupy more than two-thirds of the width of the sidewalk or 5 ft., whichever is less, and must not interfere with any existing or planned streetscape elements or infrastructure. The sidewalk in front of Dick O' Dows is 6 ft. wide, which permits a 4 ft. awning projection. The proposed awning meets the requirements. Thus, **the applicant obtained approval from the Planning Board for the projections into the right-of-way on August 25<sup>th</sup>, 2021.**
- Outdoor Dining – As the applicant is proposing to add a new outdoor dining area, the requirements of Article 4, Section 4.44 must be met, including the following:
  - Outdoor dining areas shall provide and service refuse containers within the outdoor dining area and maintain the area in good order.
  - All outdoor activity must cease at the close of business.
  - All tables and chairs provided in the outdoor dining area shall be constructed primarily of metal, wood, or material of comparable quality.

- In order to safeguard the flow of pedestrians on the public sidewalk, such uses shall maintain an unobstructed sidewalk width as required by the Planning Board, but in no case less than 5 ft.

In the front of the building, the outdoor dining plan shows a trash receptacle located behind the entry column within the patio. Furthermore, the site plan contains a dimension of the sidewalk, as well as the width of the clear walking path between the existing approved dining platform and the chairs that encroach upon the sidewalk at 5 ft. as required. Finally, the applicant has submitted specification sheets for the proposed tables and chairs to ensure their construction meets the outdoor dining standards of wood and metal.

As for the rear, the plans submitted show a trash receptacle at the north end of the patio, and the existing patio line versus the new patio line. The applicant submitted a document with the dimensions of the alley with the new patio installed showing a dimension of 16 ft. 4 in. at the slimnest. The proposed expansion from the originally approved 5-table temporary patio will extend 4 ft. beyond the property line into the Willits Alley. Article 3, Section 3.16 (D)(1) states that "to maintain access for service vehicles, a 10 foot wide clear zone (extending 22 feet in height), must be maintained for all Active Vias." The proposed 16 ft. 4 in. travel lane meets this requirement. As for tables and chairs, the applicant has submitted specification sheets detailing a wood and metal construction, meeting the requirements.

### Required Attachments

	Submitted	Not Submitted	Not Required
Detailed and Scaled Site Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interior Floor Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Photometric Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Colored Elevations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Specification Sheets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Material Samples	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Site & Aerial Photographs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Design Standards

Article 7, Section 7.09 states that the Design Review Board shall review all documents submitted pursuant to this section and shall determine the following:

1. All of the materials required by this section have been submitted for review.
2. All provisions of this Zoning Ordinance have been complied with.

3. The appearance, color, texture and materials being used will preserve property values in the immediate neighborhood and will not adversely affect any property values.
4. The appearance of the building exterior will not detract from the general harmony of and is compatible with other buildings already existing in the immediate neighborhood.
5. The appearance of the building exterior will not be garish or otherwise offensive to the sense of sight.
6. The appearance of the building exterior will tend to minimize or prevent discordant and unsightly properties in the City.
7. The total design, including but not limited to colors and materials of all walls, screens, towers, openings, windows, lighting and signs, as well as treatment to be utilized in concealing any exposed mechanical and electrical equipment, is compatible with the intent of the urban design plan or such future modifications of that plan as may be approved by the City Commission.

### **Planning Division Analysis**

Based on the requirements of Article 7, Section 7.09, the Planning Division recommends that the Historic District Commission **APPROVE** the Design Review application for 160 W. Maple – Dick O’ Dows – with the following condition:

1. The applicant must submit glazing calculations and specification sheets with clarity figures for the new storefront glazing.

### **Sample Motion Language**

Motion to **APPROVE** the Design Review application for 160 W. Maple – Dick O’ Dows with the following conditions:

1. The applicant must submit glazing calculations and specification sheets with clarity figures for the new storefront glazing.

**OR**

Motion to **POSTPONE** the Design Review application for 160 W. Maple – Dick O’ Dows – pending receipt of the following:

1. The applicant must submit glazing calculations and specification sheets with clarity figures for the new storefront glazing.

**OR**

Motion to **DENY** the Design Review application for 160 W. Maple – Dick O’ Dows – for the following reasons:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



## Design Review Application Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: Mitch Black  
Address: 160 West Maple  
Birmingham MI 48009  
Phone Number: 248-227-3840  
Email address: semblack@sbcglobal.net

### 2. Property Owner

LEVINSON LEVIN PROPERTIES  
Name: DAVID C LEVINSON  
Address: 22519 FISHLERS CREEK  
BEVERLY HILLS, MI 48025  
Phone Number: 248-766-2226  
Email address: LEVINSON53@YAHOO.COM

### 3. Project Contact Person

Name: Sharon or Mitch Black  
Address: 160 W. Maple  
Birmingham MI 48009  
Phone Number: 248-227-3840 & 248-736-4840  
Email address: semblack@sbcglobal.net

### 4. Project Designer/Developer

Name: Sharon Black  
Address: 2144 Garland  
Birmingham MI 48009  
Phone Number: 248-736-4840  
Email address: semblack@sbcglobal.net

### 5. Required Attachments

- I. Two (2) paper copies and one (1) digital copy of all project plans including:
  - i. A detailed and scaled Site Plan depicting accurately and in detail the proposed construction, alteration or repair;
  - ii. Colored elevation drawings for each building elevation;
  - iii. A Landscape Plan (if applicable);
  - iv. A Photometric Plan (if applicable);
- II. Specification sheets for all proposed materials, light fixtures and mechanical equipment;

- III. Samples of all proposed materials;
- IV. Photographs of existing conditions on the site including all structures, parking areas, landscaping and adjacent structures;
- V. Current aerial photographs of the site and surrounding properties;
- VI. Warranty Deed, or Consent of Property Owner if applicant is not the owner;
- VII. Any other data requested by the Planning Board, Planning Department, or other City Departments.

### 6. Project Information

Address/Location of the property: 160 W. Maple  
Birmingham MI  
Name of development: \_\_\_\_\_  
Sidwell #: \_\_\_\_\_  
Current Use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_  
Area of Site in Acres: \_\_\_\_\_  
Current zoning: \_\_\_\_\_

Is the property located in a floodplain? -----  
Is the property within a Historic District? -----  
→ If so, which? -----  
Will the project require a variance? -----  
→ If so, how many? -----  
Has the project been reviewed by another board? -----  
→ If so, which? -----

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

### 7. Details of the Proposed Development (attach separate sheet if necessary)

• Impror- Replace storefront  
• Add sliding doors (open air doors)  
• \_\_\_\_\_  
• \_\_\_\_\_  
• \_\_\_\_\_



## 8. Required and Proposed Parking

Required number of parking spaces: N/A  
Proposed number of parking spaces: \_\_\_\_\_  
Location of parking on site: \_\_\_\_\_  
Location of parking off site: \_\_\_\_\_  
Shared parking agreement? \_\_\_\_\_  
Size of surface parking lot: \_\_\_\_\_

Number of underground parking levels: \_\_\_\_\_  
Typical size of parking spaces: \_\_\_\_\_  
Typical width of maneuvering lanes: \_\_\_\_\_  
Number of handicap spaces: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

## 9. Landscaping

Location of landscape areas: N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed landscape material: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 10. Streetscape

Sidewalk width: N/A  
Number of benches: \_\_\_\_\_  
Number of planters: \_\_\_\_\_

Number of existing street trees: \_\_\_\_\_  
Number of proposed street trees: \_\_\_\_\_  
Number of waste receptacles: \_\_\_\_\_

## 11. Loading

Required number of loading spaces: N/A  
Proposed number of loading spaces: \_\_\_\_\_  
Location of loading spaces on site: \_\_\_\_\_

Typical size of loading spaces: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

## 12. Exterior Waste Receptacles

Required number of waste receptacles: \_\_\_\_\_  
Proposed number of waste receptacles: \_\_\_\_\_  
Location of waste receptacles: \_\_\_\_\_

Size of waste receptacles: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

## 13. Mechanical Equipment

### Utilities and Transformers:

Number of ground mounted transformers: \_\_\_\_\_  
Location of all utilities & easements: \_\_\_\_\_

Size of transformers (L•W•H): \_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

### Ground Mounted Mechanical Equipment:

Number of ground mounted units: \_\_\_\_\_  
Location of all ground mounted units: \_\_\_\_\_

Size of ground mounted units (L•W•H): \_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

### Rooftop Mechanical Equipment:

Number of rooftop units: \_\_\_\_\_  
Type of rooftop units: \_\_\_\_\_  
Location of all rooftop units: \_\_\_\_\_  
Size of rooftop units (L•W•H): \_\_\_\_\_

Location of screenwall: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_  
Distance from rooftop units to all screenwalls: \_\_\_\_\_

## 14. Building & Site Lighting

Number of light fixtures on building: \_\_\_\_\_  
Light level at each property line: \_\_\_\_\_  
Type of light fixtures on building: \_\_\_\_\_  
Location of light fixtures on building: \_\_\_\_\_

Number of light fixtures on site: \_\_\_\_\_  
Type of light fixtures on site: \_\_\_\_\_  
Height from grade: \_\_\_\_\_  
Location of light fixtures on site: \_\_\_\_\_

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes made to an approved site plan. The undersigned further states that they have reviewed the procedures and guidelines for Site Plan Review in Birmingham, and have complied with the same. The undersigned will be in attendance at the Planning Board meeting when this application will be discussed.

By providing your e-mail to the City, you agree to receive news notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.

Signature of Owner: LEVINSON- LEVIN PROPERTIES LLC Date: 7/16/2021  
David C. Levinson

Print name: DAVID C. LEVINSON, ITS CO-MANAGER, TRUSTEE

Signature of Applicant: [Signature] Date: 7-14-21

Print Name: \_\_\_\_\_

Signature of Architect: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Office Use Only

Application #: PDR21-0011 Date Received: 7-19-2021 Fee: \$350 + \$50 (+ \$100 bond)  
Date of Approval: \_\_\_\_\_ Date of Denial: \_\_\_\_\_ Accepted By: \_\_\_\_\_



## Notice Sign Rental Application Community Development

### 1. Applicant

Name: Mitch Black  
Address: 160 W. Maple  
Birmingham, MI 48009  
Phone Number: 248-227-3840  
Fax Number: \_\_\_\_\_  
Email address: senblack@sbccglobal.net

### 2. Property Owner LEVINSON - LEVIN PROPERTIES

Name: \_\_\_\_\_  
Address: 22519 FIDDLERS COVE  
BEVERLY HILLS, MI 48025  
Phone Number: 248-266-2226  
Fax Number: \_\_\_\_\_  
Email address: LEVINSON53@YAHOO.COM

### 3. Project Information

Address/Location of Property: 160 W. Maple  
Name of Development: Dick - O. Paws  
Area in Acres: \_\_\_\_\_

Name of Historic District, if any: \_\_\_\_\_  
Current Use: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_

### 4. Date of Board/Commission Review

City Commission: \_\_\_\_\_  
Planning Board: \_\_\_\_\_  
Historic District Commission: \_\_\_\_\_  
Design Review Board: \_\_\_\_\_

Board of Zoning Appeals: \_\_\_\_\_  
Board of Building Trades Appeals: \_\_\_\_\_  
Housing Board of Appeals: \_\_\_\_\_  
Other: \_\_\_\_\_

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to post the Notice Sign(s) at least 15 days prior to the date on which the project will be reviewed by the appropriate board or commission, and to ensure that the Notice Sign(s) remains posted during the entire 15 day mandatory posting period. The undersigned further agrees to pay a rental fee and security deposit for the Notice Sign(s), and to remove all such signs on the day immediately following the date of the hearing at which the project was reviewed. The security deposit will be refunded when the Notice Sign(s) are returned undamaged to the Community Development Department. Failure to return the Notice Sign(s) and/or damage to the Notice Sign(s) will result in forfeiture of the security deposit.

Signature of Applicant: [Signature]

Date: 7-14-21

#### Office Use Only

Application#: \_\_\_\_\_ Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_  
Date of Approval: \_\_\_\_\_ Date of Denial: \_\_\_\_\_ Reviewed By: \_\_\_\_\_



## MEMORANDUM

Planning Division

**DATE:** August 25<sup>th</sup>, 2021

**TO:** Jana Ecker, Planning Director

**FROM:** Nicholas Dupuis, City Planner

**SUBJECT:** 160 W. Maple – Dick O’ Dows – Special Land Use Permit  
Amendment, Final Site Plan & Design Review

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The subject site, 160 W. Maple, is currently used as a restaurant within an existing one-story commercial building fronting W. Maple. The applicant has submitted a Special Land Use and Final Site Plan/Design Review application requesting changes to the front façade, the outdoor dining patio in the front of the building, and the rear dining area in the Willits Alley.

As far as the rear dining patio, the applicant was approved by the City Commission on April 6, 2020 for a 5-table, 20-chair patio on private property in the Willits Alley to replace their front dining deck that was interrupted by the Maple Rd. construction project. This patio was approved on a temporary basis from April 1 through November 15, 2020 during construction on Maple. In June, 2020, the applicant was approved for a temporary COVID-19 outdoor dining expansion which increased the dining platform to 9 tables and 36 chairs. The applicant has submitted the Special Land Use Permit amendment application, in part, seeking approval on a permanent basis for the 9-table patio in the Willits Alley.

At the front of the building, the applicant installed a newly redesigned outdoor dining platform in the W. Maple right-of-way through Administrative Approval on July 12<sup>th</sup>, 2021. The new platform is within the same area (one parking space) as it previously existed, and contains 6 tables and 24 chairs.

The new proposal for the front of the restaurant is a remodel that brings the storefront back roughly 12 ft. to create a new recessed outdoor dining patio with 5 tables, 20 chairs, a ventless fireplace, television, and new façade materials. A full review of ordinances and design is provided in the relevant sections below.

Finally, due the subject sites location within the Central Business Historic District, the applicant is required to submit a Design Review application to the Historic District Commission for approval of these changes. The applicant went before the Historic District Commission on August 4<sup>th</sup>, 2021 and was postponed to September 1<sup>st</sup>, 2021 pending the receipt of some outstanding information.

The Birmingham Code of Ordinances states that a contract for transfer and a Special Land Use Permit are required for all licenses approved under Chapter 10 – Alcoholic Liquors. The licensee must comply with all provisions of the contract and Special Land Use Permit, and any amendments thereto as a condition of granting of a requested transfer. Accordingly, the applicant must obtain a recommendation from the Planning Board on the Special Land Use and Final Site Plan/Design Review application, which is then reviewed for final consideration by the City Commission.

## 1.0 Land Use and Zoning

1. Existing Land Use – One-story commercial building.
2. Zoning – B4 (Business-Residential) and D4 (Downtown Overlay)
3. Summary of Adjacent Land Use and Zoning –

	North	South	East	West
Existing Land Use	Mixed Use	Commercial	Commercial	Commercial
Existing Zoning District	B4 (Business-Residential)	B4 (Business-Residential)	B4 (Business-Residential)	B4 (Business-Residential)
Overlay Zoning District	D4	D4	D4	D4

## 2.0 Setback and Height Requirements

Please see the attached zoning compliance summary sheet for details on setback and height requirements. There are currently no issues with bulk, height or placement with the Special Land Use Permit, Final Site Plan/Design Review application submitted.

## 3.0 Screening and Landscaping

1. Dumpster Screening – There are no changes proposed to the dumpster or screening on site.
2. Parking Lot Screening – There are no changes proposed to the parking lot or associated screening.
3. Mechanical Equipment Screening – There are no changes proposed to the mechanical equipment or screening on site.

4. Landscaping – There are no changes proposed to landscaping on site.
5. Streetscape – There are no changes proposed to the streetscape along W. Maple.

#### **4.0 Parking, Loading and Circulation**

1. Parking – There are no changes to the parking requirements on site.
2. Loading – There are no changes to the loading requirements.
3. Vehicular Circulation and Access – There are no changes proposed to the vehicular circulation and access.
4. Pedestrian Circulation and Access – There are no changes proposed to pedestrian access on site.

#### **5.0 Lighting**

The applicant is proposing two new light fixtures at the entry columns along Maple Rd. and two of the same fixtures on the feature wall on the north side of the recess. The applicant has submitted specification sheets for the proposed fixtures, and it appears as though the fixtures will not significantly alter the light distribution or illuminance on a site. Thus, a photometric plan was not required by the Planning Division pursuant to Article 4, Section 4.21 (C) of the Zoning Ordinance. Additionally, these lighting elements appear to be fully cutoff as defined by Article 9, Section 9.02.

#### **6.0 Departmental Reports**

1. Engineering Division – The Engineering Division has not provided any comments at this time. All comments received will be provided to the Planning Board on August 25th, 2021.
2. Department of Public Services – The Department of Public Services has not provided any comments at this time. All comments received will be provided to the Planning Board on August 25<sup>th</sup>, 2021.
3. Fire Department – The Fire Department has not provided any comments at this time. All comments received will be provided to the Planning Board on August 25th, 2021.
4. Police Department – The Police Department has not provided any comments at this time. All comments received will be provided to the Planning Board on August 25th, 2021.

5. Building Division – The Building Division has no concerns at this time.

## 7.0 Design Review

The proposed façade renovations include a removal of a portion of the existing storefront and interior dining area to create a new outdoor dining area in a recessed entryway. The building would retain the existing façade above 9 ft. 3 in., although the existing sign is proposed to be restored and relocated and an awning is proposed above the storefront. In general, the applicant is proposing to match the existing style and color of the existing façade. Please see the following table for a list of all proposed materials:

Material	Location	Color
Sunbrella Canvas	Awning above storefront	Black
Wood & Glass Bi-Fold Doors	Storefront	Black Magic
Wood & Glass Entry Door	New storefront	Black Magic
Glass	New storefront	Clear 66% VLT
Limestone	Feature wall (north)	Natural
Mosaic Wall Tile	Feature wall (north)	White
Ventless fireplace	North side of recess	-
Wood	Column enclosure	Black Magic

As the building is located in the Downtown Overlay, there are specific architectural standards that must be met in regards to façade materials and design:

1. At least 90% of the exterior finish material on all facades that face a street shall be limited to the following: glass, brick, cut stone, cast stone, coarsely textured stucco, or wood. Dryvit or E.F.I.S is prohibited.
2. Storefronts shall be directly accessible from public sidewalks. Each storefront must have transparent areas, equal to 70% of its portion of the facade, between one and eight feet from the ground. The wood or metal armature (structural elements to support canopies or signage) of such storefronts shall be painted, bronze, or powder-coated.
3. Facade openings, including porches, windows, and colonnades, shall be vertical in proportion.
4. Sliding doors and sliding windows are prohibited along frontage lines.
5. Facades may be supplemented by awnings, which shall be straight sheds without side flaps, not cubed or curved. Awnings shall be between 8 and 12 feet above sidewalk grade at the lower drip edge.

At this time, it appears as though the applicant meets the majority of the Downtown Overlay Architectural Standards. The façade is predominantly wood and glass, the proposal contains façade openings that are vertically proportioned, and the awning is a straight shed with no side flaps and is 8 ft. above grade.

Additionally, the design plans submitted contain a note at the new window system indicating that they could be sliding or swing doors. Slider doors are not permitted in

the Downtown Overlay along frontage lines. Frontage line is defined as "all lot lines that abut a public street." The applicant has submitted specification sheets for bi-fold sliding doors located at the recessed storefront roughly 12 ft. from the frontage line. Thus, the applicant meets the requirements.

#### Signage

As noted above, the applicant is proposing to restore and relocate the existing signage, which reads "Dick O' Dows" with the words "Irish Pub" flanking either side. The principle building frontage measures 24 ft. wide, which permits 24 sq. ft. of signage. The existing sign measures roughly 48.3 sq. ft. in area. However, because the applicant is proposing a restoration of the sign and not a new sign, the applicant may maintain this nonconformity pursuant to Article 2, Section 2.01 (B) of the Sign Ordinance, which states "the maintenance and/or repair of a properly licensed sign shall not require a sign permit, unless changing the advertising material and/or copy." Additionally, the applicant is proposing to utilize the existing four gooseneck light fixtures to illuminate the sign, which is permitted within the Central Business Historic District.

#### Glazing

As the applicant is proposing to renovate the existing storefront, which includes new windows within the recess, the applicant will be required to meet the Glazing standards outlined in Article 3, Section 3.04 of the Zoning Ordinance which requires transparent areas equal to 70% of its portion of the facade, between one and eight feet from the ground. Additionally, only clear glazing is required on the first floor, which is currently defined as 80% Visual Light Transmittance.

The applicant has not submitted glazing calculations for the new storefront at this time. Additionally, the applicant has noted on the storefront elevation that the glass will contain a Visual Light Transmittance of 66% minimum, which does not meet the current ordinance of 80%. **Thus, the applicant must submitted glazing calculations and specification sheets with clarity figures for the new storefront glazing.**

#### Projections into the Right-of-Way

The applicant is proposing an awning that projects 3 ft. 4 in. into the W. Maple right-of-way. Article 4, Section 4.74 (D)(4)(c)(i) states that removable architectural elements such as awnings, canopies, marquees may be approved by the Historic District Commission to project into the right of way provided that they are constructed to support applicable loads without any ground mounted supports on public property. Encroachments with less than 15 ft. of clearance above the sidewalk shall not extend into or occupy more than two-thirds of the width of the sidewalk or 5 ft., whichever is less, and must not interfere with any existing or planned streetscape elements or infrastructure. The sidewalk in front of Dick O' Dows is 6 ft. wide, which permits a 4 ft. awning projection. The proposed awning meets the requirements and applicant obtained approval from the Historic District Commission for the projections into the right-of-way.

#### Outdoor Dining

As the applicant is proposing to add a new outdoor dining area, the requirements of Article 4, Section 4.44 must be met, including the following:



- Outdoor dining areas shall provide and service refuse containers within the outdoor dining area and maintain the area in good order.
- All outdoor activity must cease at the close of business.
- All tables and chairs provided in the outdoor dining area shall be constructed primarily of metal, wood, or material of comparable quality.
- In order to safeguard the flow of pedestrians on the public sidewalk, such uses shall maintain an unobstructed sidewalk width as required by the Planning Board, but in no case less than 5 ft.

In the front of the building, the outdoor dining plan shows a trash receptacle located behind the entry column within the patio. Furthermore, the site plan contains a dimension of the sidewalk, as well as the width of the clear walking path between the existing approved dining platform and the chairs that encroach upon the sidewalk at 5 ft. as required. Finally, the applicant has submitted specification sheets for the proposed tables and chairs to ensure their construction meets the outdoor dining standards of wood and metal.

As for the rear, the plans submitted show a trash receptacle at the north end of the patio, and the existing patio line versus the new patio line. The applicant submitted a document with the dimensions of the alley with the new patio installed showing a dimension of 16 ft. 4 in. at the slimmest. The proposed expansion from the originally approved 5-table temporary patio will extend 4 ft. beyond the property line into the Willits Alley. Article 3, Section 3.16 (D)(1) states that "to maintain access for service vehicles, a 10 foot wide clear zone (extending 22 feet in height), must be maintained for all Active Vias." The proposed 16 ft. 4 in. travel lane meets this requirement. As for tables and chairs, the applicant has submitted specification sheets detailing a wood and metal construction, meeting the requirements.

The Willits Alley is classified as an Active Via. An Active Via is defined as an alley with a mix of uses and activities used by pedestrians/bicyclists for travel, some commercial activities, pausing for respite, outdoor dining, etc. with shared use by service vehicles (deliveries, trash removal, etc.). However, Article 3, Section 3.16 (A) states that the following uses are permitted within Active, Connecting and Destination Vias:

1. Retail sales and display;
2. Public plazas and informal gathering spaces;
3. Art display; and
4. Community Gardens.

In addition, the following uses are also permitted within Connecting and Destination Vias:

1. Outdoor dining; and
2. Special Events.

It would appear as though there is a conflict between the definition of Active Via, which includes outdoor dining, and the permitted uses of each classification of Via, which seems to preclude outdoor dining in Active Vias. **The Planning Board should discuss this inconsistency in the context of the original intent of the Activation Overlay District.**

## 8.0 Required Attachments

	Submitted	Not Submitted	Not Required
Existing Conditions Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Detailed and Scaled Site Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certified Land Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interior Floor Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Photometric Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Colored Elevations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Specification Sheets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Samples	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Site & Aerial Photographs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 9.0 Approval Criteria

In accordance with Article 7, section 7.27 of the Zoning Ordinance, the proposed plans for development must meet the following conditions:

- (1) The location, size and height of the building, walls and fences shall be such that there is adequate landscaped open space so as to provide light, air and access to the persons occupying the structure.
- (2) The location, size and height of the building, walls and fences shall be such that there will be no interference with adequate light, air and access to adjacent lands and buildings.
- (3) The location, size and height of the building, walls and fences shall be such that they will not hinder the reasonable development of adjoining property nor diminish the value thereof.
- (4) The site plan, and its relation to streets, driveways and sidewalks, shall be such as to not interfere with or be hazardous to vehicular and pedestrian traffic.
- (5) The proposed development will be compatible with other uses and buildings in the neighborhood and will not be contrary to the spirit and purpose of this chapter.
- (6) The location, shape and size of required landscaped open space is such as to provide adequate open space for the benefit of the inhabitants of the building and the surrounding neighborhood.

In addition, Article 7, Section 7.26 requires applications for a Special Land Use Permit to meet the following criteria:

- (1) The use is consistent with and will promote the intent and purpose of this Zoning Ordinance.
- (2) The use will be compatible with adjacent uses of land, the natural environment, and the capabilities of public services and facilities affected by the land use.
- (3) The use is consistent with the public health, safety and welfare of the city.
- (4) The use is in compliance with all other requirements of this Zoning Ordinance.
- (5) The use will not be injurious to the surrounding neighborhood.
- (6) The use is in compliance with state and federal statutes.

#### **10.0 Recommendation**

Based on a review of the site plan submitted, the Planning Division recommends that the Planning Board recommend **APPROVAL** to the City Commission the Special Land Use and Final Site Plan/Design Review application for 160 W. Maple – Dick O' Dows – with the following conditions:

1. The applicant must submit glazing calculations and specification sheets with clarity figures for the new storefront glazing;
2. The Planning Board approves outdoor dining in the Willits Alley Active Via;
3. All outdoor activity must cease at the close of business;
4. The applicant must comply with the requests of all City Departments.

#### **11.0 Sample Motion Language (*Final Site Plan & Design Review*)**

Motion to recommend **APPROVAL** to the City Commission the Final Site Plan & Design Review for 160 W. Maple – Dick O' Dows – with the following conditions:

1. The applicant must submit glazing calculations and specification sheets with Visual Light Transmittance figures for the new storefront glazing;
2. The Planning Board approves outdoor dining in the Willits Alley Active Via;
3. All outdoor activity must cease at the close of business;
4. The applicant must comply with the requests of all City Departments.

**OR**

Motion to **POSTPONE** the Final Site Plan & Design Review for 160 W. Maple – Dick O' Dows – pending receipt of the following:

1. The applicant must submit glazing calculations and specification sheets with Visual Light Transmittance figures for the new storefront glazing;

**OR**

Motion to recommend the **DENIAL** to the City Commission the Final Site Plan & Design Review for 160 W. Maple – Dick O’ Dows – for the following reasons:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**12.0 Sample Motion Language (*Special Land Use Permit*)**

Motion to recommend **APPROVAL** to the City Commission the Special Land Use Permit for 160 W. Maple – Dick O’ Dows – subject to the conditions of Final Site Plan & Design Review approval.

**OR**

Motion to **POSTPONE** the Special Land Use Permit for 160 W. Maple – Dick O’ Dows – pending receipt of the following:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**OR**

Motion to recommend **DENIAL** to the City Commission the Special Land Use Permit for 160 W. Maple – Dick O’ Dows – for the following reasons:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Zoning Compliance Summary Sheet  
Final Site Plan Review  
160 W. Maple – Dick O' Dows**

---

**Existing Site:** 1-Story Commercial Building

Zoning: B4 (Business-Residential) & D4 (Downtown Overlay)

Land Use: Commercial

**Existing Land Use and Zoning of Adjacent Properties:**

	North	South	East	West
<b>Existing Land Use</b>	Mixed Use	Commercial	Commercial	Commercial
<b>Existing Zoning District</b>	B4 (Business-Residential)	B4 (Business-Residential)	B4 (Business-Residential)	B4 (Business-Residential)
<b>Overlay Zoning District</b>	D4	D4	D4	D4

**Land Area:** Existing: 0.02 ac.  
Proposed: 0.02 ac.

**Dwelling Units:** Existing: 0 units  
Proposed: 0 units

**Minimum Lot Area/Unit:** Required: N/A  
Proposed: N/A

**Min. Floor Area /Unit:** Required: N/A  
Proposed: N/A

**Max. Total Floor Area:** Required: 100% for commercial, office  
Proposed: 100% Commercial (900 sq. ft.)

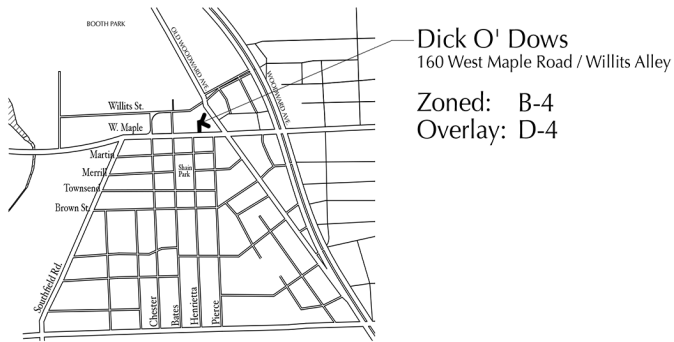
**Min. Open Space:** Required: N/A  
Proposed: N/A

**Max. Lot Coverage:** Required: N/A  
Proposed: N/A

<b>Front Setback:</b>	Required:	0 ft.
	Proposed:	0 ft. (no changes proposed)
<b>Side Setbacks</b>	Required:	0 ft.
	Proposed:	0 ft. (no changes proposed)
<b>Rear Setback:</b>	Required:	Equal to adjacent buildings
	Proposed:	5 ft. (no changes proposed)
<b>Min. Front+Rear Setback</b>	Required:	N/A
	Proposed:	N/A
<b>Max. Bldg. Height:</b>	Permitted:	80 ft., 5 stories
	Proposed:	16 ft., 1 story (no changes proposed)
<b>Min. Eave Height:</b>	Required:	58 ft.
	Proposed:	14 ft. (no changes proposed)
<b>Floor-Ceiling Height:</b>	Required:	12 ft.
	Proposed:	None listed
<b>Front Entry:</b>	Required:	On frontage line
	Proposed:	On frontage line (no changes proposed)
<b>Absence of Bldg. Façade:</b>	Required:	32 in. screenwall
	Proposed:	N/A
<b>Opening Width:</b>	Required:	25 ft.
	Proposed:	N/A
<b>Parking:</b>	Required:	0 spaces
	Proposed:	0 spaces (no changes proposed)
<b>Min. Parking Space Size:</b>	Required:	180 sq. ft.
	Proposed:	N/A
<b>Parking in Frontage:</b>	Required:	Off-street parking contained in the first story shall not be permitted within 10 feet of any building facade on a frontage line or between the building facade and the frontage line.
	Proposed:	No parking in 1st story (no changes proposed)
<b>Loading Area:</b>	Required:	None
	Proposed:	None
<b>Screening:</b>		

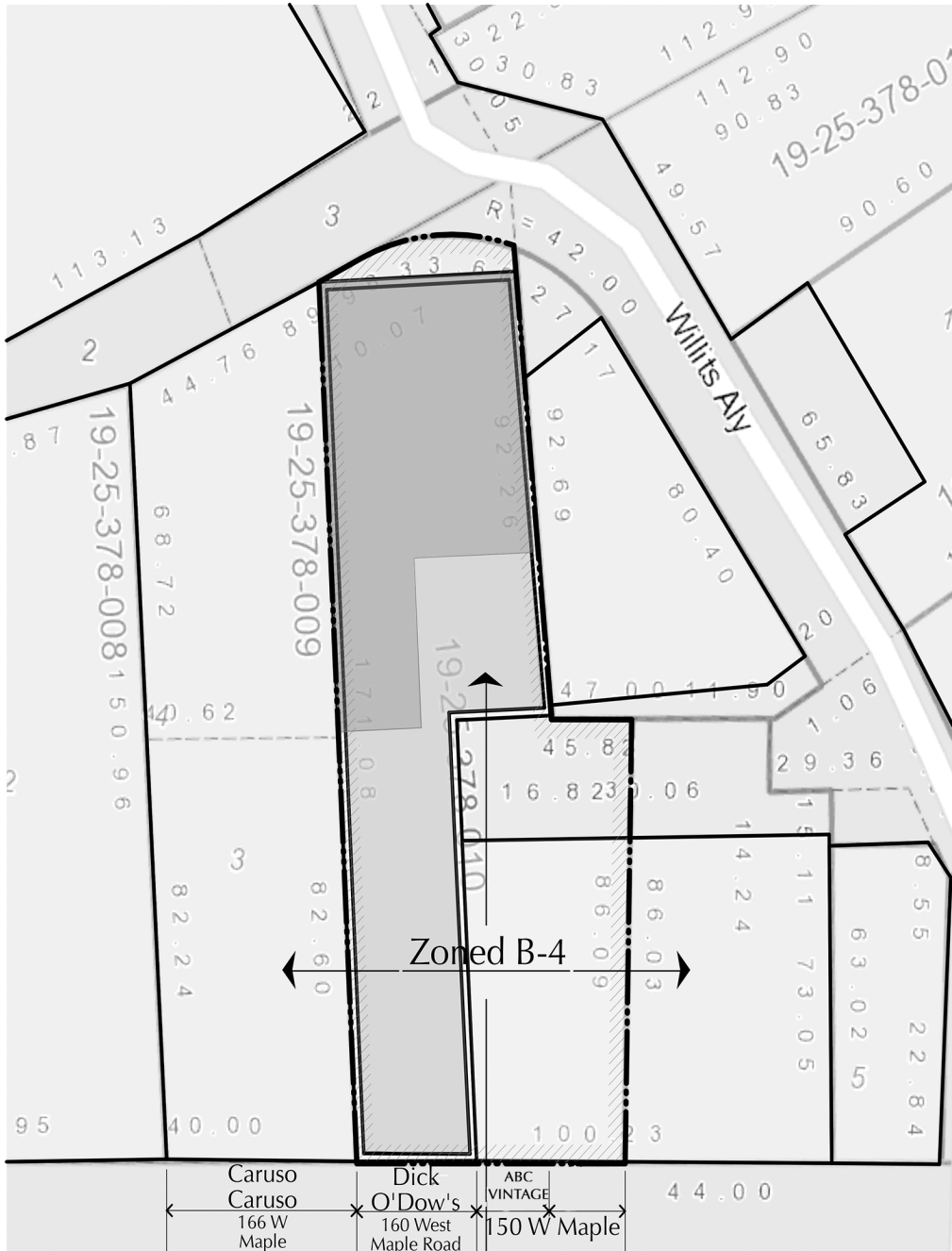
<u>Parking:</u>	Required:	32 in. masonry screen wall
	Proposed:	N/A
<u>Loading:</u>	Required:	Minimum 6 ft. screen wall
	Proposed:	N/A
<u>Rooftop Mechanical:</u>	Required:	Fully screened from public view
	Proposed:	None (no changes proposed)
<u>Elect. Transformer:</u>	Required:	Obscured from public view
	Proposed:	N/A
<u>Dumpster:</u>	Required:	6 ft. masonry w/ wood gate
	Proposed:	None (no changes proposed)

Dick O'Dows  
160 West Maple  
Birmingham, Michigan 48009



Dick O' Dows  
160 West Maple Road / Willits Alley  
Zoned: B-4  
Overlay: D-4

Loacation Map

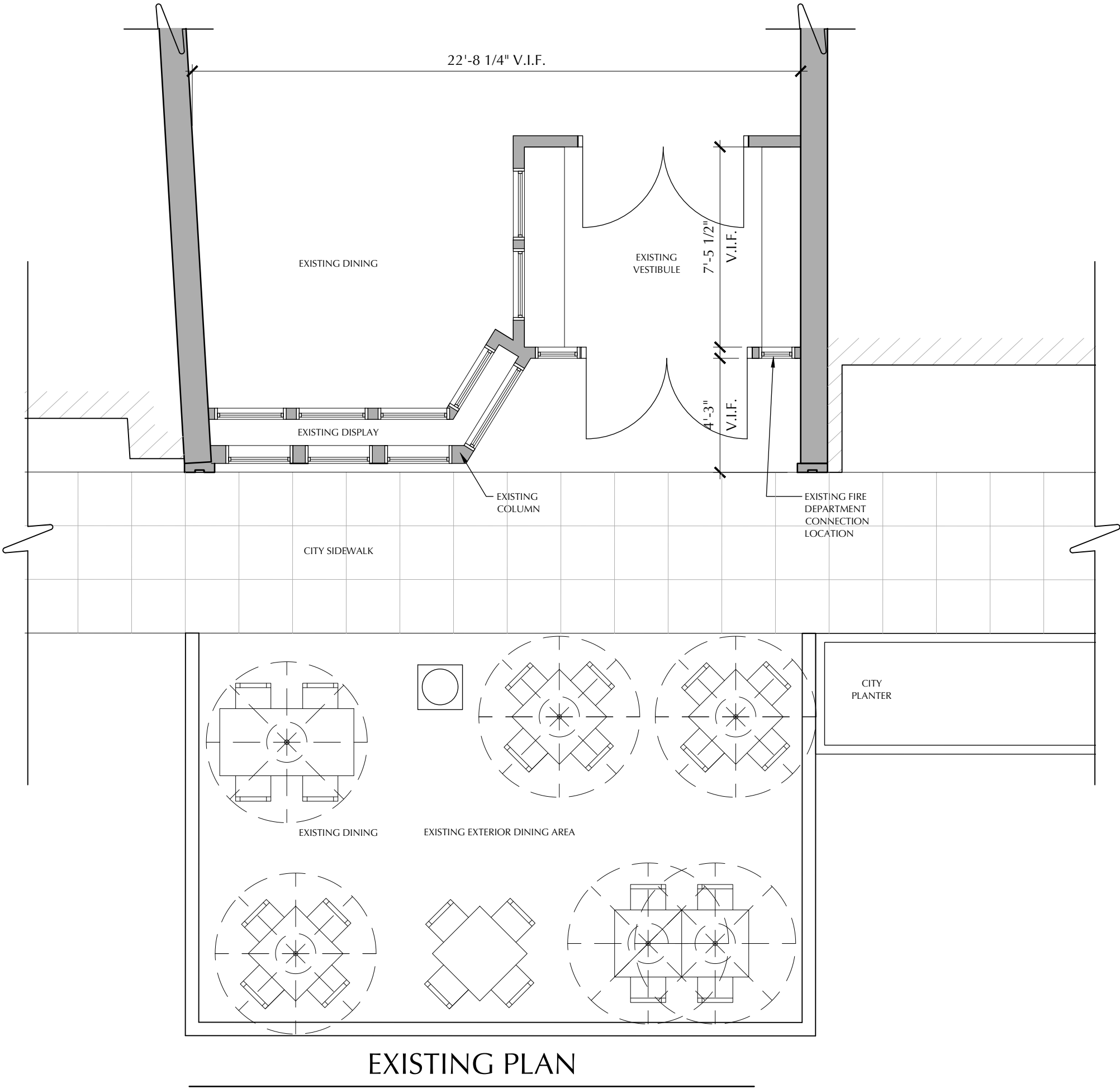


West Maple Road  
Site Plan





Dick O'Dows  
160 West Maple  
Birmingham, Michigan 48009

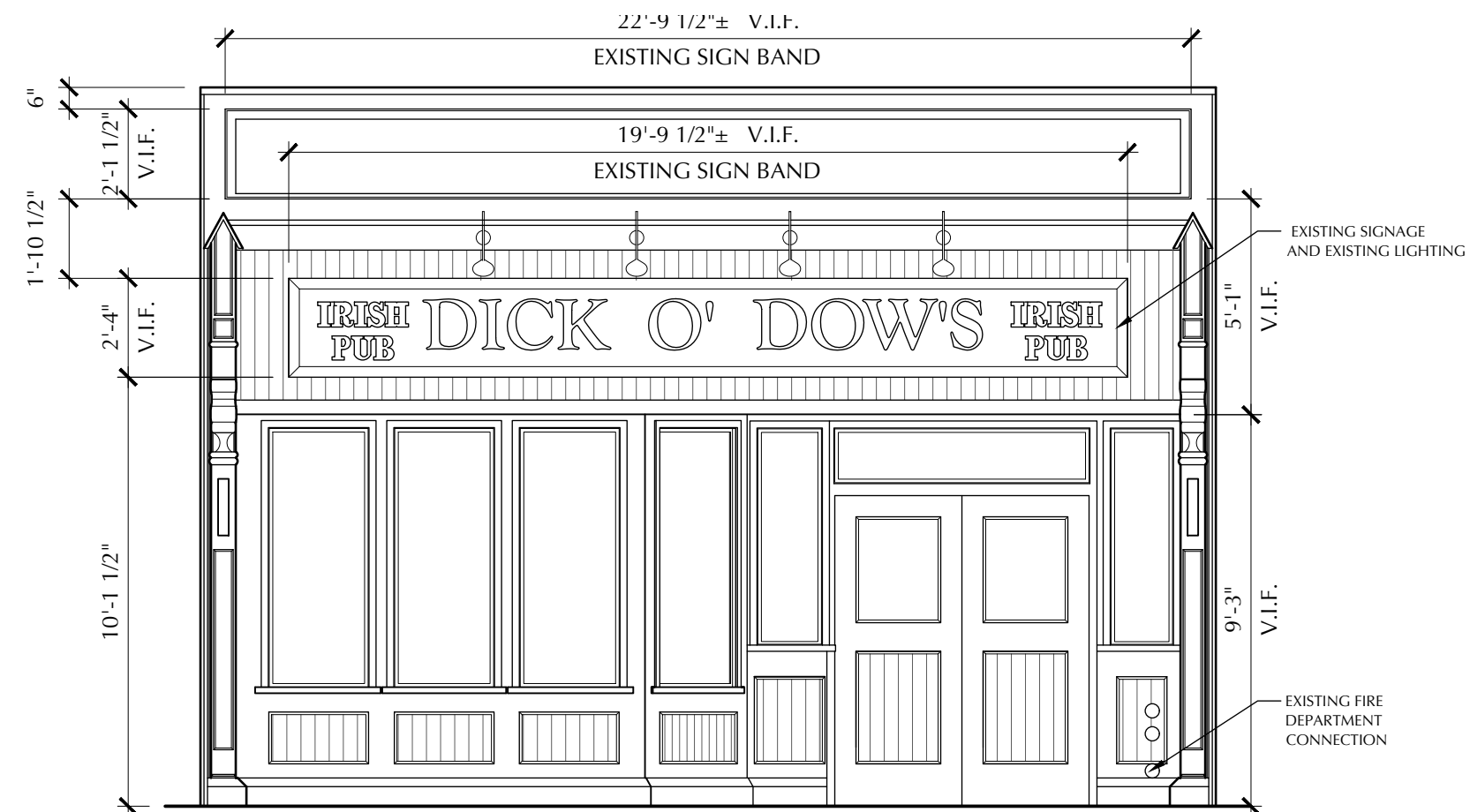


SCALE: 1/4" = 1'-0"

CHRISTOPHER J LONGE AIA  
ARCHITECTURE  
INTERIORS  
124 Peabody, Birmingham, Michigan 48009 248.258.6940

07.15.2021  
SD.2

Dick O'Dows  
160 West Maple  
Birmingham, Michigan 48009



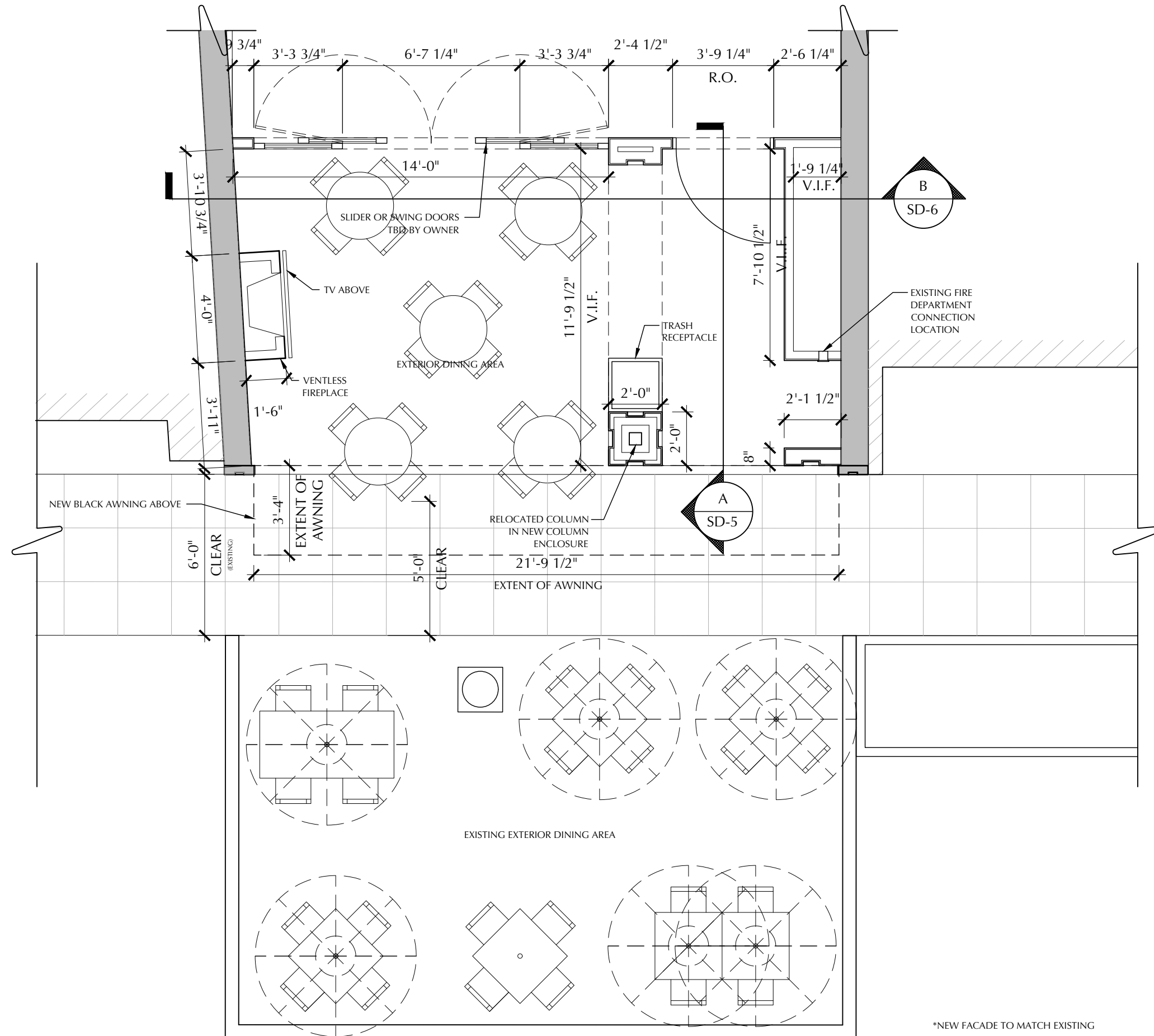
EXISTING ELEVATION

SCALE: 1/4" = 1'-0"

CHRISTOPHER J LONGE AIA  
ARCHITECTURE  
INTERIORS  
124 Peabody, Birmingham, Michigan 48009 248.258.6940

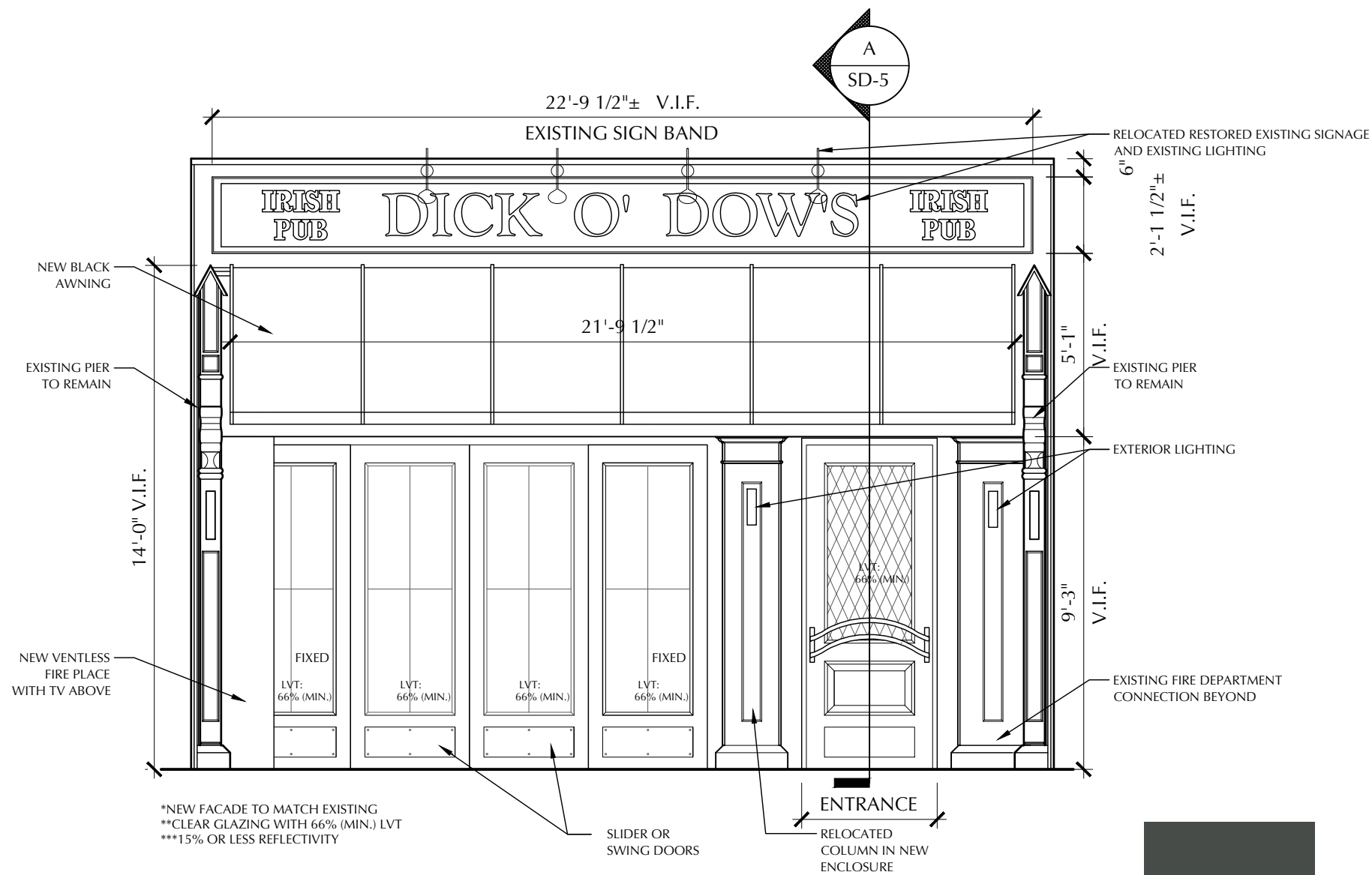
07.15.2021  
SD.3

Dick O'Dows  
160 West Maple  
Birmingham, Michigan 48009



PROPOSED FLOOR PLAN

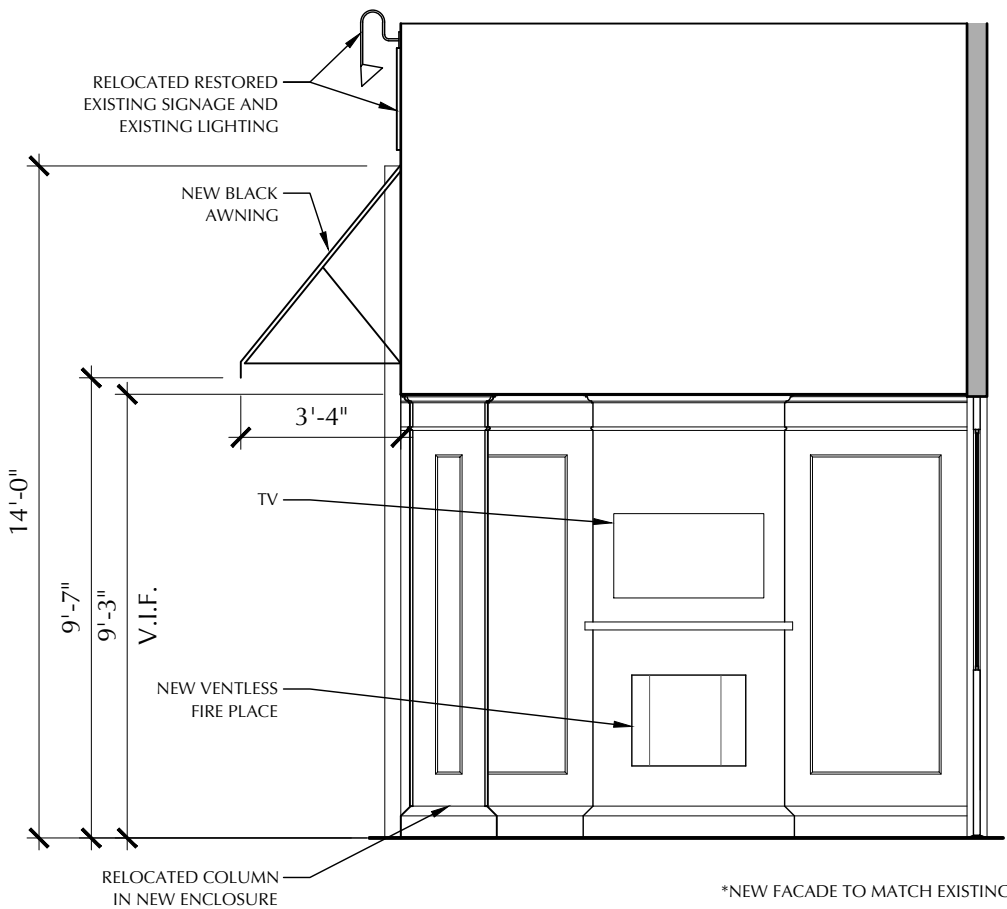
Dick O'Dows  
160 West Maple  
Birmingham, Michigan 48009



ELEVATION: A

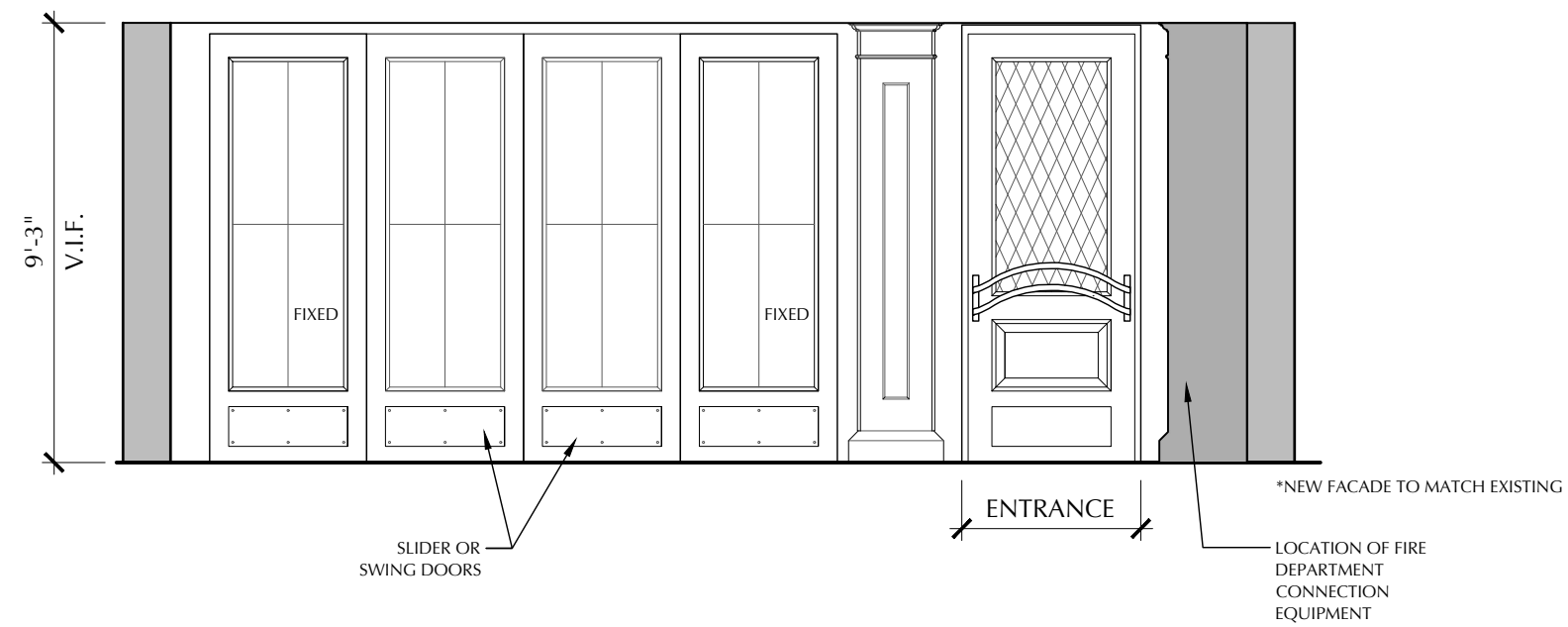


EXISTING COLOR SAMPLE  
FOR NEW FACADE



SECTION: A

Dick O'Dows  
160 West Maple  
Birmingham, Michigan 48009



## SECTION: B

SCALE: 1/4" = 1'-0"

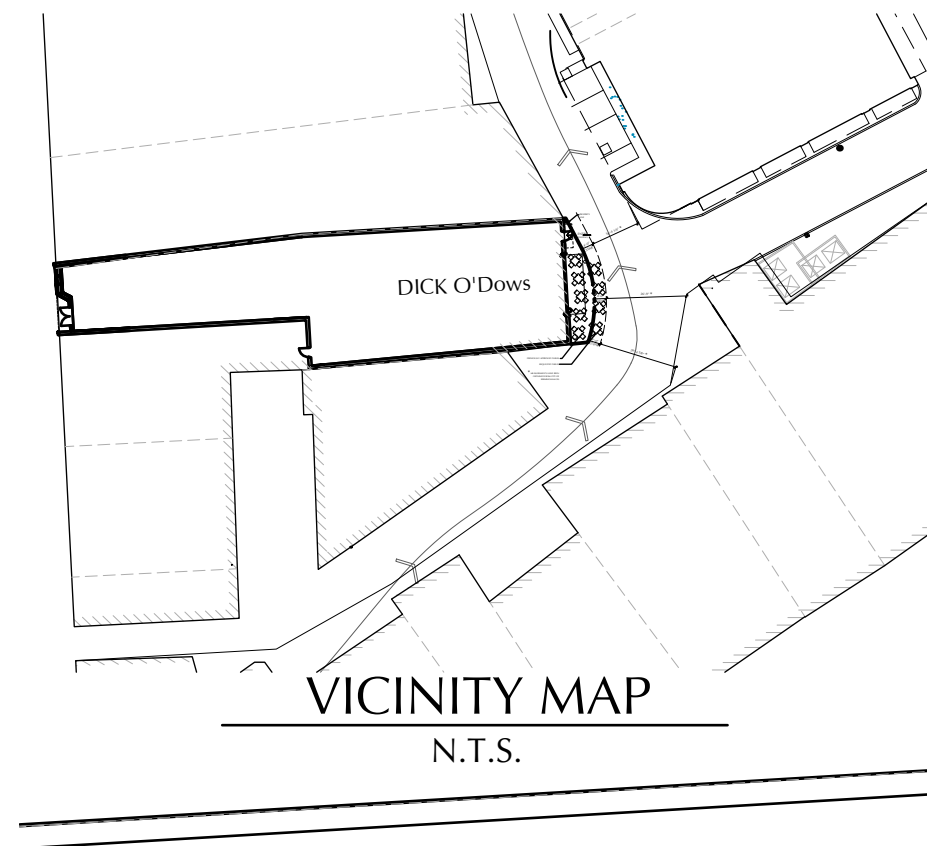
CHRISTOPHER J LONGE AIA  
ARCHITECTURE  
INTERIORS  
124 Peabody, Birmingham, Michigan 48009 248.258.6940

07.15.2021  
SD.6

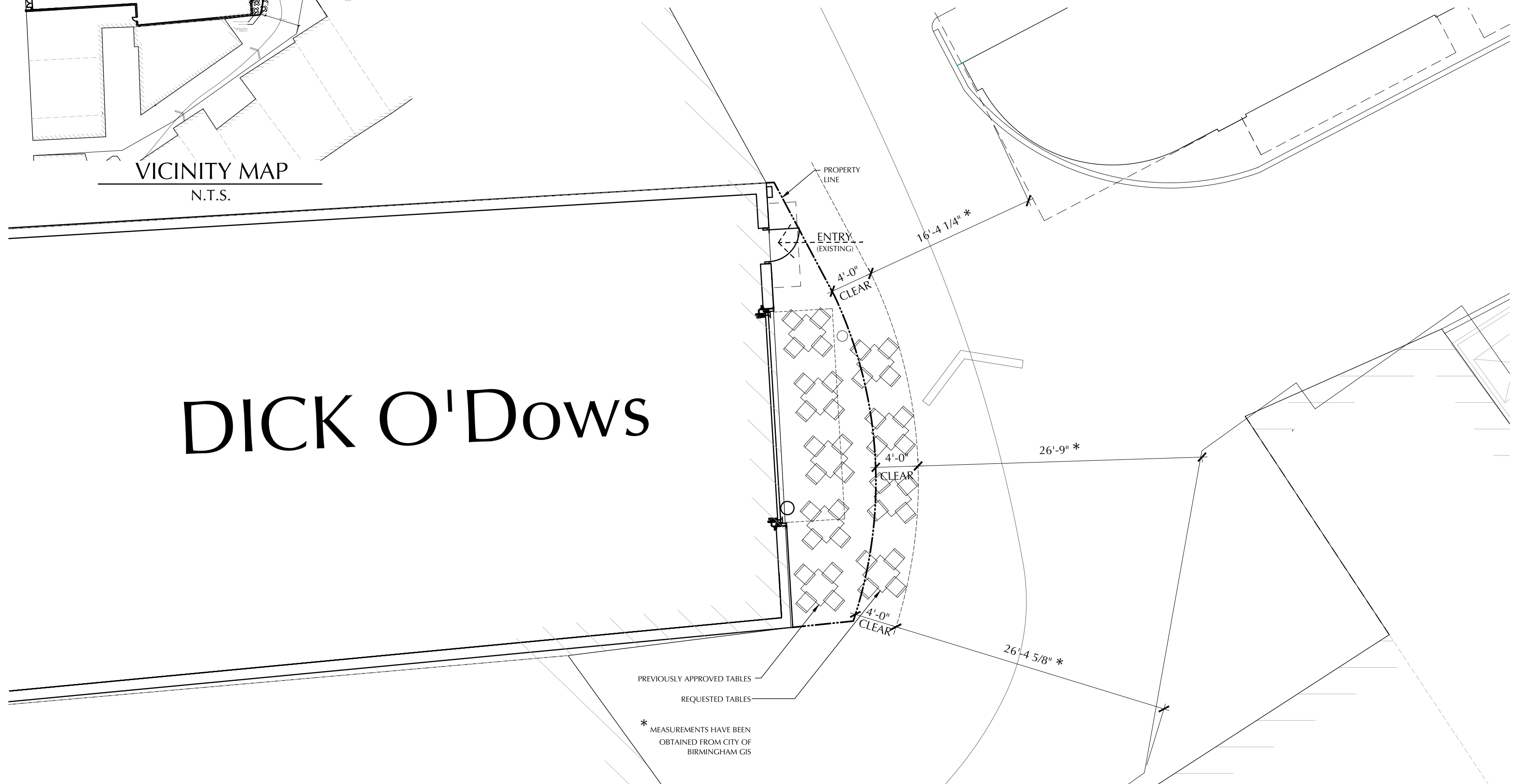
Dick O'Dows  
160 West Maple  
Birmingham, Michigan 48009

SEAT COUNT:

TABLE TYPE	No. OF TABLES	No. OF SEATS
4-TOP TABLE	5 (PREVIOUSLY APPROVED)	20 SEATS
	4 (REQUESTED)	16 SEATS
TOTAL	9	36 SEATS



# DICK O'DOWS



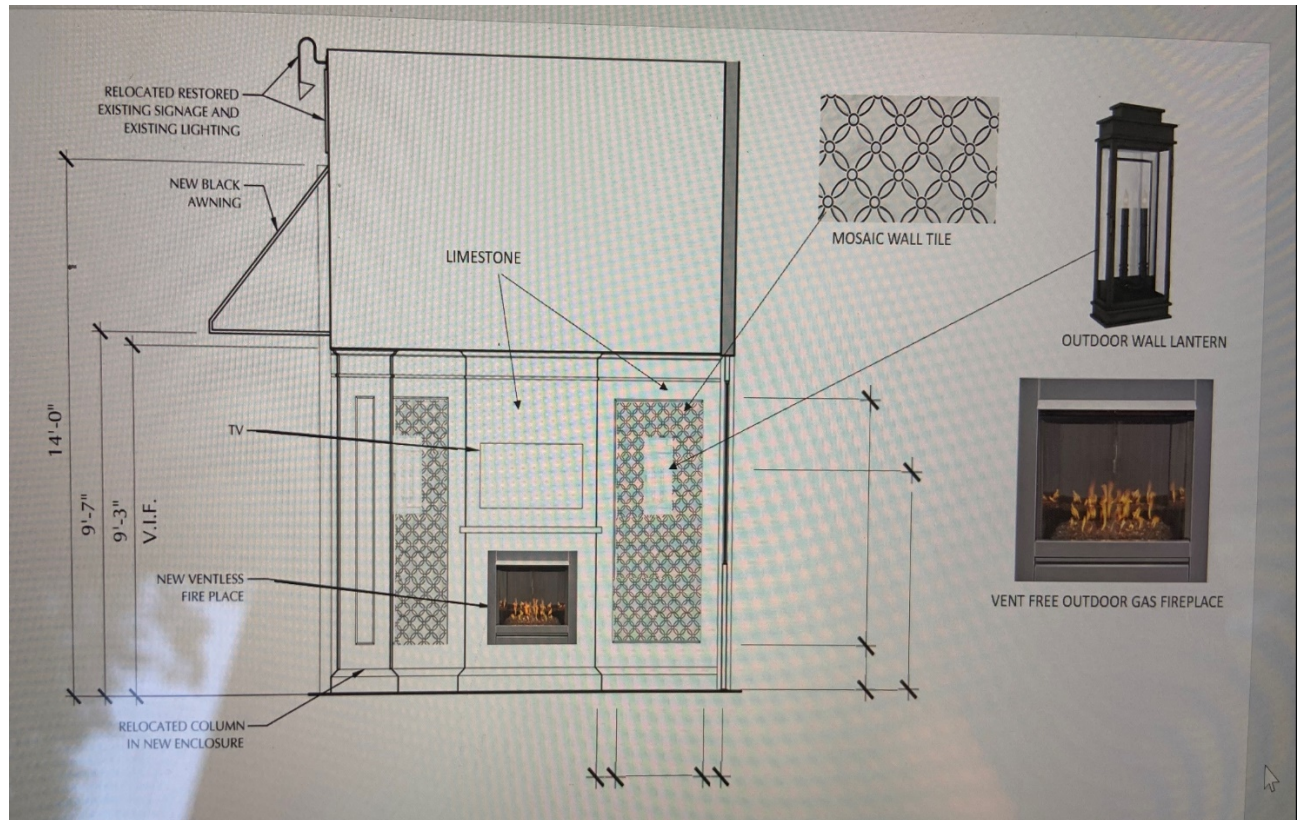
## PROPOSED EXTERIOR DINING PLAN

SCALE: 1/8" = 1'-0"

CHRISTOPHER J LONGE AIA  
ARCHITECTURE  
INTERIORS  
124 Peabody, Birmingham, Michigan 48009 248.258.6940

08.20.2021  
SD.1

# FEATURE WALL





## FIREPLACE-FEATURE WALL



## Bluegrass Living Vent Free Stainless Outdoor Gas Fireplace Insert With Reflective Crystal Glass Media - 24,000 BTU, Manual Control - Model# BL450SS-G

The Bluegrass Living ventless outdoor stainless steel gas fired fireplace insert is the first affordable fireplace designed to resist the elements for outdoor use. The outdoor zero clearance fireplace insert uses parts and materials that are made from 304 grade stainless steel sourced in the USA. This assures a long and reliable life in the outdoor environment.

The beautiful and alluring fire glass burner meets almost every need for a classy, modernized element to any outdoor space. The most stunning effect is created as the reflective glass emits a mesmerizing sparkle



throughout the fireplace insert. The sloped H-burner is made from 304 stainless steel and produces 24,000 BTU.

The fireplace front panel has a brushed stainless finish that will enhance any patio or outdoor living room. The inner firebox panels are made from a bright reflective stainless steel that “mirror” the flames on all sides of the firebox allowing you to enjoy your outdoor gas fireplace from various angles.

You and your family members can relax and enjoy your new outdoor living space while you watch the flames dancing through the large bed of reflective crystal fire glass media that comes standard with your fireplace.

### **This Product Is Proudly Assembled in the USA Using Parts Manufactured in the USA!**

- Designed, Engineered, Assembled and Tested in the USA.
- Skilled American workers manufacture parts, assemble and test our products.
- Only high-quality materials and parts are used in the manufacturing of our products.
- Our factory features state of the art manufacturing equipment.
- Product ships from our domestic warehouse in Kentucky, USA.

### **Product Features:**

- 24,000 Maximum Btu/hr.
- Configured for Natural Gas Operation
- Liquid Propane (LP) Conversion Kit Included
- Manual On/Off Gas Control Valve
- 304 Stainless Steel Sloped H-Burner
- Zero Clearance Fireplace Insert Design
- Stainless Steel Draw Screen Barrier
- Viewing Area: 25 3/4" W x 20 3/8" H
- Venting Type: Vent-Free
- No chimney or venting required
- Reflective Stainless Steel Firebox Panels
- Glass media burner pan creates a beautiful, large bed of flames

- Space saving design - the slim profile of the firebox inserts takes up less living space
- Includes a drain tray to help direct any water or moisture that collects beneath the firebox
- Fuel saving design - less BTUs while maintaining an ideal flame effect
- Easy start ignition with a battery assisted Piezo igniter
- ANSI Z21.97 listed / PFS Certified
- Product Dimensions: 31 9/16" Front Width (with front panel installed) x 26 1/8" Rear Width x 31 9/16" Height x 13 1/4" Depth
- Product Weight: 5 lbs.
- Outdoor Vent-Free Fireplace Model Number: BL450SS-G
- Some assembly required
- Manufactured in the USA
- 1 Year Limited Warranty

10 lb. Bag, Premium Reflective Emerald Green - Model# 14REMGM

**\*\*Comes Standard with model BL450SS-G Outdoor Fireplace**

### **LOG & GRATE UPGRADE**

7 pcs. Concrete Log Set for 450 Stainless Outdoor Fireplace with Stainless Steel Log Grate - Model# LS450SS-G

### **FIBER BRICK LINERS**

Fiber Liner, Vintage Red - Model# FLB450-VR

Fiber Liner, Sandstone - Model# FLB450-S

Fiber Liner, Slate Gray - Model# FLB450-SG

## FEATURE WALL LIGHTING



## SPECIFICATIONS

HEIGHT	22.5"
WIDTH	9"
EXTENSION	5"
BACKPLATE	9" x 20" Rectangle

SOCKET

2 - E12 Candelabra

WATTAGE

2 - 60 C

## FEATURE WALL TILE



- **APPROX SIZE**
- 11 x 11
- **BRAND**
- Rush River
- **EDGE**
- Rectified
- **FINISH**
- Polished
- **MATCHING TRIM**
- No
- **MATERIAL TYPE**
- Marble

- PIECE PER BOX
- 10

C

## CEILING AND SECOND WALL



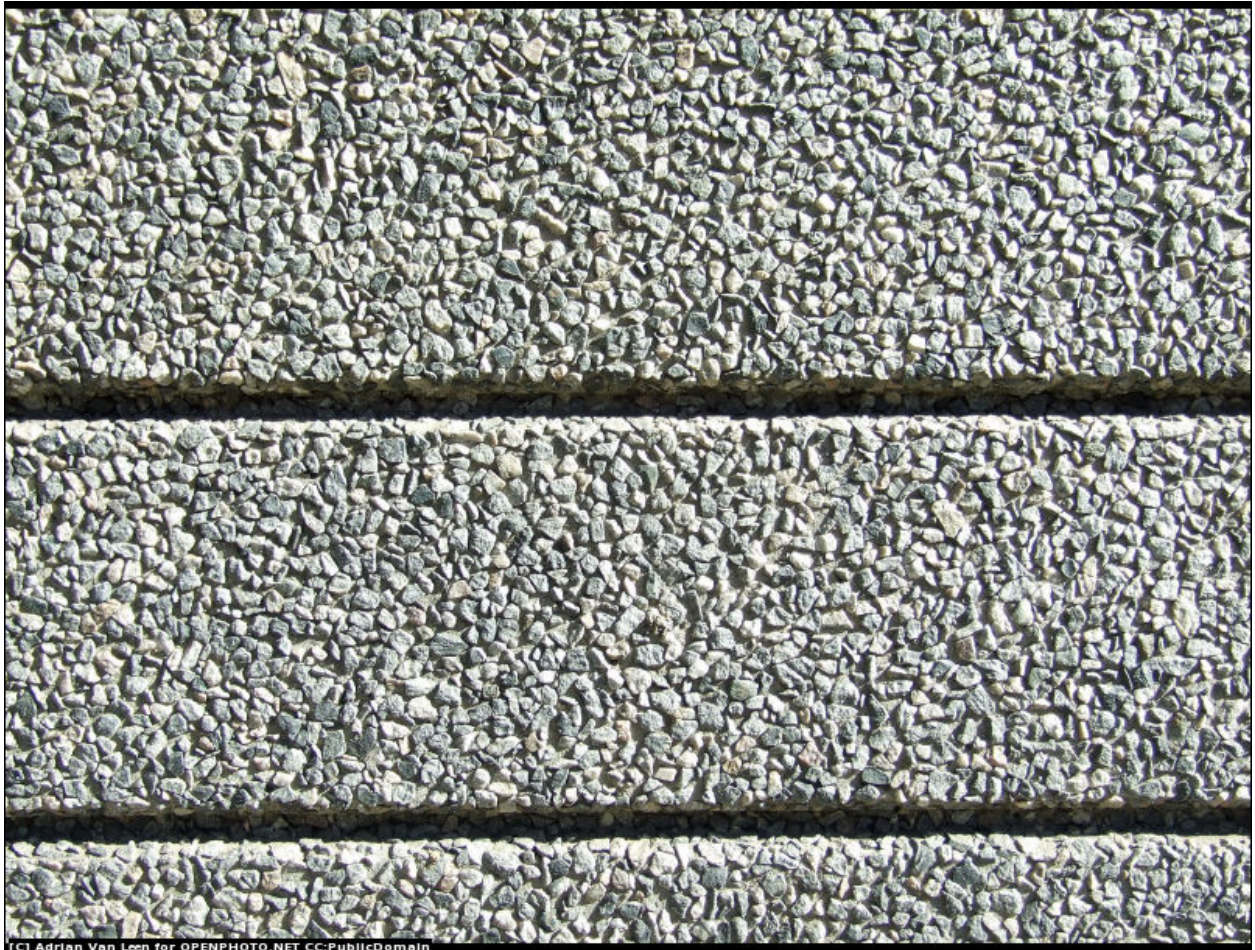


98-INCH W X 38-INCH H X 1-INCH D ROUGH SAWN ENDURATHANE  
FAUX WOOD SIDING PANEL, WEATHERED MAHOGANY

by [Ekena Millwork](#)

## FLOOR

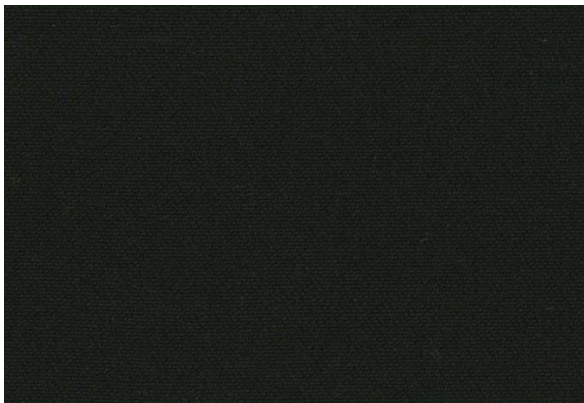
Aggregate-match the existing city sidewalk



[C] Adrian Van Lee for OPENPHOTO.NET CC-PublicDomain

## AWNING

Sunbrella Canvas Black 5408-0000  
Elements Collection Upholstery Fabric



- This fabric has passed liquid resistance testing in accordance with AATCC 42 and 127.

Level	Test	Liquid Challenge		Result
1	AATCC 42 Impact Penetration	Water		≤4.5g
2	AATCC 42 Impact PenetrationAATCC 127 Hydrostatic Pressure	Water	Water	≤1.0g ≥20cm
3	AATCC 42 Impact PenetrationAATCC 127 Hydrostatic Pressure	Water	Water	≤1.0g≥50cm

## DOOR WALL ORIGIN BI FOLD DOOR 3+3

### Origin Bi-Fold Door

Unlike any other door, our bi-folds provide a completely uninterrupted view when open, and the flexibility to enjoy your indoor and outdoor space as one. The large expanses of glass sit within an ultra-strong aluminium profile.



Profile Specification Features Options and extras Outer Frame Depth 75mm Sash Depth 59mm Individual Sash Sightline 49mm Hingestile Glass to Glass Sightline 110mm Track Height (not including rebate) 50mm Weathered Threshold Height (including 18mm upstand) 67mm (including rebate) Non-weathered Threshold Height 50mm Mobility Threshold Height 20mm Up to a 20-year guarantee\*\* Hafi stainless steel handle as standard The doors are bottom running and incorporate a unique free glide carriage



assembly, which uses acetal rollers with sealed SKF stainless steel bearings on an 8mm hardened stainless steel axle Square bead internally Packaged in kit form for easy transportation and installat



Exterior paint color : See below Black Magic

<https://www.sherwin-williams.com/homeowners/color/find-and-explore-colors/paint-colors-by-family/SW6991-black-magic>



Recessed outdoor heater x 4 on ceiling:



E18R Outdoor Electric 43-Inch Patio Heater by RADtec

\$780.00

Wattage: 1800W

Voltage: 220-240V

Amps: 7.8Amp

Plug Type: Pigtailed (Hard Wired)

No glow / zero light emission

IPX4 water-resistant (protected against splashing water)

Remote control included

Mounting kit materials included

\*Only Available in Black

FURNITURE-SAME AS EXSITING ON MAPLE PATIO

## New England Collection Outdoor Side Chair with Barn Wood-Inspired Poly Slats

### East Coast Chair & Barstool

(No reviews yet) [Write a Review](#)

**SKU:** W-NEWEN-SCH-BLK-BARN

**Shipping:** [LTL Freight](#)

**Usage:** Outdoor

[Spec Sheet](#)

- Black Powder Coated Frame
- Barn Wood-Inspired Poly Lumber Slats
- Ribbed Legs Offer Additional Support



## New England Collection Outdoor Round Table Top with Barn Wood-Inspired Poly Slats

## East Coast Chair & Barstool

(No reviews yet) [Write a Review](#)

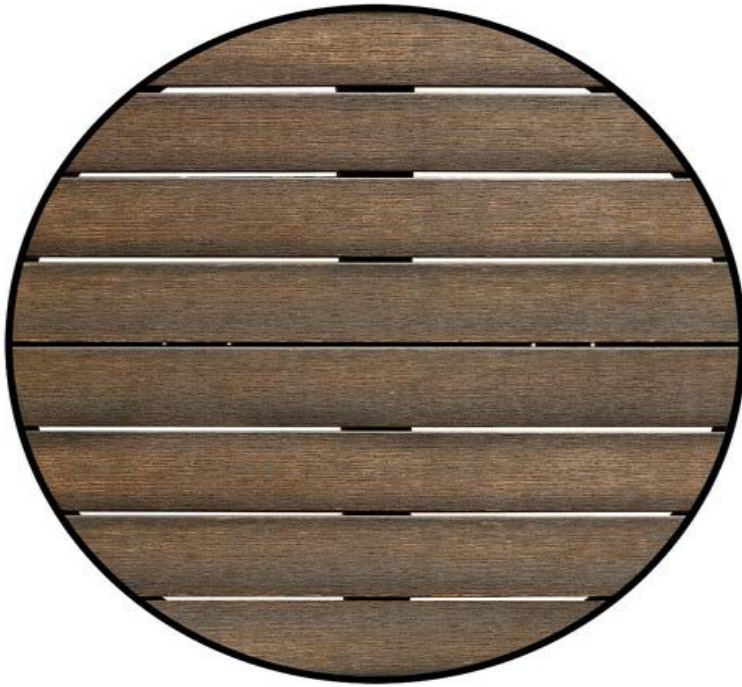
**SKU:** W-NEWEN-R-BLK-BARN

**Shipping:** [LTL Freight](#)

**Usage:** Outdoor

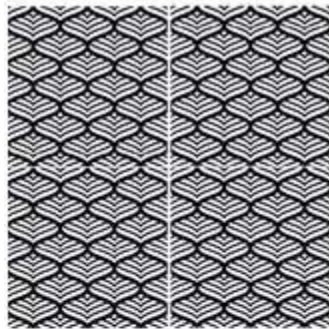
[Spec Sheet](#)

- Black Powder Coated Frame
- Barn Wood-Inspired Poly Lumber Slats
- Umbrella Hole Optional for 36" Table Top



## DICK O DOWS TILE ACCENT WALL \_ORIGINAL C

ACCENTS *(Shown as a group of 4 pieces)*



Feathers  
Black & White  
ELO DEBW FEATHERS



Original B  
Black, Grey & White  
ELO DEBG ORIGINALB



Original B  
Light Blue  
ELO DELB ORIGINALB



Original C  
Grey  
ELO DEGR ORIGINALC



Original D  
Grey  
ELO DEGR ORIGINALD



Original D  
Taupe  
ELO DETA ORIGINALD



Original Z  
Black & White  
ELO DEBW ORIGINALZ



Restored M  
Black, Grey & White  
ELO DEBG RESTOREDM

### TECHNICAL INFORMATION

V2 Slight Variation

Suitable for all residential applications as well as medium commercial and light institutional.

Full Cartons Only

Frost Resistant

DCOF:  $\geq 0.42$

Value Priced Product

FINISH

Matte

See for full collection. Lead times may vary.

DECO ANTHOLOGY STOCK PORCELAIN CERAMIC TILES INTERNATIONAL

CTI.DECO-ANTHOLOGY.PORCELAIN.MAIN.jpg

TECHNICAL INFORMATION

V1 Uniform Appearance

Black is suitable for countertops, walls and floors for normal foot traffic.

Grey, Light Blue, Taupe and all decos are suitable for all residential applications as well as medium commercial and light institutional.

White is suitable for all residential and heavy commercial and institutional foot traffic.

Full Cartons Only

Frost Resistant

DCOF:  $\geq 0.42$

SIZE/DESCRIPTION

8" x 8"

ACCENTS

8" x 8" Feathers

8" x 8" Original B

8" x 8" Original C

8" x 8" Original D

8" x 8" Original Z

8" x 8" Restored M

8" x 8" Starlight

FINISH

Matte

See for full collection. Lead times may vary



## INDIANA GEOLOGICAL SURVEY

611 N. Walnut Grove Ave., Bloomington, IN 47405-2208 · (812) 855-7636  
<http://igs.indiana.edu> · [IGSinfo@indiana.edu](mailto:IGSinfo@indiana.edu)

July 23, 2015

Tim Sproull

Indiana Limestone Company

The Indiana Geological Survey performed standard ASTM test C97 Absorption and Bulk Specific Gravity, C99 Modulus of Rupture, C170 Compressive Strength, C241 Abrasion Resistance of Stone Subjected to Foot Traffic, and C880 Flexural Strength of Dimension Stone on specimens of stone known as Salem Limestone originating from the Indiana Limestone Company Central (Victor) quarry. Analysis of stone in this report was completed on July 23 2015. The results are included below.

C99, C170, and C880 specimens were tested with a model 60 BTE Baldwin-Satec hydraulic press using the required fixtures and ASTM procedures for these tests. Standard ASTM E4 is used to calibrate this press on a yearly basis. The required balance and water bath were used for ASTM C-97 specimens. The accuracy of load values for test specimens was +/- 0.5% for C99, C170, and C880.

Sincerely,

Drew M. Packman

Materials Testing Facility Coordinator

Indiana Geological Survey



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### **BUFF**

#### ***C97 – Absorption and Bulk Specific Gravity***

	Absorption (%)	Bulk Specific Gravity
001	4.91	2.27
002	4.79	2.28
003	4.84	2.27
	AVG=4.84	AVG= 2.27
	Low=4.79	Low= 2.27
	High=4.91	High= 2.28

#### ***C99 – Modulus of Rupture***

	Wet Perpendicular (psi)	
004	663	
005	712	
006	609	
007	634	
008	648	
AVG	653	
	Wet Parallel (psi)	
009	704	
010	744	
011	764	
012	658	
013	763	
AVG	727	
	Dry Perpendicular (psi)	
014	776	
015	806	
016	832	
017	797	
018	1004	
AVG	843	
	Dry Parallel (psi)	
019	809	
020	776	
021	794	
022	743	
023	801	
AVG	784	



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### ***C170 – Compressive Strength***

#### Wet Perpendicular (psi)

024	6317
025	4612
026	6745
027	5527
028	5476
AVG	5735

#### Wet Parallel (psi)

029	4257
030	4423
031	6243
032	3396
033	5150
AVG	4693

#### Dry Perpendicular (psi)

034	4325
035	7615
036	7261
037	7083
038	6622
AVG	6581

#### Dry Parallel (psi)

039	6552
040	3155
041	6366
042	6184
043	6972
AVG	5845

### ***C241 – Abrasion Resistance to Foot Traffic***

#### Dry Perpendicular (%)

047	6.7
048	7.2
049	7.1
AVG	7.0

#### Dry Parallel (%)

044	7.0
045	7.1
046	7.2
AVG	7.1



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### ***C880 – Flexural Strength***

Wet Perpendicular (psi)

050	462
051	611
052	489
053	564
054	598
AVG	544

Wet Parallel (psi)

055	562
056	555
057	577
058	521
059	569
AVG	556

Dry Perpendicular (psi)

060	745
061	702
062	562
063	728
064	816
AVG	716

Dry Parallel (psi)

065	682
066	661
067	708
068	791
069	692
AVG	706



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### GRAY

#### ***C97 – Absorption and Bulk Specific Gravity***

	Absorption (%)	Bulk Specific Gravity
001	4.62	2.31
002	4.57	2.32
003	4.60	2.32
	AVG=4.60	AVG= 2.32
	Low=4.57	Low= 2.32
	High=4.62	High= 2.32

#### ***C99 – Modulus of Rupture***

	Wet Perpendicular (psi)
004	819
005	808
006	816
007	769
008	752
AVG	793
	Wet Parallel (psi)
009	729
010	814
011	778
012	747
013	750
AVG	764
	Dry Perpendicular (psi)
014	966
015	932
016	859
017	857
018	867
AVG	793
	Dry Parallel (psi)
019	940
020	943
021	946
022	913
023	871
AVG	922



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### ***C170 – Compressive Strength***

Wet Perpendicular (psi)

024	6254
025	5962
026	5677
027	5410
028	5009
AVG	5662

Wet Parallel (psi)

029	4230
030	4339
031	3995
032	3862
033	3649
AVG	4015

Dry Perpendicular (psi)

034	6431
035	7550
036	4763
037	7115
038	7060
AVG	6583

Dry Parallel (psi)

039	5414
040	6297
041	5969
042	4801
043	3892
AVG	5274

### ***C241 – Abrasion Resistance to Foot Traffic***

Dry Perpendicular (%)

047	10.1
048	10.6
049	10.5
AVG	10.4

Dry Parallel (%)

044	8.5
045	9.0
046	8.7
AVG	8.7



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<http://igs.indiana.edu> · [IGSinfo@indiana.edu](mailto:IGSinfo@indiana.edu)

### ***C880 – Flexural Strength***

Wet Perpendicular (psi)	
050	648
051	573
052	552
053	548
054	605
AVG	585
Wet Parallel (psi)	
055	614
056	635
057	539
058	589
059	579
AVG	591
Dry Perpendicular (psi)	
060	672
061	648
062	616
063	683
064	727
AVG	669
Dry Parallel (psi)	
065	844
066	800
067	838
068	745
069	742
AVG	793



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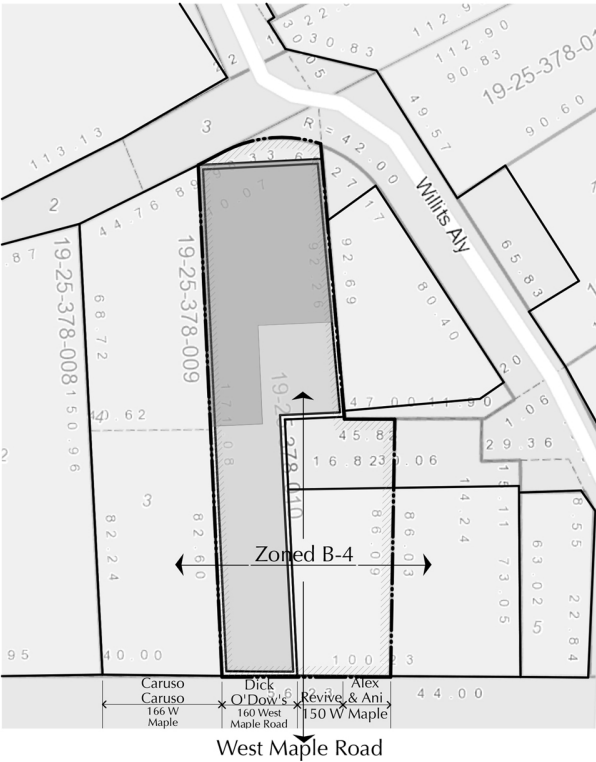
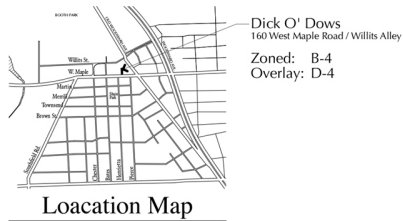






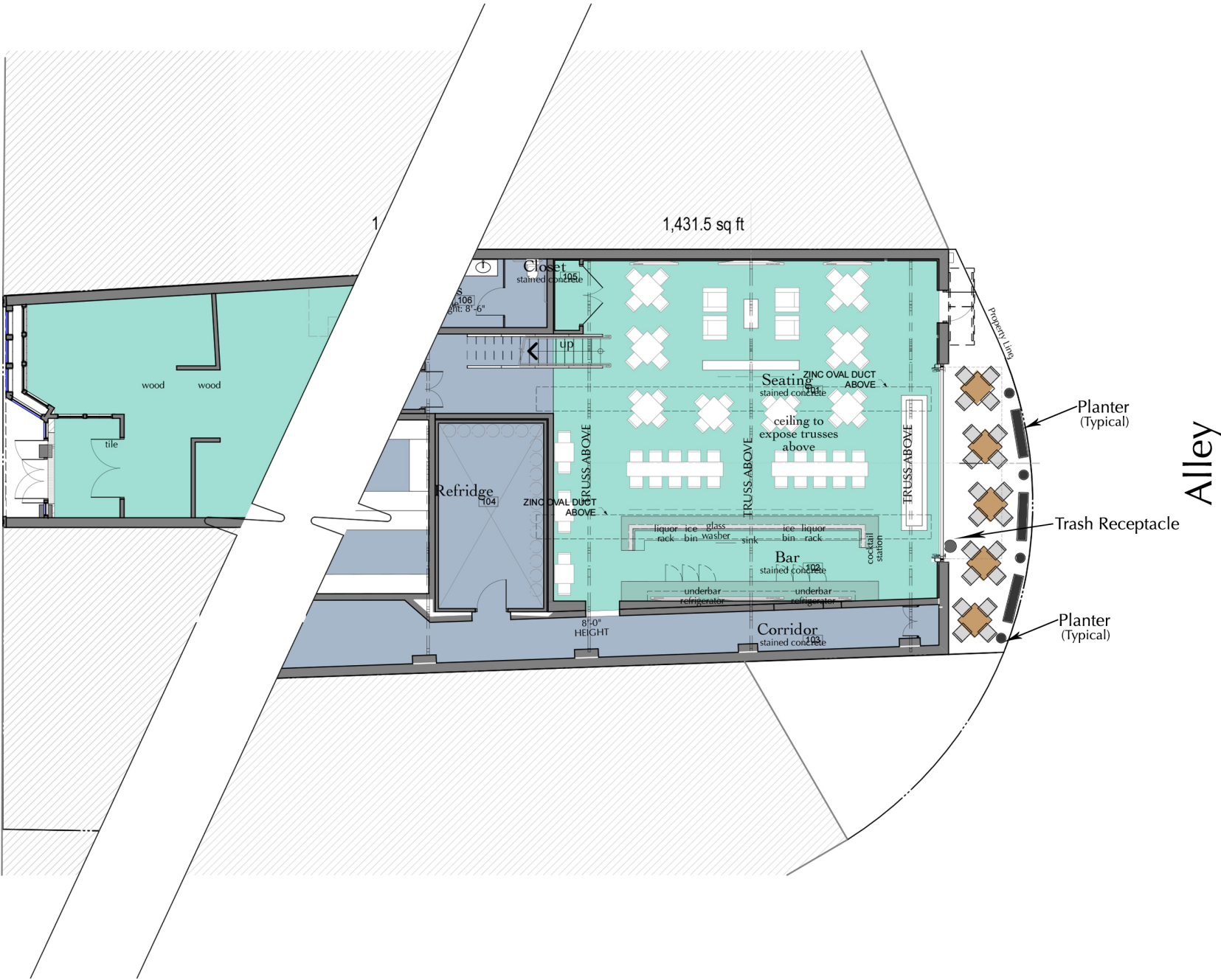
O' Dow's Exchange

160 West Maple Road / Willits Alley  
Birmingham, Michigan 48009



Site Plan

West Maple



1st Floor - Proposed

1/8" = 1'-0"



CHRISTOPHER J. LONGE AIA  
ARCHITECTURE  
INTERIORS  
124 Peabody, Birmingham, Michigan 48009 248.258.6940







## Special Land Use Permit Application

### Planning Division

Form will not be processed until it is completely filled out.

#### 1. Applicant

Name: Mitchell Black  
Address: 160 W. Maple Rd  
Birmingham Mt 48009  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email address: \_\_\_\_\_

#### 2. Property Owner

Name: Dave Levenson  
Address: 2816 Fiddlers Cove  
Beverly Hills Mt.  
Phone Number: 248-746-2222  
Fax Number: \_\_\_\_\_  
Email address: N/A

#### 3. Applicant's Attorney/Contact Person

Name: \_\_\_\_\_  
Address: N/A  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email address: \_\_\_\_\_

#### 4. Project Designer/Developer

Name: Chris Long  
Address: Birmingham Mt 48009  
Phone Number: 248-330-9595  
Fax Number: \_\_\_\_\_  
Email address: Cjlonge@cjlonge@aig.com

#### 5. Required Attachments

- I. Two (2) paper copies and one (1) digital copy of all project plans including:
  - i. A detailed Existing Conditions Plan including the subject site in its entirety, including all property lines, buildings, structures, curb cuts, sidewalks, drives, ramps and all parking on site and on the street(s) adjacent to the site, and must show the same detail for all adjacent properties within 200 ft. of the subject site's property lines;
  - ii. A detailed and scaled Site Plan depicting accurately and in detail the proposed construction, alteration or repair;
  - iii. A certified Land Survey;
  - iv. Interior floor plans;
  - v. A Landscape Plan;
  - vi. A Photometric Plan;
  - vii. Colored elevation drawings for each building elevation;
- II. Specification sheets for all proposed materials, light fixtures and mechanical equipment;
- III. Samples of all proposed materials;
- IV. Photographs of existing conditions on the site including all structures, parking areas, landscaping and adjacent structures;
- V. Current aerial photographs of the site and surrounding properties;
- VI. Warranty Deed, or Consent of Property Owner if applicant is not the owner;
- VII. Any other data requested by the Planning Board, Planning Department, or other City Departments.

#### 6. Project Information

Address/Location of the property: 160 W. Maple  
Birmingham Mt 48009  
Name of development: Pick O rows  
Sidwell #: \_\_\_\_\_  
Current Use: \_\_\_\_\_  
Proposed Use: patio  
Area of Site in Acres: 900 sq ft  
Current zoning: \_\_\_\_\_  
Is the property located in the floodplain? \_\_\_\_\_  
Name of Historic District Site is located in: \_\_\_\_\_  
Date of Historic District Commission Approval: \_\_\_\_\_  
Date of Application for Preliminary Site Plan: \_\_\_\_\_  
Date of Preliminary Site Plan Approval: \_\_\_\_\_

Date of Application for Final Site Plan: \_\_\_\_\_  
Date of Final Site Plan Approval: \_\_\_\_\_  
Date of Application for Revised Final Site Plan: \_\_\_\_\_  
Date of Revised Final Site Plan Approval: \_\_\_\_\_  
Date of Design Review Board Approval: \_\_\_\_\_  
Is there a current SLUP in effect for this site? \_\_\_\_\_  
Date of Application for SLUP: \_\_\_\_\_  
Date of SLUP Approval: \_\_\_\_\_  
Date of Last SLUP Amendment: \_\_\_\_\_  
Will proposed project require the division of platted lots? \_\_\_\_\_  
Will proposed project require the combination of platted lots? \_\_\_\_\_

## 7. Details of the Proposed Development (attach separate sheet if necessary)

We would like to add an addition 4 tables with an addition 22 seats. We are requesting to use 5ft of city property in the Willits Alley which we used the same area during COVID

## 8. Buildings and Structures

Number of Buildings on Site: 1  
Height of Buildings & # of Stories: 1

Use of Buildings: \_\_\_\_\_  
Height of Rooftop Mechanical Equipment: \_\_\_\_\_

## 9. Floor Use and Area (in Square Feet)

### Proposed Commercial Structures:

Total basement floor area: \_\_\_\_\_  
Number of square feet per upper floor: \_\_\_\_\_  
Total floor area: \_\_\_\_\_  
Floor area ratio (total floor area ÷ total land area): \_\_\_\_\_  
Open space: \_\_\_\_\_  
Percent of open space: \_\_\_\_\_

Office Space: \_\_\_\_\_  
Retail Space: \_\_\_\_\_  
Industrial Space: \_\_\_\_\_  
Assembly Space: \_\_\_\_\_  
Seating Capacity: \_\_\_\_\_  
Maximum Occupancy Load: \_\_\_\_\_

### Proposed Residential Structures:

Total number of units: \_\_\_\_\_  
Number of one bedroom units: \_\_\_\_\_  
Number of two bedroom units: \_\_\_\_\_  
Number of three bedroom units: \_\_\_\_\_  
Open space: \_\_\_\_\_  
Percent of open space: \_\_\_\_\_

Rental units or condominiums? \_\_\_\_\_  
Size of one bedroom units: \_\_\_\_\_  
Size of two bedroom units: \_\_\_\_\_  
Size of three bedroom units: \_\_\_\_\_  
Seating Capacity: \_\_\_\_\_  
Maximum Occupancy Load: \_\_\_\_\_

### Proposed Additions:

Total basement floor area, if any, of addition: \_\_\_\_\_  
Number of floors to be added: \_\_\_\_\_  
Square footage added per floor: \_\_\_\_\_  
Total building floor area (including addition): \_\_\_\_\_  
Floor area ratio (total floor area ÷ total land area): \_\_\_\_\_  
Open Space: \_\_\_\_\_  
Percent of open space: \_\_\_\_\_

Use of addition: \_\_\_\_\_  
Height of addition: \_\_\_\_\_  
Office space in addition: \_\_\_\_\_  
Retail space in addition: \_\_\_\_\_  
Industrial space in addition: \_\_\_\_\_  
Assembly space in addition: \_\_\_\_\_  
Maximum building occupancy load (including addition): \_\_\_\_\_

## 10. Required and Proposed Setbacks

Required front setback: \_\_\_\_\_  
Required rear setback: \_\_\_\_\_  
Required total side setback: \_\_\_\_\_  
Side setback: \_\_\_\_\_

Proposed front setback: \_\_\_\_\_  
Proposed rear setback: \_\_\_\_\_  
Proposed total side setback: \_\_\_\_\_  
Second side setback: \_\_\_\_\_

## 11. Required and Proposed Parking

Required number of parking spaces: \_\_\_\_\_  
Typical angle of parking spaces: \_\_\_\_\_  
Typical width of maneuvering lanes: \_\_\_\_\_  
Location of parking on site: \_\_\_\_\_  
Location of parking off site: \_\_\_\_\_  
Number of light standards in parking area: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_

Proposed number of parking spaces: \_\_\_\_\_  
Typical size of parking spaces: \_\_\_\_\_  
Number of spaces <180 sq. ft.: \_\_\_\_\_  
Number of handicap spaces: \_\_\_\_\_  
Shared parking agreement? \_\_\_\_\_  
Height of light standards in parking area: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_



## 12. Landscaping

Location of landscape areas: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed landscape material: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 13. Streetscape

Sidewalk width: \_\_\_\_\_  
Number of benches: \_\_\_\_\_  
Number of planters: \_\_\_\_\_  
Number of existing street trees: \_\_\_\_\_  
Number of proposed street trees: \_\_\_\_\_  
Streetscape plan submitted? \_\_\_\_\_

Description of benches or planters: \_\_\_\_\_  
Species of existing trees: \_\_\_\_\_  
Species of proposed trees: \_\_\_\_\_  
\_\_\_\_\_

## 14. Loading

Required number of loading spaces: \_\_\_\_\_  
Typical angle of loading spaces: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Location of loading spaces on site: \_\_\_\_\_

Proposed number of loading spaces: \_\_\_\_\_  
Typical size of loading spaces: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_  
Typical time loading spaces are used: \_\_\_\_\_

## 15. Exterior Waste Receptacles

Required number of waste receptacles: \_\_\_\_\_  
Location of waste receptacles: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_

Proposed number of waste receptacles: \_\_\_\_\_  
Size of waste receptacles: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

## 16. Mechanical Equipment

### Utilities and Transformers:

Number of ground mounted transformers: \_\_\_\_\_  
Size of transformers (L•W•H): \_\_\_\_\_  
Number of utility easements: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_

Location of all utilities & easements: \_\_\_\_\_  
\_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

### Ground Mounted Mechanical Equipment:

Number of ground mounted units: \_\_\_\_\_  
Size of ground mounted units (L•W•H): \_\_\_\_\_  
Screenwall material: \_\_\_\_\_

Location of all ground mounted units: \_\_\_\_\_  
\_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

### Rooftop Mechanical Equipment:

Number of rooftop units: \_\_\_\_\_  
Type of rooftop units: \_\_\_\_\_  
\_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Location of screenwall: \_\_\_\_\_  
\_\_\_\_\_

Location of all rooftop units: \_\_\_\_\_  
Size of rooftop units (L•W•H): \_\_\_\_\_  
Percentage of rooftop covered by mechanical units: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_  
Distance from rooftop units to all screenwalls: \_\_\_\_\_  
\_\_\_\_\_

## 17. Accessory Buildings

Number of accessory buildings: \_\_\_\_\_  
Location of accessory buildings: \_\_\_\_\_

Size of accessory buildings: \_\_\_\_\_  
Height of accessory buildings: \_\_\_\_\_

## 18. Building Lighting

Number of light standards on building: \_\_\_\_\_

Type of light standards on building: \_\_\_\_\_  
\_\_\_\_\_

Size of light fixtures (L•W•H): \_\_\_\_\_  
Maximum wattage per fixture: \_\_\_\_\_  
Light level at each property line: \_\_\_\_\_

Height from grade: \_\_\_\_\_  
Proposed wattage per fixture: \_\_\_\_\_

## 19. Site Lighting

Number of light fixtures: \_\_\_\_\_  
Size of light fixtures (L•W•H): \_\_\_\_\_  
Maximum wattage per fixture: \_\_\_\_\_  
Light level at each property line: \_\_\_\_\_

Type of light fixtures: \_\_\_\_\_  
Height from grade: \_\_\_\_\_  
Proposed wattage per fixture: \_\_\_\_\_  
Holiday tree lighting receptacles: \_\_\_\_\_

## 20. Adjacent Properties

Number of properties within 200 ft.: \_\_\_\_\_

### Property #1

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

North, south, east or west of property? \_\_\_\_\_

### Property #2

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

North, south, east or west of property? \_\_\_\_\_

### Property #3

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

North, south, east or west of property? \_\_\_\_\_

### Property #4

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

North, south, east or west of property? \_\_\_\_\_

### Property #5

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

North, south, east or west of property? \_\_\_\_\_

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes made to an approved site plan. The undersigned further states that they have reviewed the procedures and guidelines for Site Plan Review in Birmingham, and have complied with same. The undersigned will be in attendance at the Planning Board meeting when this application will be discussed.

By providing your e-mail to the City, you agree to receive news notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.

Signature of Owner:

*David C. Levinson*

Date:

*7/1/2021*

Print Name:

DAVID LEVINSON

Signature of Applicant:

Date:

Print Name:

Signature of Architect:

*C. Lange*

Date:

Print Name:

CHRIS LANGE

*Office Use Only*

Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ Date of Denial: \_\_\_\_\_ Accepted by: \_\_\_\_\_



## MEMORANDUM

Planning Division

**DATE:** September 1<sup>st</sup>, 2021

**TO:** Historic District Commission

**FROM:** Nicholas Dupuis, City Planner

**SUBJECT:** Promoting Historic Preservation – Study Session Outline

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On January 20<sup>th</sup>, 2021, the Historic District Commission expressed interest in putting together a plan or strategy to promote historic preservation in Birmingham and reignite proactive preservation efforts that have been relatively dormant for the last decade.

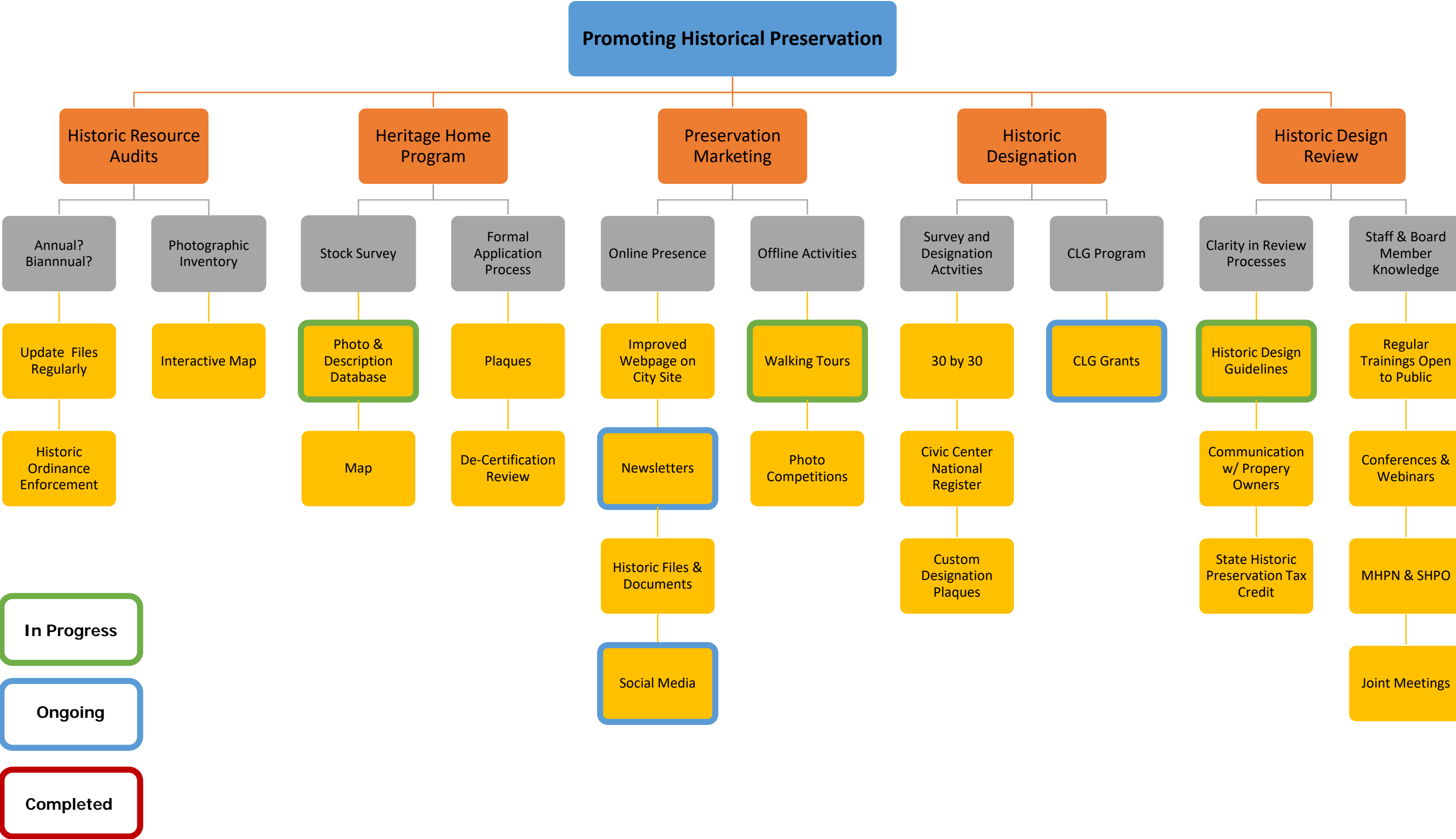
According to the National Trust for Historic Preservation, local historic districts can have several advantages:

1. Local districts protect the investments of owners and residents of historic properties.
2. Properties within local historic districts appreciate at rates greater than the local market overall as well as faster than similar, non-designated neighborhoods.
3. Local districts encourage better quality design.
4. Local districts help the environment.
5. Local districts are energy-efficient.
6. Historic districts are a vehicle for education.
7. Historic districts can positively impact the local economy through tourism.
8. Protecting local historic districts can enhance business recruitment potential.
9. Local districts provide social and psychological benefits.
10. Local districts give communities a voice in their future.

For effective promotion, the Historic District Commission must put together a series of direct and actionable strategies with an emphasis on continuity through changes over time. This plan or strategy should include short-term plans and goals that relate to and interact with overarching long-term plans and goals. The following promotion strategy outline is intended to start the conversation between the HDC and City Staff to help refine the contents of a future study session (the “what”). This future study session will include more research and more information as to the action items for promotion (the “how”).

## **Promoting Historical Preservation in Birmingham – An Outline**

- Historic Resource Audits
  - Annual? Biannual?
  - Update/maintain photographic inventory
- Reinstate Heritage Home Program
  - Formal application
  - Plaques
  - Survey of existing & future
  - Public review process for demolition
- Preservation Marketing & Activities
  - Walking Tours
  - Photo competitions
  - Newsletters
  - Social media groups
- Historic Designation
  - Designate 30 buildings by 2030 ( 30 by 30)
  - Birmingham Civic Center – National Register nomination
  - Plaques for current and future resources
- Historic Design Review
  - Adopt historic design guidelines
  - Communication with historic building owners
  - Trainings (HDC & Public)



## PRESERVATION COMMISSIONS: EDUCATING THE COMMUNITY AND PUBLIC OFFICIALS

*Jo Ann Radetic, National Park Service, CLG Coordinator, Missouri SHPO*

The most important method of preserving local historic resources is public outreach and education. Citizens must be informed about **what** in their community is worth preserving, **why** it should be preserved, and **how** to preserve it. A local commission must work constantly to build and maintain public consensus on the importance of preserving local historic resources.

### Working within Local Government

#### *Preservation Commissioners*

Before preservation commissioners begin to consider educating their community and public officials, they must first educate themselves. Even commissioners who are supported by professional preservation staff should not sit back and let the staff do their learning for them.

All commissioners should be good spokespersons for historic preservation. They must understand not only the powers and duties of the historic preservation commission, but also the "system" of the local government within which they operate. The most important thing that historic preservation commissioners should remember is that they serve at the pleasure of the local elected officials. Without some support from elected officials, the commission will not exist.

To assure that commissioners understand their role within local government, the commission should conduct an annual self-assessment and review of the local historic preservation ordinance. Review of the ordinance will help the commission set goals and evaluate the role of preservation in the community. The commissioners will also reinforce their knowledge of their responsibilities and assess the progress toward integration of historic preservation into local government's structure.

The commission should issue an annual report that summarizes their activities and accomplishments, which can be used as a tool to train new commissioners. This report should be presented at a public meeting or city council meeting and should be distributed to the city's elected officials, staff, and to the media.



Historic preservation public outreach effort by the City of Pasadena Hills, Missouri.

*Photo courtesy of Kris Zapalac, Missouri Department of Natural Resources.*

The entire City of Pasadena Hills (pop. 1147) is being nominated to the National Register, including their structures, landscaped areas, streetlights, streets and sidewalks. They are in the process of designating the entire city as a local historic district, also. The preservation commission has been working tirelessly on a number of public outreach projects.

The commissioners must attend annual training to keep informed on preservation methods and issues. If the commission is to effectively guide and educate the community on preservation matters, then commissioners must maintain their knowledge and expertise on those subjects.

#### *Local Government Staff and Appointed Boards and Commissions*

The commission will find it necessary to work with every department of city government and every employee at City Hall should know that the historic preservation commission is a part of city government. The preservation commission may be the "new kid on the block" compared to other city commissions and departments; and may have to work to be recognized as an established part of city government. To be effective, commissioners must appreciate the technical expertise of city staff and promote an atmosphere of candor, fair dealing, and mutual respect in working with city staff.

Using their training and expertise in historic preservation methods and design review, the preservation commission can assist city staff and other appointed commissions. The building official, the planning department and the planning and zoning commission, the parks commission, and the economic development department can all benefit from information provided by the preservation commission. Such assistance will help those city departments understand the important

role that historic preservation plays in maintaining and improving the quality of life in the community.

Commissioners should be a visible part of city government by regularly attending city council meetings and keeping informed on all of the issues and projects undertaken by the city. When invited, commissioners should attend city social functions such as the annual holiday party and the City Employees Picnic.

#### *Local Elected Officials*

As part of the local government, preservation commissions have a unique advocacy role. It is important to emphasize again that historic preservation commissioners must remember that they serve at the pleasure of the local elected officials. Without some support from them, the commission will not exist.

Presenting an annual report is a necessary part of educating the elected officials about the work of the preservation commission. This is also an opportunity to **give the elected officials credit** for the accomplishments of the historic preservation commission.

The commission should design programs to explain to the elected officials **specifically** how historic preservation benefits the community, and should show how preservation addresses specific concerns such as neighborhood revitalization or restoring and maintaining economic vitality in the historic downtown area. Demonstrating the economic advantages of historic preservation is a particularly effective method of gaining support from elected officials.

The mayor should appoint a liaison from the City Council to the historic preservation commission. This council member attends the preservation commission meetings and regularly reports to the council on commission activities.

If an issue arises on which the elected officials and the preservation commission do not agree, the commission should not argue with the elected officials. The preservation commission should make their recommendation or decision according to their duties as outlined in the preservation ordinance. The elected officials can then act on the recommendation or reject it. The elected officials generally have the final decision and, right or wrong, they usually reflect the feelings of the community that elected them.

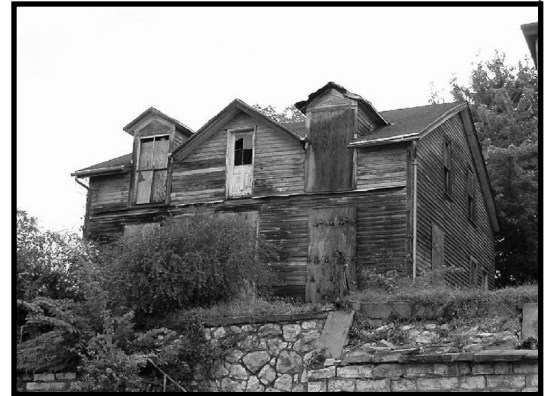
#### **Effective Advocacy: Integrating Preservation into Community Decision-Making**

##### *General Public*

Since the elected officials generally reflect the feelings of the community that elected them, it is important to have a community consensus in favor of good historic preservation practices.

The historic preservation commission should play a significant role in promoting an appreciation of the community's heritage. To be really effective, they should do this in cooperation with non-profit groups such as the local historical society, the local non-profit preservation organization, the downtown Main Street organization, and the Chamber of Commerce.

Public outreach and education efforts by the preservation commission should not only increase a community's appreciation of the local historic resources and the value of preserving the community's character, but should also increase the public's confidence in the expertise of the preservation commission. Demonstrations of the commission's knowledge and ability to assist



Horton House (1859) in the historic Museum Hill District of St. Joseph, Missouri, before rehabilitation.

*Photo courtesy of Caroline Petrie.*



Horton House (1859) in the historic Museum Hill District of St. Joseph, Missouri, after rehabilitation.

*Photo courtesy of the City of St. Joseph.*





The Webster Groves, Missouri, historic commercial district has recently been nominated to the National Register.

*Photo courtesy of Jo Ann Radetic,  
Missouri Department of Natural  
Resources*

"At the heart of our Webster Groves business districts are historically preserved buildings. These lovely, old, charming structures house attractive and successful shops, restaurants and offices. Doing business in historic buildings complements our historic homes and neighborhoods to enrich Webster Groves' reputation as a community that values its past as the key to the future."

*Gerry Welch, Mayor  
Webster Groves, Missouri*

property owners in preserving local historic resources support the ways in which the historic preservation commission can assist in protecting those resources.

#### *Decision Makers*

The historic preservation commission must identify the key decision-makers in the community. In addition to the elected officials, this group includes property owners, business owners, bankers and other community leaders. The preservation commission should conduct special workshops to educate these decision-makers about the economic value of historic preservation, financial incentives, using design guidelines, and planning for preservation.

Commissioners should attend meetings and public hearings and testify for the integration of preservation into the city's comprehensive plan as well as proposed transportation plans and other community planning and zoning issues. The process of developing or updating local historic preservation plans and design guidelines presents good opportunities for building support for the local historic preservation program. The course of action leading to the publication of preservation planning documents should involve soliciting

input from community leaders as well as the general public. Community leaders provide input and ideas for the plan thereby giving those involved a sense of ownership and responsibility for implementing those ideas.

#### **Conclusion/Summary**

Preservation commissioners must be well versed in preservation issues and methods to be able to educate the public. If the public supports preservation, then the elected officials, reflecting the views of their constituents, will support a knowledgeable historic preservation commission and allow it to be stronger and more effective in their efforts to assist in the preservation of local historic resources.

There is a wealth of educational resources available to preservation commissions. Organizations like The National Trust for Historic Preservation and The National Alliance of Preservation Commissions are prepared to help historic preservation commissions in their public outreach efforts and a number of resources are available online and through local libraries. Commissioners must take time to take advantage of what is available.

#### **Sources of preservation commission training and information**

Always check with your state CLG coordinator for this information. Other resources are:

<http://www2.cr.nps.gov/workingonthepast>

<http://www.cr.nps.gov/training.htm>

If commissions have not already joined NAPC, they should seriously consider doing so. In addition to NAPC's biennial Forum, which is the best preservation commission training in the world, NAPC has the Commission Assistance and Mentoring Program (CAMP), and a great bibliography of "must read" information for preservation commissioners. When I was just starting out in the preservation commission business, NAPC was a lifesaver. I would make a call to NAPC to receive wonderful support and information.

In addition to all of their other publications, **the National Trust** publishes a great list of "Preservation Resources on the Internet" every year as a supplement to Forum News. Of course, the National Trust Conference is a good source of annual training and preservation networking for commissions.

The website of **the Advisory Council on Historic Preservation** is also a good source of preservation information

<http://www.achp.gov>

## COMMUNITY PRESERVATION PARTNERSHIPS

### Public Outreach Activity

Media releases

Radio programs

Regular newspaper columns

Newsletters

Public meetings televised over  
Local cable TV community access

Guided walking tours of historic districts

Preservation workshops

Neighborhood meetings

Presentations to civic groups

Presentations to school groups

Assisting school teachers with  
lesson plans that include a local  
historic preservation focus

Technical advice

Public access files:  
    Technical information  
    Survey information  
    Historic information

Design Guidelines

Preservation Plans and/or  
Historic District Plans

Architectural Treasure Hunt

### Local Partners/Source of Assistance

Non-profit preservation organizations, preservation commissions and historical societies are potential partners in all activities

Newspapers, radio stations

Radio stations

Newspaper

Corporate sponsors, print shops

City staff, community college

Chamber of Commerce, civic organizations,  
Eagle Scouts

Main Street org., Chamber of Commerce  
Local contractors, hardware stores

Property owners, historic district residents

Rotary, Kiwanis, Optimists, Lions

Teachers, schools

Teachers, schools

Local craftsmen, SHPO

Museum, Public Library  
City Hall, Genealogical Society  
Local historians, SHPO

Main Street org., Chamber of Commerce  
City Hall

Main Street org., Chamber of Commerce  
City Hall

Main Street org., Chamber of Commerce,  
Newspaper, print shops

*For details on the above activities contact: Jo Ann Radetic, Phone: (573) 522-2473, Email: jo.ann.radetic@dnr.mo.gov*

## EDUCATION AND PUBLIC OUTREACH PLANNING FOR PRESERVATION COMMISSIONS

by Stacy Patterson, Preservation Consultant, Silver Spring, Maryland

Red tape, “paint police,” “hysterical commission”—every local preservation commission has heard these words at one time or another. How can a commission combat these stereotypes with little or no staff, small budgets, and lots of work? By creating an outreach and education plan, commissions can proactively address these challenges and many others. Although public outreach and education are central responsibilities of historic preservation commissions, these important activities and opportunities often come second to the commission’s regulatory duties. Outreach and education at the local level is often perceived as work that would be nice to do instead of something that is critical. Small or no staff and budgets, public apathy, media misrepresentation, and local bureaucracy can make it more difficult to conduct activities specifically focused on outreach and education; yet these same challenges are the reasons outreach and education are essential. An outreach and education plan can be an effective tool to overcome these challenges.

### What is an Outreach and Education Plan?

An outreach and education plan is a tool any commission can create to streamline their public programming efforts. The plan addresses current and future needs of a commission, staff, and the community they serve, as well as the promotion of local historic resources. Through the planning process, a commission can discuss and evaluate their current outreach and education resources, research and develop new ideas, and plan for the specific implementation of the chosen activities. Like a master plan or work plan, an outreach and education plan is a fluid document, meant to be reviewed and updated as programs are implemented and new needs and opportunities arise.

Taking an organized and methodical approach to the outreach and education planning process allows a commission to develop a plan that meets their needs and falls within their budget and capabilities. A plan should serve as a tool to increase an entire community’s knowledge and understanding of the significance of local historic resources and the need to protect them through designation, regulation, and review. It should identify community values and how historic preservation fits in or protects those values. Overall, an outreach and education plan is a way for a commission to demonstrate to the public how its regulatory role benefits a community through printed materials, public forums, and personal efforts.

### What are Outreach and Education Resources?

Outreach and education resources can be broadly defined as any material or activity which revolves around an aspect of historic preservation and is available to local stakeholders and the general public. These can include brochures, walking tours, websites, design guidelines, newsletters, events, workshops, meetings, books, maps, technical, and procedural information. Any document released to the public by the commission should be considered in an outreach and education context. Through outreach and education planning, these resources can be redesigned, redistributed, publicized, and promoted to further the understanding of historic preservation in a community.

### Why should your commission create an Outreach and Education Plan?

By educating the public about local historic resources and their preservation, and demon-

Montgomery County Historic Preservation Commission

# the Preservationist

Winter 2006

## Tax Credits Can Save You \$\$\$!

**Apply Now!**  
In 2005 did you paint your house, replace the roof, or finally repair that back stoop? These, and other projects such as storm window/door installation, chimney relining, and foundation repair qualify for the tax credit. As long as you’ve spent at least \$1,000 over the course of the year (not a hard task) on exterior maintenance, restoration, rehabilitation, or other preservation work you could benefit from this County program.

**Tax Credits from the State, Too!**  
Another significant tax incentive for revitalization and rehabilitation of historic structures is the Heritage Preservation Tax Credit Program administered by the Maryland Historical Trust. This provides Maryland income tax credits equal to 20% of the qualified capital costs expended on exterior and interior rehabilitation work (with a \$5,000 cumulative minimum over a 24 month period). Unlike the county program, the state applications must be completed before the work begins.

The required forms and more information are available on the Maryland Historical Trust website ([www.marylandhistoricaltrust.net](http://www.marylandhistoricaltrust.net)) or by calling the Office of Preservation Services at 410-514-7639.

**Before** **After**

Each of the projects shown here cost 10% less because of the Montgomery County Historic Preservation Tax Credit. Don’t lose your 10%!

**In This Issue:**

- New book on history of Silver Spring. Page 2
- County-wide events to celebrate Black History Month. Page 2
- MPI invites nominations for 2006 Preservation Awards. Page 3
- Preservation tax credit application form. Insert

Montgomery County rewards preservation activities with this tax credit against real property taxes for 10% of the eligible documented expenses on all individual historic sites and properties in historic districts (including non-contributing buildings) designated on the Montgomery County Master Plan for Historic Preservation.

Completed forms must be postmarked by April 1, 2006. Don’t miss out.

Additional forms can be obtained, or questions about any aspect of the program answered, by calling the Montgomery County Historic Preservation Commission at 301-563-3400, or by visiting our website at [www.mc-mncppc.org/historic/instructions/info\\_tax.htm](http://www.mc-mncppc.org/historic/instructions/info_tax.htm)

**Before** **After**

Newsletters are good examples of outreach and education resources.  
Photo courtesy of the author

strating how preservation connects to existing community values, commissions can bring historic preservation into the mainstream. Failing to educate the community about preservation hurts the preservation movement as a whole and can compromise the commission's efficacy. While it is nearly impossible to convince every citizen of how important historic preservation is as a community value, it is still possible to raise community awareness about historic preservation and gain better coverage in the local media.

Planning specifically for outreach and education can refocus commission efforts toward these important activities and garner new support. While many preservation commissions include outreach and education as a goal within their larger work plans or action plans, it is frequently the part of the plan that is least implemented. By developing a formal, stand-alone outreach and education plan, a commission can ensure that it works toward accomplishing that part of its mission.

Preservation commissions stand on the front lines of historic preservation and their impact—or lack thereof—determines the public's impression of historic preservation as a movement overall. Appreciation for cultural and historic resources often starts at the local level, where people feel the greatest sense of connection to a place. Whether a commission is large or small, whether they have public support or not, all commissions can benefit from planning for outreach and education.

### **Step-by-Step: Creating an Outreach and Education Plan**

Creating an Outreach and Education Plan is a major commitment for any preservation commission, but it is also an important investment in the community and the role historic preservation will play within it. The following nine steps provide a suggested formula for the creation of a plan for a local commission.

#### **1. Commit**

Deciding to create and implement an outreach and education plan is a major step. This means a commission must commit time and money to the development, implementation, and ongoing review of the plan. To make the plan successful, it is essential to designate someone—a staff or commission member—to lead the effort. The organization as a whole must commit to helping in the development, implementation, and review process in one way or another. Make sure everyone is willing to accept potential changes resulting from the plan. When the time and budget become available, the planning can begin in earnest.

#### **2. Develop Goals and Identifying the Target Audience**

Since the organization is committing time and money to the plan, it is essential that the final product satisfy the needs of the commission as well as the community it serves. It is therefore important to establish a set of goals for the plan. The commission, staff, and other important stakeholders should be included in the development of goals. These goals can include more organized planning of outreach and education activities, stronger media relations, better educational materials and opportunities, and greater participation at local events. During this process it is also necessary to identify the plan's target audience. The target audience can include the commission, staff and residents of historic districts, as well as school children, politicians, local architects and builders, or an entire city or county. As the target audience broadens, so must the reach of the plan.

#### **3. Evaluate Current Resources**

An important preliminary step is identifying resources and activities a commission

**Do not be afraid to think outside the box—or budget. Even if an idea will take a lot of money and time, if it is in the plan, it may become possible to secure a grant in the future to see it accomplished.**

already has in place for outreach and education. Examining all current brochures, books, events, and websites will help establish where the commission stands. To keep an organized record, these resources can be logged into a database. Once the list of current resources is complete, the commission or staff can analyze how well these serve the needs of the organization. Asking questions like “Is this brochure current?”, “How easy is it to find and navigate the website?” or “How effective is our participation at this event?” can help an organization make the most of its current materials before investing in new ones.

#### **4. Conduct Interviews and Surveys**

Once current resources have been identified and established, it is time to find out which outreach and education activities work, which ones need to be changed, and which need to be removed. The best way to address this is through interviews and surveys. The person leading the planning process should take time to interview staff and commission members as well as other stakeholders such as district residents, business people, local non-profit organizations, civic groups, educators, and elected officials to learn their opinions on current resources, as well as what they would like to see in the future. Do not be afraid to think outside the box—or budget. Even if an idea will take a lot of money and time, if it is in the plan, it may become possible to secure a grant in the future to see it accomplished. Next, it is important to involve the community you serve. By surveying a historic district or creating focus groups, the commission and staff can learn the opinions of residents, business owners, politicians, and visitors. Surveying your target audience before the plan is created will help assure that the time and money spent on new and improved resources won't be wasted.

#### **5. Look Around**

So far the process has been rather internally focused, but now it is time to move outside of your commission and look to others. Get in touch with other commissions to see what has worked for their organizations. Learn the nitty-gritty of a successful project by asking about funding sources, time commitments, partnerships, and publicity. Do not be afraid to copy another idea, in this case imitation *is* the highest form of flattery. Creating open communications between commissions can only benefit each organization. Look at other commission websites, brochures, and events for inspiration. Attend local, state, and national conferences to network and gather new ideas.

#### **6. Get Organized**

Now that the staff and commission have identified their goals and target audience, their existing resources, and their needs, it is time to get organized and set priorities. The leader, along with the commission and staff must decide which resources and activities are most important to accomplish their goals and which must be accomplished right away. It is often helpful to categorize activities based upon which goal they will meet and then select a priority from each category. For instance, if your goals involve more organized planning of outreach and education activities, stronger media relations, better educational materials and opportunities, and greater participation at local events, you could choose a priority from each of these goals. In that case, you could include in your plan monthly outreach and education updates at staff meetings, drafting regular press releases, holding an annual tax credit seminar, and taking part in a new local event. With commission priorities organized and set, the plan can begin to develop as a document.

## 7. Develop a Timeline

The next essential step in the process is developing a timeline for implementing the plan. This work becomes easier once organizational priorities are set. Based on the priorities established, it is possible to organize activities on a timeline. Take into consideration the people-hours and budget needed for each activity as well. While there are numerous ways to construct a timeline, simple categories can be Existing (never forget to pat yourself on that back for what you are already doing), Immediate, One year, Two years, and Future (five or ten years). Referring to the plan each year when planning for the next assures that outreach and education activities will be budgeted for and accomplished.

## 8. Compile

Now that the commission and staff have goals, a target audience, a list of prioritized outreach and education activities, and a timeline for implementation, all of this information can be compiled into the plan. The plan can be a simple spreadsheet or a lengthy document, so long as it is organized and useable. Insert relevant graphics, such as examples of brochures or websites, as well as any relevant tables. A detailed plan will provide a clear picture of the organization's goals and how they will be met.

## 9. Implement, Share, and Review

After all of the hard work on planning, do not just put the document on a shelf! This plan is meant to be used, shared, and constantly updated. Implement the activities listed under immediate and feel the satisfaction of checking them off the list. Have the plan formally adopted by the commission and celebrate its completion. Bring the plan to yearly meetings for updates and think up new ideas for the plan over time. Remember to share the plan, especially with anyone who contributed through an interview, survey, or research.

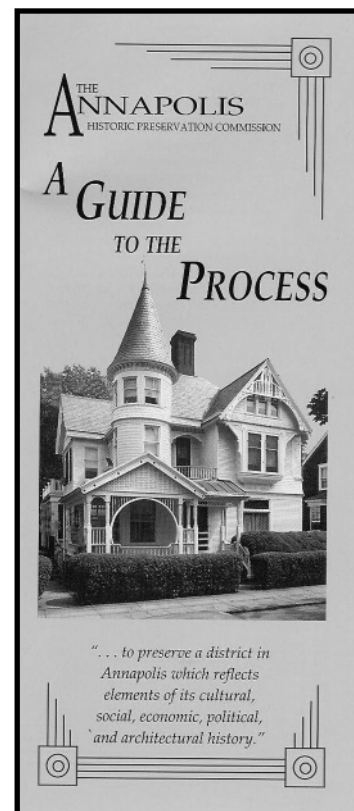
## Recommendations for a good Outreach and Education Plan

After reviewing input from plans already in use and advice from practicing professionals with experience in outreach and education, the following recommendations have been developed for commissions interested in creating their own outreach and education plan. The recommendations are structured based upon the examples of organizational goals listed previously—more organized planning of outreach and education activities, stronger media relations, better educational materials and opportunities, and greater participation at local events—but are relevant to all outreach and education planning. The recommendations were abbreviated into the following categories: planning, media, education, and events.

### Planning

Planning for preservation outreach and education in a formal way is critical, whether it is through a master plan, an action plan, or a yearly work plan. The plan must address the needs of the community and the commission, and be realistic given staff and budget limitations.

Advanced planning and assigning members to specific tasks can help keep the plan on track. Commissions should plan for more costly activities in advance to allow time to secure funding. Another critical element is updating the plan regularly as various elements are implemented and new needs arise.



Effective outreach requires good printed materials that familiarize applicants with the review process.

*Photo courtesy of the author*

*Media*

All relevant materials should be made available to the public. This can be done through websites and in print, by promoting the commission at local events, in the media, at community presentations, in schools, within the local government, and by any other means possible. Commissions and staff should think outside the box when considering locations to distribute material. All information should be easy to find, easy to use, and highly detailed.

Create a website that educates citizens about historic preservation through a wide variety of written material, such as histories, design guidelines, and plans, as well as images including photographs, drawings, and maps. Utilize technology such as video, audio, and blogging capabilities. An interactive site can allow residents to post information and images of local historic properties and can assist in engaging the public in historic preservation. Staff or commissioners should maintain the site and take responsibility for moderating any interactive features.

Commissions should keep citizens up to date on the variety of historic preservation resources available to them. Provide technical material and assistance when and wherever possible. Maintain useful print and online resources, as well as contractors' lists, organizations that assist preservation projects, and examples of past projects for interested parties.

*Education*

Integrate historic preservation into the lives of community members by teaching the importance of preserving community heritage along with historic preservation goals, benefits, and techniques to students in grade school, college and graduate students, craftsmen, architects, contractors, planners, politicians, realtors, bankers, the media, historic property owners, and any other interested parties. Develop a curriculum for schools and educational opportunities for students of all ages, or provide assistance so local educators can create lesson plans based on historic resources.

Inform local government officials about the work of the commission on a regular basis. Be sure to educate them about how preservation can benefit the communities they serve and address many larger social, economic, and planning issues.

Develop a proactive media campaign that tackles the negative perception of commissions and highlights the many benefits historic preservation has provided a community through time. Letters to the editor can be an effective tool to address problems when they arise, and to keep the media apprised of the good work preservation is doing. Take advantage of opportunities to appear on public access cable TV programs, and other media outlets.

Create strong partnerships with local, state, and national historic preservation and preservation-related organizations to assist in providing technical information, funding, advocacy, and support for outreach and education goals. Along with partnering, take advantage of opportunities to network with and learn from other preservation commissions by attending state and national conferences, attending commission meetings in other jurisdictions, and co-sponsoring preservation events.

Provide seminars and workshops to help owners of historic properties and professionals learn proper techniques and understand the procedural aspects of historic preservation. Also discuss the economic incentives for doing historic preservation work. Develop hands-on workshops and classroom seminars on a wide variety of topics and hold them on a regular basis. Strive to familiarize local craftsman, homeowners, and professionals with

proper preservation techniques. Partner with local hardware stores and other companies to raise the profile of an event and provide funding and tools. Inviting banks and developers to seminars about economic incentives can show these companies how preservation can work for their business and the community. Publish information about these events in the local media and leave information with local businesses.

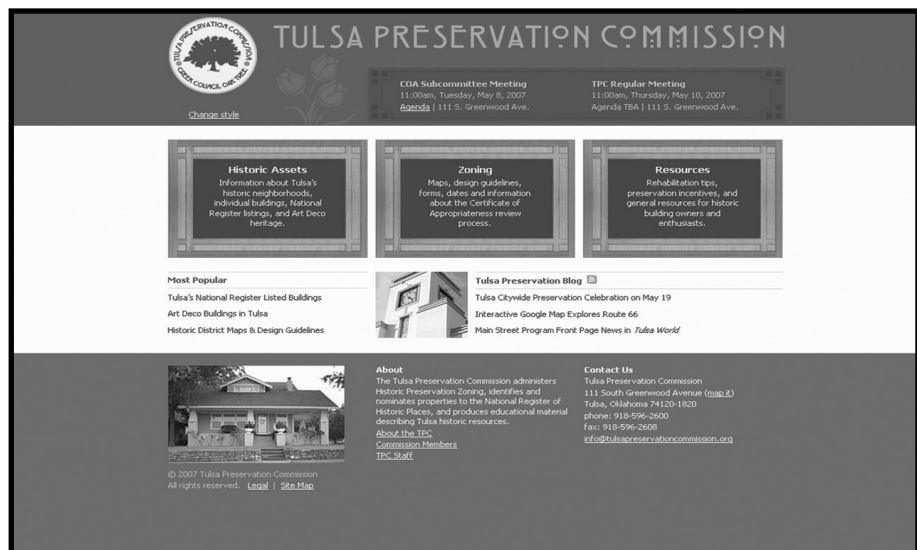
### Events

Hold events that emphasize historic preservation efforts in the community, including award ceremonies, dedications for preservation projects, and local events during National Historic Preservation Month.

Utilize local historic resources as education and outreach tools by hosting events, walking tours, exhibits, and other public activities that demonstrate the importance of historic preservation and the critical role the commission plays in protecting these resources.

Demonstrate how historic preservation ties into the broader ethics of maintaining a healthy environment and reducing sprawl. Explain how the goals and work of preservation are environmentally friendly and encourage re-use of old structures rather than the construction of new ones. Publish or provide information about how saving and using cultural resources can help preserve natural resources around Earth Day to draw particular attention to these connections. Finally, don't forget that commission meetings are events and work to make participating in them a positive experience. Help residents understand that the approval process protects the investment they have made in their neighborhood along with their responsibilities to protect their historic resource. Provide applicants with procedural information about hearings so they can be prepared should they need to appear before the commission. Hold pre-hearing meetings with applicants and invite new residents to commission meetings. At the commission meetings, try to maintain a positive atmosphere to avoid the notion that the commission is unnecessary, bureaucratic "red tape."

These recommendations are only a starting point for developing for a strong outreach and education program. The most important concept is to be proactive. Develop a plan, implement it, and bring historic preservation to your community rather than waiting for the community to come to you. A plan won't eliminate all of the challenges, but it will ensure that your commission and community are ready to meet them when they arise.



Make effective use of the World Wide Web to reach a broad audience.  
Photo courtesy of the author





# GET YOUTH INVOLVED

## to Build a Better Preservation Ethic – and Nation

By Milford Wayne Donaldson, FAIA

A wise person once noted that the best time to plant a tree is 50 years ago. The next best time is today. The national historic preservation community has always depended upon volunteers and local action to preserve America's heritage. We need to get those acorns that we should have planted a half-decade ago planted now.

The National Alliance of Preservation Commissions is uniquely situated to partner with the Advisory Council on Historic Preservation, the National Trust for Historic Preservation (National Trust), federal agencies, SHPOs and other key players in historic preservation to reinvigorate the preservation community by bringing more young people into the field. As the 40th anniversary of the National Historic Preservation Act (NHPA) approached in October 2006, the ACHP thought it was a good time to take stock and see what worked well and where improvements were necessary.

A series of panels were held prior to the anniversary, and participants gathered in New Orleans, Louisiana, in

October 2006 at the Preserve America Summit. Preserve America is a federal initiative that encourages and supports community efforts to preserve and enjoy our cultural and natural heritage. Part of the 2006 summit was a contingent of young people, organized and sponsored by what was then known as The History Channel's (now officially known as HISTORY) *Save Our History* project, who were considering historic preservation issues from their perspectives and informing Summit participants and the larger preservation community. (see <http://www.preserveamerica.gov/youthsummit.html>)

Subsequent to the Summit and informed by all the panels that studied various aspects of the nation's preservation

*Prior to the Preserve America Summit in New Orleans in October 2006, an expert panel of educators and historic preservationists held a two-day brainstorming session in Detroit to discuss how to create a stronger and more widespread national preservation ethic. That panel's recommendations, melded with findings from other groups, led to the recommendation to work across the national preservation community to bring more youth into preservation activities with strategies such as youth summits and service learning partnerships with local schools.*



infrastructure under NHPA, a number of recommendations emerged. One of them is critically important to the future of historic preservation. It was: *Engage youth in historic preservation by promoting programs that involve them in hands-on preservation activities and through the possible establishment of an ongoing youth summit as part of the Preserve America initiative.*

At the Preserve America Summit and in subsequent programs the ACHP has participated in and used as models, the inspiration, energy, and insight of fully engaged youths has been transformative.

The ACHP has promoted several paths to involve young people in historic preservation. One has been to urge federal agencies to engage young people in their youth programs (notably the Department of the Interior and the Department of Agriculture) as well as other preservation and affiliated entities such as the National Trust, the Small Museum Association, the American Association for State and Local History, the Partnership for the National Scenic and Historic Trails, State Historic Preservation Officers and many others. The ACHP recommends using programs such as Service Learning in partnership with local community schools. Another approach has been to stimulate a series of local youth summits involving partnerships with preservation organizations, federal, state, and local government entities, schools, and others to help with preservation projects. The aim of these efforts is to create a more diverse and younger group of Americans who are involved in historic preservation activities, volunteerism, public service, and create a wider national historic preservation ethic.

While this sounds like a great centralized strategy, actually these educational and involvement efforts are all largely local in nature.



*At Harper's Ferry Middle School, WV, a project by 70 students who created six video podcasts on the eve of the 150th anniversary of John Brown's Raid in 2009 was unveiled by the partnership that created the effort that resulted in student-to-student interpretive materials for Harper's Ferry National Historical Park. The ACHP, the National Park Service, the middle school, and the Journey Through Hallowed Ground Partnership (JTHGP) worked on the project. The JTHGP is working on similar Of the Student, By the Student, For the Student efforts to create interpretive materials and involve youths from many other school districts and 13 National Park Service units contained within the JTHGP Heritage Area.*

The ACHP is participating with other federal agencies and their partners to integrate programs such as service learning and youth summits for preservation into this energetic and effective effort.

For more information on youth summits, see <http://coloradoyouthsummit.org/> and <http://historiccorps.org/>.

Service learning is an effective and efficient strategy that can begin as early as kindergarten. For more information on service learning and historic preservation, visit <http://www.achp.gov/youth.html> and <http://www.hallowedground.org/Education/Service-Learning-Programs>.





*Young intern participants in the 12th Conference on National Scenic and Historic Trails helped accomplish three service projects at Traveler's Rest National Historic Landmark along the Lolo Trail, where the Lewis and Clark Expedition camped on both its westward and eastward journeys. The actual campsite was bisected by this gravel road, which was replanted in native vegetation. The Lewis and Clark Expedition camped in military fashion, and its main camp fire was placed just to the left of the person at the far left of the picture.*

Fortunately for the preservation community and the ACHP, the Obama Administration has launched an effort called America's Great Outdoors to bring the benefits of authentic experience of natural and cultural places to the nation's youth. Many exciting things are taking place and the program is evolving at a rapid pace. America's Great Outdoors is particularly interested in reaching younger Americans who are more urban and less readily acquainted with the nation's rich heritage regarding public lands, stewardship, conservation and cultural and historic preservation than the generations that came before them. The effort seeks to engage, employ, and educate young people (see [www.youthGO.gov](http://www.youthGO.gov)).

These are grassroots activities that depend upon volunteers forming alliances with federal agencies, natural and cultural preservation nonprofits, and local schools to create opportunities for place-based learning, stewardship, and civic participation. Preservation commissions are natural partners in spurring such efforts, since the volunteer stewards that characterize commission memberships are precisely the sort of people who are likely to initiate these projects.

The ACHP has discovered that involving youth in educational and volunteer activities is one of those cases of a rising tide lifting all boats. Organizations involved primarily in environmental or natural conservation activities benefit historic preservation by their efforts. Preservation commissioners find that working to introduce youth to historic preservation also offers the benefits of civic involvement, community pride, and serves as a conduit to interesting young people in the professions typically occupied by preservation commissioners. Plus, partnering with local schools

inevitably involves parents and a larger segment of the community in historic preservation matters.

The natural and cultural preservation communities realize that they need to connect with and include more young people to create a stronger preservation ethic that will not only endure but grow. You could say that the necessity of bringing young people to historic preservation is somewhat parallel to the first rule of initiating Section 106 consultation: It needs to start as early as possible in order to be most effective and useful.

For those who may not be familiar with Section 106, in a nutshell it is a law that requires federal agencies to consider the effects of projects carried out, approved, or funded by them on properties listed, or eligible for listing, on the National Register of Historic Places (historic properties), and provide the ACHP with a reasonable opportunity to comment on them. While Section 106 requires federal agencies to attempt to negotiate measures to avoid, minimize, or mitigate the adverse effects of their undertakings on historic properties, it does not mandate in favor of preservation.

Oversight of the Section 106 process under the NHPA is the bread and butter activity of the ACHP. There are approximately 100,000 federal undertakings that go through the Section 106 processes every year. The vast majority are handled by State Historic Preservation Officers on the state or local levels, often with commissioners or review boards involved either by direct involvement or consultation and education. Most 106 cases are relatively routine and/or do not pose significant threats to historic places, and never need the direct attention of the ACHP membership. However, several hundred cases do directly involve the ACHP staff each

*The Colorado Preserve America Youth Summits initiated by Colorado Preservation, Inc., that have spread to other states, done in cooperation with the U.S. Forest Service, Bureau of Land Management, and National Park Service, were recognized by the ACHP as exemplary ways of involving youth in historic preservation activities. Participating in the award ceremony were (from left) Harris Sherman, Under Secretary for Natural Resources and Environment, Department of Agriculture; Ken Salazar, Secretary of the Interior; Ann Pritzlaff, ACHP member who initiated the summits; and Milford Wayne Donaldson, FALA, ACHP Chairman.*



year. Further, when a Section 106 process involves a National Historic Landmark, the federal agency leading the process must notify the National Park Service and may be required to minimize harm to that landmark.

Among the more significant current contemporary preservation concerns that are reflected in Section 106 cases are downsizing city centers and sustainability issues, conventional and emerging alternative energy development and related transmission corridors, and how federal agencies handle government-to-government consultation with Indian tribes. In fact, the ACHP has created a special section, the Office of Native American Affairs, because this issue and related concerns like dealing with Traditional Cultural Properties (TCPs) are of such key importance to the federal government and the larger preservation community in the USA. Section 106 is an essential and important tool for local communities.

The NHPA itself resulted in 1966 from widespread local concern that federal activities – notably highway construction and urban renewal – were heedlessly destroying too many important historic resources. The U.S. Conference of Mayors and the National Trust, with local historic preservation partners across the nation, were instrumental in urging Congress to enact the legislation to “stop the federal bulldozer.” Section 106 is an important tool that continues to function in this way.

The ACHP would be pleased to work with you in starting up some of these youth involvement efforts in your communities, and we would be pleased to provide any additional information you might desire. The best place to start is at our Web site, [www.achp.gov](http://www.achp.gov). Or directly contact Bruce Milhans, communications coordinator, at [bmilhans@achp.gov](mailto:bmilhans@achp.gov), 202-606-8513, to reach the right person at the ACHP to provide the information you need.

**The ACHP has recently published an updated “Protecting Historic Properties: A Citizen’s Guide to Section 106 Review”** that is available to local preservation interests. It is available at the ACHP Website at: <http://www.achp.gov/docs/CitizenGuide.pdf>.

**The ACHP offers Section 106 training** tailored for differing needs and professional backgrounds several times a year. The class schedule is available at <http://www.achp.gov/106select.html>. **Other useful materials** about Section 106, and its regulations, can be found at: <http://www.achp.gov/work106.html>.

# FORUM 2012

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**TOPICS + SPEAKERS!**

**SEE PAGE 17 FOR DETAILS**  
**Call for Topics and Speakers**  
**deadline is August 5, 2011**

National Alliance of Preservation Commissions 8<sup>th</sup> Biennial Forum

*Wade Broadhead is a Planner for the City of Pueblo focusing on the Preservation Commission for five years as well as Bicycle and Walkability Coordinator. Wade grew up in Palatine, Illinois, and received his B.A. in Geology / Anthropology from Western State College of Colorado in Gunnison. After seven years in the world of federal and contract archaeology and GIS he switched gears and went to the 'dark side' of planning and urban preservation, where he found his calling. He will be speaking about creative ways to weave preservation into planning at the Four Corners Planning Conference in Santa Fe and the National Preservation Conference in Buffalo this year. Wade's submission was delayed while he was welcoming his first daughter, Elowyn, into the world.*

## Advocacy through Action: Lessons from Pueblo, Colorado

by Wade Broadhead

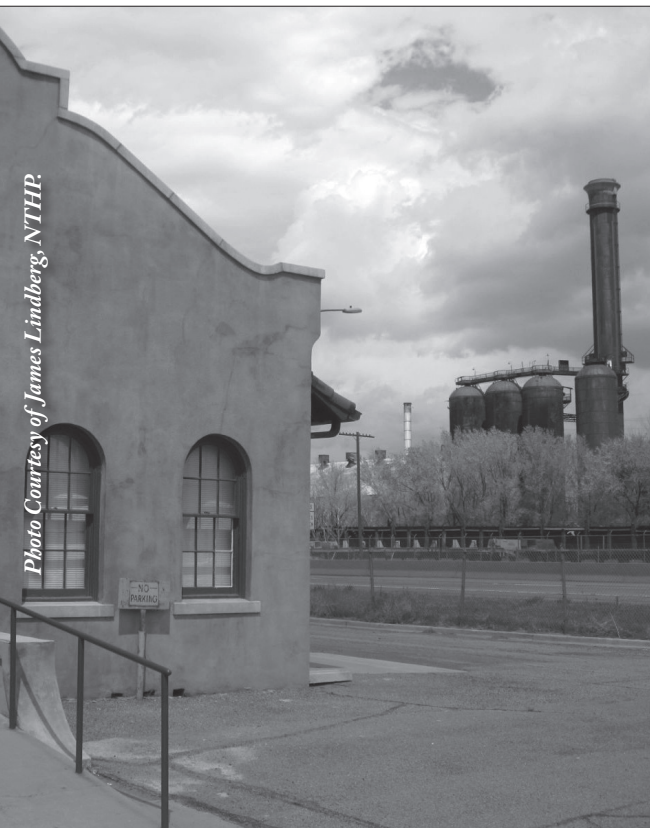


Photo Courtesy of James Lindberg, NTHP

*Pueblo's iconic "Steel City" image of the Bessemer Historical Society's Nationally Renowned Steelworks Museum and the last remaining portions of the Blast Furnace across the interstate.*

Situated at the confluence of the Fountain Creek and Arkansas River lies the town of Pueblo, Colorado (population 106,000). Dubbed "The Steel City," Pueblo has one of the largest operating steel mills west of the Mississippi and a population of 50% third-fourth generation Hispanic. The city has a strong Euro-Hispanic working class culture that is part Pittsburgh, part Denver and part Northern New Mexico. This eclectic socio-economic mélange makes for a challenging and rewarding place to conduct preservation activities. Despite a long tradition of preservation in Pueblo through local societies and museums, a City Historic Preservation Commission was not created until 2003 after the loss of an architecturally significant elementary school. Although the Historic Preservation Commission (HPC) was initially staffed by a dedicated planner without preservation experience, he created good guidelines and in 2005 Pueblo achieved Certified Local Government status. I took over as staff for the commission in 2006-7 and immediately encountered among commission members a high level of frustration about a lack of attention by the City Council and their inability to achieve what I call "relevance." I noticed this frustration was shared by many small and mid-sized cities throughout Colorado. How we addressed this challenge, how we overcame it to create successful outcomes, and how we took it on the road is the subject of this article.

With a part-time staff and no budget, creating relevance for the HPC was no small challenge. Luckily, Pueblo has access to some powerful local partnerships that have promoted the municipal preservation program and allowed it to become relevant in an economically challenged city, which could just as easily forgo a preservation program in exchange for better code enforcement or a new sign code. Pueblo has a local nonprofit advocacy group, Historic Pueblo, Inc., that raises



money and financially supports the commission in the form of a cash match for grants and a successful plaque program – bronze plaques are purchased for all landmarks. In addition, Colorado has access to a magnificent CLG program which has enjoyable and thorough training as well as a robust, no-match grant program for survey and education programs. I've noticed city councils are always supportive of programs – like those funded with CLG grants – that cost the

and preservation were needed to guide efforts toward a broader relevance to city officials, staff members with the Urban Renewal Authority of Pueblo (URAP), and citizens facing challenges in their neighborhoods. The second significant observation was that in a working-class town, actions speak louder than words (or interpretive plaques and pamphlets), and in a land of private-property rights, outreach, engagement and education are crucial to excite the population.

landforms; therefore its neighborhoods developed densely (for the West) and in a manner more like Midwestern cities. This neighborhood character gives the city its appeal and is how people relate to their built environment. Also, nothing seems to be more meaningful to citizens than city officials taking a genuine interest in the history of their neighborhood with the purpose of using that knowledge to make smarter planning decisions.

Our solution was the NHE Program, which provides historic contexts to each neighborhood. Unlike most relatively dry historic-context reports, Pueblo teamed with a consultant, Adam Thomas of Historitecture, whose contexts are more like exquisitely written historical novels than bureaucratic technical reports. The consultant's passion for historic neighborhoods, paired with that of our staff, showed people that the city was genuinely interested in their welfare and positive development. We started with a Northside context and survey, which resulted in our first residential historic district,

### HPC's Non-Profit Partner - Historic Pueblo, Inc.


Historic Pueblo, Inc. (HPI) is a non-profit organization that was founded in 2003 after the city adopted the Pueblo Historic Preservation Ordinance. The ordinance was established to preserve and protect historic structures and sites. No city funding was available with the preservation ordinance, nor was there an established organization to promote the actions that could be taken as a result of the ordinance. Thus HPI was created by citizens interested in promoting and fostering the vision of historic preservation.

**HPI's Mission Statement**


Historic Pueblo, Inc. is a non-profit corporation whose responsibility it is to educate and promote ideas, programs, actions and plans to enable our community to respect and preserve our unique architectural resources and cultural heritage.

HPI works to foster greater understanding of the importance of historic preservation for the future growth of our city based on an understanding and appreciation of our past.

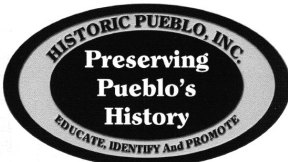
2009 Landmark Plaque Ceremony | May 11, 2009 | City Park Rides | 1 National Register Plaque | 25 Landmark Plaques | 3 Resource Plaques



2009 Historic Home Tour | October 4, 2009 | 502 Visitors | 7 Homes | \$7,381 generated for LOCAL preservation efforts!



**Other HPI Events in 2008:**  
 Gus' Tavern Tour - February  
 Gray's Coor's Tavern Tour - March  
 Central High School Tour - April  
 Presentation Walking Tour of Corona Park - May  
 Remount Museum Tour - June  
 Edgar Olin House Tour - July  
 Orman-Adams Mansion Tour and Membership Drive - December



2009 Annual Report of the Pueblo Historic Preservation Commission Page 5

*A page of the HPC's 2009 Annual Report presented to City Council describing the relationship to, and help from, Historic Pueblo Inc.*

city nothing. Finally, at a more subtle level, the city management and administration allows staff flexibility to pursue grants and to work with the public on designations.

The key to generating a higher profile for historic preservation was that my role as “current planner” and HPC staff allowed me to spot places where history

Once excited, citizens come to you for preservation programs that have relevance to them. With that perspective, we created the Neighborhood Heritage Enhancement (NHE) Program almost by accident.

Pueblo was originally formed from four towns, combined in 1894 and separated by two rivers and a couple of unique



*Members of the Planning, Urban Renewal, and Latino Chamber showing off locally produced East Side pride shirts at the 2011 Cinco De Mayo parade. The white shirt “Rich in History” (worn by the author) was based on the historic context cover.*



*A homeowner talks about his 1880s residence during a South Pueblo Architectural Walking Tour sponsored by a CLG grant and woven into a Public Health 'Walk N Roll' Campaign, May 2011. The study fascinated locals by determining Pueblo had a nationally significant, garden-style suburb design platted in 1872.*

and moved to our East Side neighborhood, which is 70-80% Hispanic. Seeing widespread disinvestment, staff noted that URAP was setting its sights on the area of 14,000 people and quickly moved to get a historic context report completed of the area (using CLG funds). It was so well received that the city reprinted almost 100 copies, which were both donated and sold to benefit the neighborhood association. Once URAP began a planning effort there, everyone on the redevelopment team received a copy of the study, and neighborhood leader Eva Montoya pushed to rename the neighborhood "The Historic East Side," which was adopted. The area's councilman donated copies of the study to local high schools, where they were used to teach students about designation and history. This simple context began to address long-standing issues of racism, post-La Raza politics, and mid-century city

corruption, which had distanced the city and neighborhood residents.

The City is now finishing its South Side neighborhood context, while adding walking tours to the outreach program, and through the support of the CLG program and the State Historic Fund has obtained grants for the last historic charter neighborhood and even all of its postwar developments. Historic Pueblo Inc. has provided a cash match for the grants, meaning the city has received over \$150,000 in preservation grants at no cost; those are the types of actions city councils notice. As the saying goes: "Nothing succeeds like success."

The HPC, through staff, then began a series of intergovernmental exchanges, first with Colorado Springs, then with Denver and Greeley, and even providing some information for tiny Colorado towns without ordinances like Saguache and Fountain. In most cities, people engaged with historic preservation shared the frustration about not being taken seriously or appreciated by elected officials. I always ask them what they have done, and whether it was relevant to what city officials and citizens needed. In turn, I have benefited from attending other city's HPC meetings, in one case changing the content of my staff report and finding crucial information about an architect for the East Side's first local landmark. We now have a nascent regional network enhanced by official CLG training and expanded by

these personal relationships and experiences from visiting staff and commissioners. I am now on the state's Preservation Plan Implementation Team, working on a statewide speaker's bureau tasked to exchange information, experiences, failures, and successes.

Groups like the National Trust of Historic Preservation and statewide nonprofits have always built networks, but the preservation commissions themselves need to build networks and relationships and share stories of the dirty work of implementing preservation activities that non profits sometimes don't always understand. Nothing proves your relevance and your dedication to citizens and councils more than action. Forging projects which create "preservation commodities" that citizens and officials can see, touch, read, share, and use to further their goals will speak for themselves.



*The East Side's First Local Landmark (soon to be National) and most iconic church and focal point constructed in 1926. Inter-commission exchanges led to the discovery of the location of the original plans which were housed in Colorado Springs. The landmarking of this community symbol resulted in numerous newspaper stories and thanks during a mass to city staff, Historic Pueblo, Inc., and community leaders.*



## DECATUR, GEORGIA:

By Regina Brewer

Putting a Positive Spin on Preservation

*Regina Brewer, MPH, is the Historic Preservation Planner for the City of Decatur in Georgia. She lives in the City of Atlanta in the local historic district of Inman Park and served on the Atlanta Urban Design Commission for 7 years. She currently serves as the President of Easements Atlanta and serves on the board of directors for Georgia Alliance of Preservation Commissions and the Metropolitan Public Art Coalition.*

The City of Decatur is 4.2 square miles and has approximately 10,000 structures. In 2009, the City Commission budgeted to have a city-wide historic resource survey completed in response to a failed controversial effort to create a local historic district in the Oakhurst Neighborhood. The question the residents kept asking was, “How do you know this is historic?” The survey was a partial response to that question. Using the standards and procedures established by the U.S. Department of Interior, National Park Service, Historic Preservation Division and the Georgia Department of Natural Resources, Historic Preservation Division, the survey concluded that more than half of Decatur’s structures were contributing and it also identified 13 potential National Register and local historic districts. The city had the data but needed to educate its residents and property owners on why these structures were historic and why the City needed to identify them.

The role of a preservation commission and its staff is not solely to review and approve changes to structures located in local historic districts (although for some jurisdictions like the City of Atlanta, the sheer number of applications consumes nearly 100% of their staff resources). Public outreach and education are vital to successful preservation efforts, whether creating National Register districts or taking on the local designation of historic resources.

In 2007, Decatur determined it needed a dedicated staff person to create a preservation ethic for the city. Decatur has always valued its historic downtown and the leafy, bungalow neighborhoods, but the knowledge was intrinsic, not necessarily recognized as “preservation.” Hiring a professional trained in historic preservation was a key component to creating a branded program that established preservation in a positive framework as something that benefits the city in terms of environmental, economic, and quality of life initiatives.

Education was the first step to creating consensus to support preservation. The Decatur Old House Fair was held in 2008 (partially funded by a generous CLG grant from the GA SHPO) and is one of the few events of its kind in the country. Education seminars at the fair included researching houses, determining style, applying for preservation tax incentives, restoring wood windows (a must!), preserving historic landscapes, installing storm windows, improving energy efficiency, and creating a maintenance plan for old homes. There were



*Wood window hands-on workshops at the Decatur Old House Fair let owners try their hand at re-glazing.*





*The Brick Store, a nationally known microbrew pub, occupies one on the turn-of-the-century retail buildings on the historic square.*

over 30 exhibitors and preservation-related nonprofit organizations. The event had an extremely successful first year and is now in its fourth year with sessions such as “Plaster Repair” and “Restoring Wood Floors and Trim” being added. The tickets to the event are reasonably priced and the location is accessible by all forms of public transportation. The website ([www.decaturoidhousefair.com](http://www.decaturoidhousefair.com)) is up continuously and the presentations are available online, as is the program which lists all the exhibitors and local/national preservation resources. Residents have been given the tools they need to restore, rehabilitate, and repair their historic houses.

The City also instituted a “Homeowner’s Night,” which allows only homeowners to come in between 6 and 8 p.m. to talk to the Planning Director, Building Code Official, Zoning and Permitting Technician, and the Preservation Planner about their project. Since 50% of the homes in Decatur are historic, homeowners are also given information on preservation tax credits. In Georgia, the residential incentives are significant, including a maximum tax credit of \$100K and an 8 ½ year property tax freeze on the unimproved assessed value. At each Homeowner’s Night, more residents came in looking for information on these credits. Suddenly, preservation became interesting! Additionally, Planning Department staff members have been ‘indoctrinated’ to these credits and continuously refer inquiries to the Preservation Planner regardless if their property is located in a local district. In 2010, four projects were approved for the tax credit program in Decatur, which is sizable given the number of residents and buildings.

The City also looked carefully at the list of potential National Register Districts and determined that the historic downtown should be nominated to the National Register as an important step in creating the preservation ethic. Again, turning to the Georgia CLG Grant Program, Decatur received a \$6,000 grant to hire a consultant to write the nomination. Public meetings were held to inform the commercial property owners about the value of being listed in the National Register of Historic Places. Some were skeptical, but most were convinced. In January 2010, the Downtown District was approved for listing in the Georgia Register of Historic Places and is currently under consideration by the National Register staff in Washington DC. This nomination facilitated the renovation of three storefronts in the historic square that will become the new home of



*Renovation of three historic storefronts on the downtown square to become the new home of the Cakes and Ale Restaurant.*



*The Ponce Court Neighbors group photo before carpooling to the National Register Review Board Hearing.*

the Cakes and Ale Restaurant, a national award-winning restaurant. Utilizing Federal and State tax incentives will give the property owners and restaurant owners \$660,000 in credits and savings. Now all the commercial property owners are very supportive of creating National Register Districts for small commercial nodes throughout the city. The City also utilized the local preservation program at Georgia State University for student internships. One of the interns prepared the nomination for the Ponce de Leon Court neighborhood to the National Register. Ponce Court is already a local district, but a few of the homes in this small district needed substantial rehabilitation and were perfect candidates for the preservation tax credits. Public meetings were held and the owners were very supportive of the nomination. In fact, they car pooled to the National Register Review Board Hearing and took a group photo next to the historic pine trees in the district.

The City has also become a leader in Georgia for creating a city-wide program on energy efficiency and sustainability. The recommendations for this program encourage the residents to restore their old windows, to use high-quality storm windows, and to insulate and repair rather

than replace and send building materials to the landfill. Decatur residents now talk about “embodied energy costs” in their blogs.

Decatur now has a strong preservation ethic despite not having created a local historic district since 2006. The property owners now know why preservation matters. It matters not only because they embrace a “greener” and more sustainable way of life, or because they value their sense of place; it also matters in dollars and cents. In 2010, the GA SHPO commissioned PlaceEconomics to determine the impact of preservation on the Georgia Economy. The results of the study ([http://www.gashpo.org/Assets/Documents/Economic\\_impact\\_study.pdf](http://www.gashpo.org/Assets/Documents/Economic_impact_study.pdf)) were not surprising to preservationists but certainly shocked some folks in the State Capitol. In the last decade, preservation projects such as those in Decatur resulted in over 10,000 jobs and \$420 million in household income, and spurred 117,000 jobs in heritage tourism. All of these factors can be seen in Decatur as a result of education and outreach in a collaborative effort by its city employees, its elected officials, and its residents.



## Join NAPC-L

NAPC-L is the only national listserv for local preservation commissions.

NAPC-L gives you access to local commission members, staff, and others across the United States.

*Access to NAPC-L  
is limited to  
NAPC members*

***To join NAPC-L, simply send an e-mail to [napc@uga.edu](mailto:napc@uga.edu), subject line: Join NAPC-L.***

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## Social Media Tips for Historic Preservation Commissions

Josh Silver, Montgomery County (MD) Planning Department



### **INTRODUCTION:**

A growing number of historic preservation commissions are using social media (Web 2.0) applications to actively communicate with and engage their constituents. Social media is fast becoming a necessity for many historic preservation commissions to maintain an effective online presence in their communities. It provides an easy way to communicate general information and publicize important dates and times. Social media is a distinctive assortment of internet-based applications aimed at the transmission of information in multiple forms to a vast array of interested parties. It should be thought of as a means to create a self-supporting community to move an agenda forward.

Social media applications are beyond basic internet tools like e-mail, webpages and listservs, they actively engage users and visitors in the construction of their experience, rather than just passively absorb existing content. While there are many social media applications available (too many to list here) and each have a unique purpose, the list below highlights some of the more commonly used social media applications. For additional information about different social media applications refer to the resources section below.

### **APPLICATION TYPES:**

- Twitter – Short-form messaging tool for online communication that enables listening and interacting to the communication of others in new ways. [[www.twitter.com](http://www.twitter.com)]
- Facebook – Hybrid of many Web 2.0 technologies which combines blogging, video and photo sharing applications to create virtual representations for others to interact with while enabling active and passive participation of visitors. [[www.facebook.com](http://www.facebook.com)]
- Foursquare – Geo-social networking tool that allows users to physically participate by visiting, attending and exploring a particular place or experience. [<https://foursquare.com>]
- YouTube – Forum for people to connect, inform, and discover original content about specific topics of interest. Enables users to watch and share original videos and comment and share with others. [[www.youtube.com](http://www.youtube.com)]
- Flickr – Publishes and organizes photos based on content, location or date. Requires a minimal investment of time and helps garner interest and promote learning opportunities. [<http://www.flickr.com>]

### **RESOURCES:**

- Twitter – <http://mashable.com/guidebook/twitter/>
- Facebook – <http://mashable.com/guidebook/facebook/>
- Foursquare – <https://foursquare.com/business/>
- YouTube – <http://www.youtube.com/nonprofits>
- Flickr – <http://www.flickr.com/tour/>

accomplish and what would be a “heavy lift,” and frankly, often have in mind what the project should consist of before it starts.

These are our more defensible thoughts, because others include dismissal of an unusual approach as “they just don’t understand how this works” rather than a legitimate alternative. Someone needs to make decisions after consultation; projects need leaders. Yet Laurajane Smith cautions us in the *Uses of Heritage* that historic preservationists generally reinforce our expertise and authority as we “manage” the input of others in ways that leave our way of administering heritage unchanged. No one wants to be managed in this way.

So how do we authentically involve members of the community in what we do – rather than just explain to them what we do and could do? I took a stab at this with a CLG project, a survey of Mid-Century Modern resources. At the point when we needed to identify a select few buildings for additional study, I tried to incorporate the interested public into this decision making. We posted flyers featuring buildings that were docu-

mented at a certain level at a public meeting. We gave attendees a small number of stickers and asked them to place them on buildings that they thought were important for Defining the Era – not the only ones that could be considered significant, but ones to start with. People studied the flyers, chatted about the buildings and placed their dots. Some buildings had many dots and were clearly thought to be important; many others had a few dots. We developed the list of buildings for further study using the ones the interested public identified and rounded out the list to include all important building types and to represent many areas of the city.

Outreach should be another form of inviting participants in. One way to incorporate the ideas of community members that are different from those of our expert way of doing things is to think of a range of effective practices rather than best practices, because we need to remember to ask best for whom? Surely there are alternative means to a broader set of goals. Let us know how you are implementing these alternatives to practice and more effectively engaging the community. ■

**AGENDA**  
**BIRMINGHAM HISTORIC DISTRICT COMMISSION**  
**WEDNESDAY – October 6<sup>th</sup>, 2021**  
**151 MARTIN STREET, CITY COMMISSION ROOM 205, BIRMINGHAM, MI \***  
**\*\*\*\*\* 7:00 PM\*\*\*\*\***

- 1) Roll Call
- 2) [Approval of the HDC Minutes of September 1<sup>st</sup>, 2021](#)
- 3) Courtesy Review
- 4) Historic Design Review
  - A. [210 S. Old Woodward – Zana](#)
  - B. [255 S. Old Woodward](#)
- 5) Sign Review
- 6) Study Session
- 7) Miscellaneous Business and Communication
  - A. Pre-Application Discussions
  - B. Draft Agenda
    1. [October 20<sup>th</sup>, 2021](#)
  - C. Staff Reports
    1. [Administrative Sign Approvals](#)
    2. [Administrative Approvals](#)
    3. [Demolitions](#)
    4. [Action List 2021](#)
- 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 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.**



**APPROVED**

6/13/21  
PAA21-0050

## Administrative Sign Approval Application Planning Division

*Form will not be processed until it is completely filled out.*

### 1. Applicant

Name: Signs by Tomorrow  
Address: 31930 Woodward Ave  
ROYAL OAK, MI  
Phone Number: 248-549-0095  
Fax Number: \_\_\_\_\_  
Email Address: royalok@signsbytomorrow.com

### 2. Property Owner

Name: MONDIAL PROPERTIES  
Address: 600 N. OLD WOODWARD AVE  
BIRMINGHAM, MI 48009  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### 3. Applicant's Attorney/Contact Person

Name: NA  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### 4. Project Designer/Developer

Name: Signs by Tomorrow  
Address: 31930 Woodward  
ROYAL OAK, MI  
Phone Number: 248-549-0095  
Fax Number: \_\_\_\_\_  
Email Address: royalok@signsbytomorrow.com

### 5. Project Information

Address/Location of Property: \_\_\_\_\_  
135 NORTH OLD WOODWARD  
Name of Development: \_\_\_\_\_  
Parcel ID#: \_\_\_\_\_  
Current Use: \_\_\_\_\_  
Area in Acres: \_\_\_\_\_  
Current Zoning: Commercial

Name of Historic District if any: NA  
Date of HDC Approval, if any: \_\_\_\_\_  
Date of Application for Preliminary Site Plan: \_\_\_\_\_  
Date of Preliminary Site Plan Approval: \_\_\_\_\_  
Date of Application for Final Site Plan: \_\_\_\_\_  
Date of Final Site Plan Approval: \_\_\_\_\_  
Date of Revised Final Site Plan Approval: \_\_\_\_\_

### 6. Required Attachments

- Two (2) folded paper copies of plans including details of the following:
  - Dimensions of proposed sign(s)
  - Dimensions of building frontage
  - Illumination
  - Height from grade
- Location of proposed sign(s)
- Colors and materials
- Authorization from Property Owner(s) (if applicant is not the owner)
- Material Samples
- Digital Copy of Plans

### 7. Details of the Request for Administrative Approval

Two signs to be installed on wall inside concrete  
framing. Signs meet all specification of City of Birmingham  
sign ordinance

### 8. Location of Proposed Sign(s)

EAST WALL Facing Old North Woodward

### 9. Type of Proposed Sign(s)

Wall: ☒  
Ground: \_\_\_\_\_  
Name Letter: \_\_\_\_\_  
Canopy: \_\_\_\_\_

Projecting (Post-Mounted): \_\_\_\_\_  
Projecting (Wall-Mounted): \_\_\_\_\_  
Building Identification: \_\_\_\_\_  
Other: \_\_\_\_\_

**10. Size of Proposed Sign (X2)**

Width: 72  
Depth: 1/4 Inch  
Height of Lettering: 5" x 6"

Overall Height: 24  
Extension from Wall: 0  
Total Square Feet: 24

**11. Existing Signs Currently on Property**

Number: \_\_\_\_\_  
Square Feet per Sign: \_\_\_\_\_

Sign Type(s): \_\_\_\_\_  
Total Square Feet: \_\_\_\_\_

**12. Materials/Style of Proposed Sign(s)**

Metal: X DIBOND ALUMINUM COMPOSITE  
Plastic: X WHITE ACRYLIC  
Wood: \_\_\_\_\_  
Glass: \_\_\_\_\_

Other: \_\_\_\_\_  
Color #1: WHITE  
Color #2: DARK BLUE  
Additional Colors: \_\_\_\_\_

**13. Content of Proposed Sign(s)**

Logo, company NAME, Parent Company

**14. Proposed Sign Lighting**

Type of Lighting: NA  
Size of Fixtures (LxWxH): \_\_\_\_\_  
Maximum Wattage per Fixture: \_\_\_\_\_  
Proposed Wattage per Fixture: \_\_\_\_\_

Location: \_\_\_\_\_  
Number of Lights Proposed: \_\_\_\_\_  
Height from Grade: \_\_\_\_\_  
Lighting Style: \_\_\_\_\_

**15. Landscaping (Ground Signs Only)**

Location of Landscape Areas: NA  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Landscape Material: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: \_\_\_\_\_

Jack H. Hemp

Date: \_\_\_\_\_

5/25/2021

**Office Use Only**

Application # PAA21-0050

Date Received: 5/27/21

Fee: \$100.00

Date of Approval: 6/3/21

Date of Denial: N/A

Reviewed By: \_\_\_\_\_



THE APAP  
REALTY GROUP

Sotheby's  
INTERNATIONAL REALTY

135 N.Old Woodward



-24'x72' aluminum composite , Flush mount flush to wall with 2" concrete lags (2panel)  
Dark Blue

-1/2 thick laser cut acrylic letters  
D/S Tape mount to substrates  
White

**MOUNTING:**

- Sign to be mounted inside of the concrete frame.
- Flush mount with concrete lags
- Letters mounted with D/S Tape and exterior adhesive



**APPROVED**  
6/8/21  
P4421-0050









210

**APPROVED**

8/26/21  
PAA21-0086

## Administrative Approval Application Planning Division

*Form will not be processed until it is completely filled out.*

### 1. Applicant

Name: James Esshaki, Owner  
Address: 210 South Old Woodward  
Birmingham, Michigan  
Phone Number: 248 645 5900  
Email: jesshaki@esscodevelopment.com

### 2. Property Owner

Name: James Esshaki  
Address: 210 South Old Woodward  
Birmingham, Michigan  
Phone Number: 248 645 5900  
Email: jesshaki@esscodevelopment.com

### 3. Project Contact Person

Name: John H. Gardner, LZG Architects  
Address: 555 South Old Woodward #27L  
Birmingham, Michigan  
Phone Number: 248 642 3990  
Email: gardner-arch1@sbcglobal.net

### 4. Project Designer/Developer

Name: John H. Gardner, LZG Architects  
Address: 555 South Old Woodward  
Birmingham, Michigan  
Phone Number: 248 642 3990  
Email: gardner-arch1@sbcglobal.net

### 5. Required Attachments

- Two (2) folded copies of project plans including an itemized list of all changes for which Administrative Approval is requested, with the changes marked in color on all elevations
- One (1) digital copy of project plans
- Warranty Deed with legal description of property
- Photographs of existing conditions on the site where changes are proposed
- Material samples
- Specification sheets for all proposed materials, fixtures, and/or mechanical equipment
- Completed Administrative Approval checklist

### 6. Project Information

Address/Location of Property: 210 South Old Woodward  
(north side - Brick paver removal)  
Name of Development: Plaza Building  
Parcel ID#: \_\_\_\_\_  
Current Use: Retail / Office  
Proposed Use: Retail / Office  
Area of Site in Acres: \_\_\_\_\_  
Current Zoning: B2 / D4

	Yes	No
Is the property located in a floodplain? -----	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the property within a Historic District? ---	<input type="checkbox"/>	<input type="checkbox"/>
→ If so, which? <u>Downtown</u>		
Will the project require a variance? -----	<input type="checkbox"/>	<input checked="" type="checkbox"/>
→ If so, how many? _____		
Has the project been reviewed by a Board?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
→ If so, which? _____		

### 7. Details of the Request for Administrative Approval

Removal of 850 sf of brick pavers on North side of building on private property - Merrill Street side. See Attached D-1 for location.

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and/or Building Division of any additional changes to the approved site plan. By providing your e-mail to the City, you agree to receive news notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.

Signature of Applicant: James Esshaki Date: 8/17/2021

Office Use Only			
Application #:	<u>PAA21-0086</u>	Date Received:	<u>8/17/21</u>
Date of Approval:	<u>8/26/21</u>	Date of Denial:	<u>N/A</u>
Fee: \$ <u>100.00</u>		Reviewed By: <u>[Signature]</u>	



## CONSENT OF PROPERTY OWNER

I, James Esshaki, OF THE STATE OF Michigan AND  
(Name of Property Owner)

COUNTY OF Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 210 S Old Woodward Birmingham, MI 48009;  
(Address of Affected Property)
2. That I have read and examined the Application for Administrative Approval made to the City of  
Birmingham by: \_\_\_\_\_;  
(Name of Applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the  
City of Birmingham.

Name of Owner (Printed): James Esshaki

Signature of Owner:  Date: 8/17/2021

KRONOS GREEN APPROACH



CO2 REDUCTION

In the last 10 years Kronos has reduced its CO2 emissions by no less than 17%. New investments for a further reduction are planned, using techniques for reutilizing heat generated during the production process and creating energy by cogeneration.

GREEN ENERGY

Kronos uses Green Energy. All electricity used at Kronos plants is obtained from cogeneration and hydroelectric power station.

RECYCLING PROCESS: ZERO WASTE

Kronos tiles are produced following a specific process that allows the addition of recycle content to the layer body of the tiles. This makes possible for Kronos to use pre-and-post consumer waste to create a body layer and thus a high quality tile.

Kronos tiles and slabs consist of 35% recycled material, depending on the product.

The pre-consumer recycling system is 100%.

Post-consumer recycling is under study and some preliminary trials should start shortly.

LOCAL RAW MATERIALS

Kronos obtains most of its natural raw materials for tile production in the american territory.

All the raw materials come from a radius of 800 Km/ 500 MI from the production plants.

H2O MANAGEMENT AND PURIFICATION

All waste-water is reused through the manufacturing process, this is already 100%.

RECYCLED/RECYCLABLE PACKING MATERIAL

All our paper packaging materials are made from recycled paper and are further recyclable.

Kronos uses "Heat treatment certified pallets" that are disinfected by heat and not by poisonous gas.

LIFE CYCLE ASSESSMENT

The Life Cycle Assessment (LCA) is also known as an "eco-balance" or cradle-to-grave-analysis and it's the investigation and evaluation of the environmental impact of a given product or service caused or necessitated by its existence.

Kronos tiles and slabs have a very long-life cycle. From a technical point of view, Kronos tiles and slabs may be used for many hundreds of years without losing their looks or their technical quality.

Innovation and design play a major role at Kronos.

Kronos has developed specific systems to install its Porcelain Pavers without cement, glues, mortar or other setting materials both on floors and walls. It is no longer necessary to grout the joint line between Kronos Porcelain Pavers as our products can be dry settled.

The elimination of setting materials allows significant savings in terms of costs of transportation and time for the installation.

The job sites are immediately available after the Kronos Porcelain Pavers are dry installed, while the use of traditional setting materials requests time and cure after the collocation. Kronos Porcelain Pavers dry installation also significantly reduces the creation of dusts and pollutants. People living in spaces where the Kronos Porcelain Pavers are laid, are less prone to allergies and respiratory problems that may be caused by breathing residual dusts and moisture caused by traditional settings methods.

POPA 2.0 is a product with high aesthetic and technical characteristics, adaptable and functional for any outdoor enviroment.

COMMERCIAL AREAS:

Dehors, swimming-pools, beach resorts, walkways, pathways, events and exhibitions, parking lots, etc...

RESIDENCIAL AREAS:

Patios, terraces, gazebos, swimming-pools, oriental gardens, stairs, rooftop, car parks, etc...

KRONOS USA Pavers  
210 South Old Woodward  
(Merritt Street Side)  
Replacement Paver Project

Essco Development

L|Z|G Architects

INTENDED USES

LEED CREDITS



WHY CHOOSE POPA 2.0?

Kronos Porcelain Pavers are produced in the U.S., the manufacturing plants are located in Tennessee. The factory is member of the U.S. Green Building Council, which is an organization that promotes buildings that are environmentally responsible, profitable and healthy places to live and work.

RECYCLED CONTENT, MR Credit 4.1 and 4.2 (2 LEED points)

Kronos USA products are produced with 35% of pre-consumer recycled materials.

REGIONAL MATERIALS, MR Credit 5.2 (2 LEED points are granted if the use of local raw material is equal to 20% of the total value of the raw materials).

These Credits are applicable for buildings constructed within 500 miles (804.5 km) from the factory.

The 49% of whole Kronos USA raw materials are quarried in the 500 miles radius. Therefore Kronos USA products contribute for 49% of their value to the LEED Credits of this Section.

HEAT ISLAND EFFECT (Non roof), SS Credit 7.1 (1 LEED point)

The great majority of Kronos USA products do not contribute to change the energy balance of the environments where installed. They do not produce any Urban Heat Island Effect, thanks to its very good physical properties Solar Reflectance Index SRI ≥ 29.

LOW EMITTING MATERIALS, EQ Credit 4.2 (1 LEED point)

No traces of VOC (Volatile Organic Compounds) are present in Kronos USA tiles (as certified by the external labs in charge of the tests).

INNOVATION IN DESIGN, ID Credit 1.1-1.4 (1-4 LEED points)

Kronos USA tiles are produced in manufacturing plans which have got the prestigious ecological mark ECOLABEL (EU Regulation 2002/272/EC).

These plants vant the environmental management systems compliant to ISO 14001:2004 and EMAS (European Council Regulation 761/2001).

These environmental standards guarantee excellence in terms of:

- safeguard of the environment;
- continuous improvement of the environmental performances of Kronos USA products and manufacturing sites;
- healthcare of Kronos Usa workers and customers.

- Lighter and easier to handle than concrete blocks
- Superior in fire resistance and durability to wood tiles
- Superior in strength and impact resistance to ceramic tiles
- Supports over 2000lb
- More cost effective than grating or grid structures for elevated paving installations
- Resistant to damage by frost, snow, ice and heat (-40°f - 210°f)
- Removable and reusable
- Available in a broad range of colors/styles
- Installation on single ply membranes
- Massive over life cost savings
- Inspectable and removable
- Easy to install
- Easy to clean stain, chemical and salt resistant
- Fade resistant
- Slip resistant and quick draining
- Virtually no maintenance
- Thermal insulation (hot/cold)
- The slight gap between gres slabs allows a quick water drainage
- Best acoustic
- Insulation
- It allows for planar and uniform surfaces with no uneven levels or visible water drainage systems (grids or water discharge pipes).
- Less load bearing in attics and on balconies as the last layer of concrete and glue is not necessary



**STONE | Moonstone**

210 South Old Woodward  
(Merrill Street Side)

Replacement Paver  
Field Color.

Essco Development

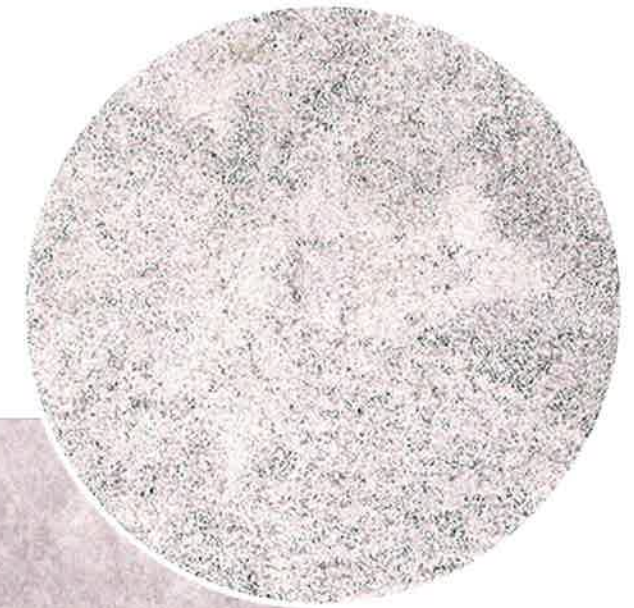
3/4" thickness



US7903  
23 1/4" x 23 1/4" rectified  
60x60 cm



1100013  
11 3/4" x 23 1/2" rectified  
30x60 cm



L|Z|G Architects



OCEAN STONE | *Black*



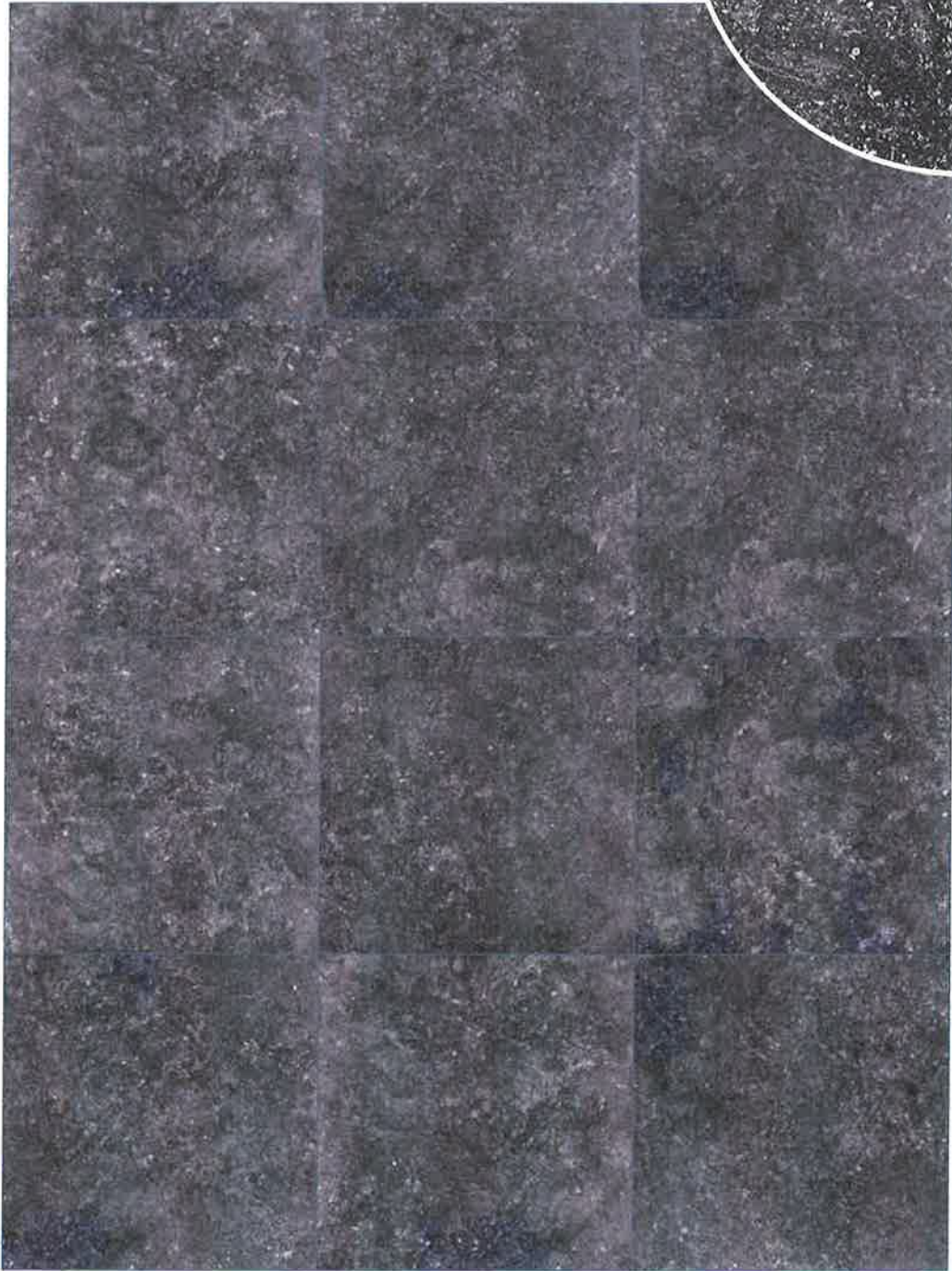
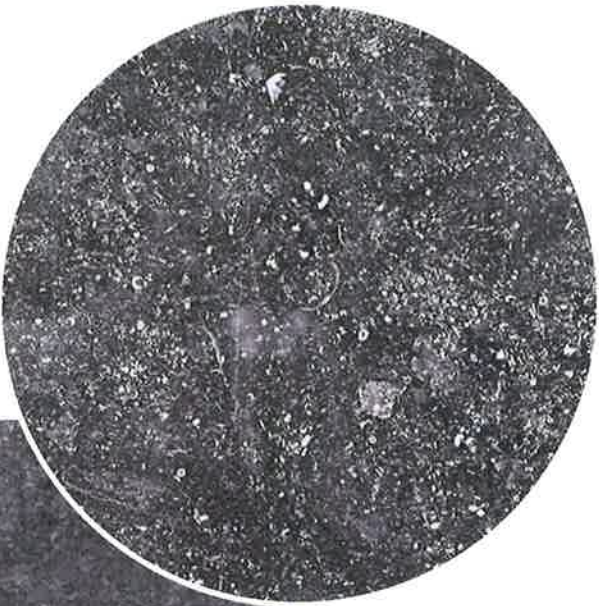
 3/4" thickness



US7912  
23 1/3" x 23 1/3" rectified  
60x60 cm



1100021  
11 3/4" x 23 1/3" rectified  
30x60 cm



210 South Old Woodward  
(Merrill Street Side)  
Paver Replacement  
Border Paver Color  
Essco Development

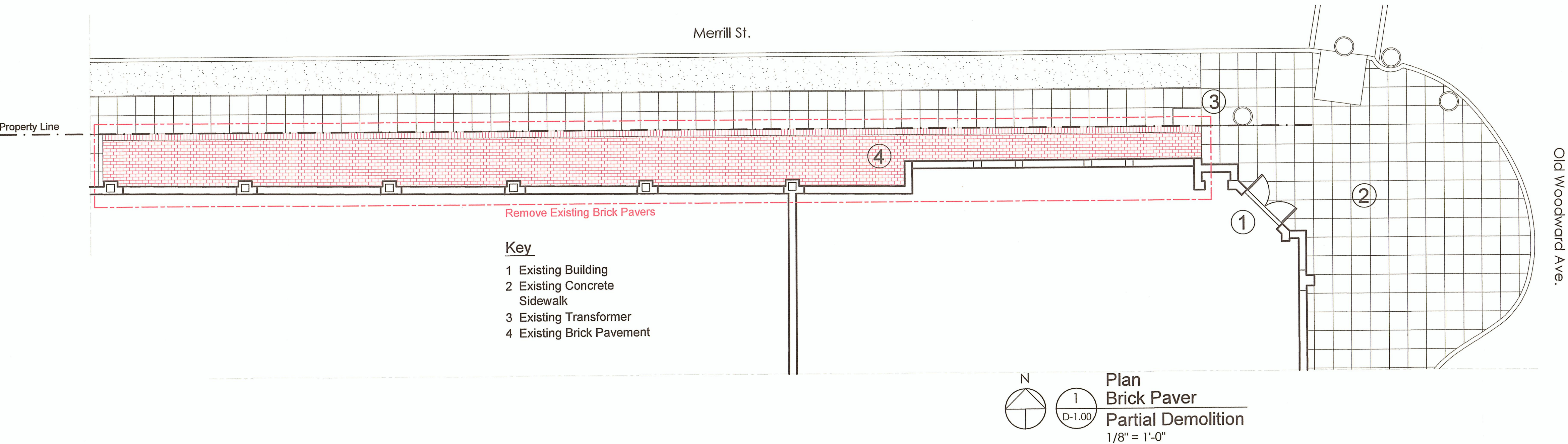
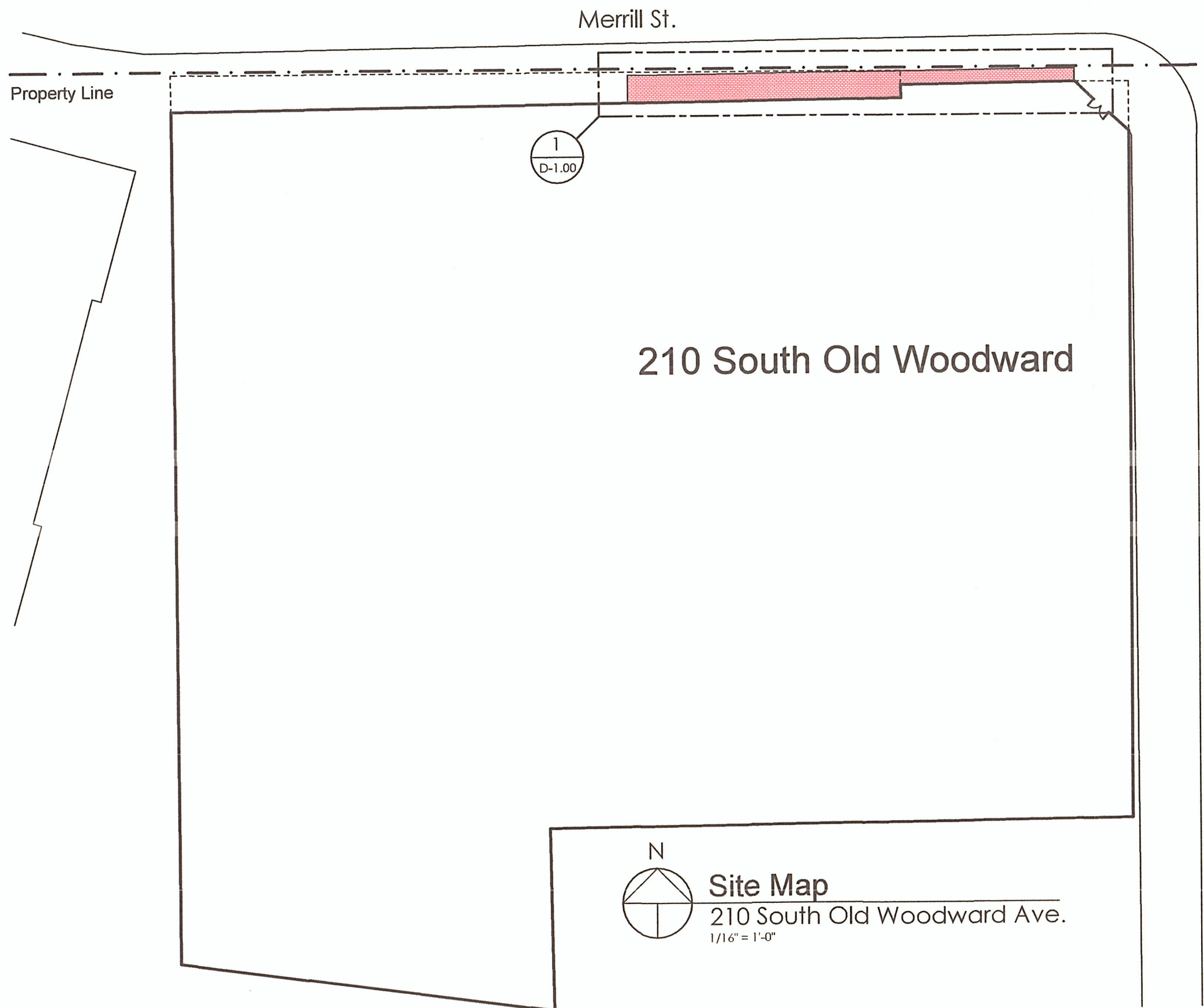
L|Z|G Architects

An italian porcelain paver made in USA





Site Photograph Looking North on Merrill St.  
210 South Old Woodward Ave.



APPROVED  
8/24/21  
PANA-0066

RECEIVED  
AUG 26 2021  
CITY OF BIRMINGHAM  
COMMUNITY DEVELOPMENT DEPT.

REVISED

L|Z|G  
Architects

Luckenbach|Ziegelman|Gardner  
Architects  
555 S. Old Woodward Ave, Suite 27L  
Birmingham, Michigan 48009

email:  
gardner-arch1@sbcglobal.net  
tele:  
248.642.3990

issue	date
For Demolition Permit	8/10/2021
Planning Approval	8/19/2021

sheet title:  
Brick Paver  
Demolition Plan  
(Merrill St. Pavers)

project:  
210 South Old  
Woodward Ave.

owner:  
Essco Development  
210 South Old Woodward  
Birmingham, Michigan

project address:  
210 South Old Woodward  
Birmingham, Michigan

designed  
drawn  
coordination checked  
checked approved

project number:  
060-2021

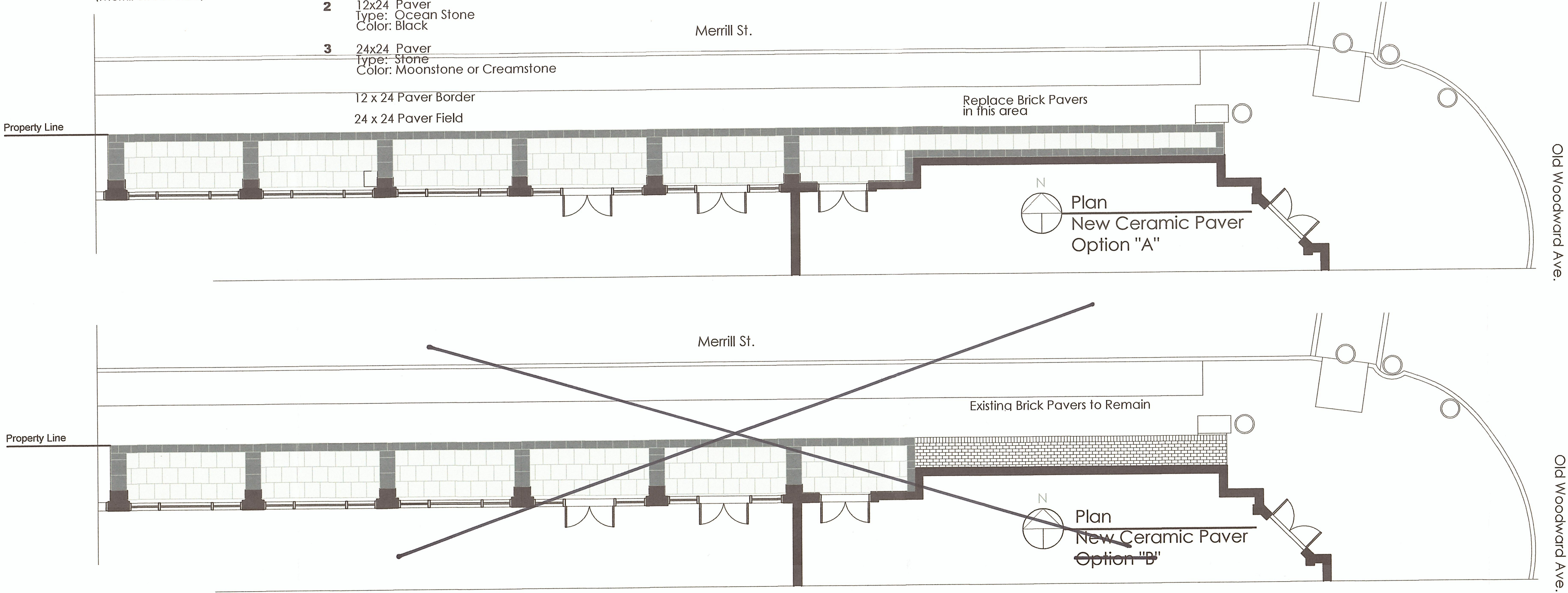
sheet number:  
D-1.00





**Perspective Rendering**  
210 South Old Woodward Ave.  
(Merrill Street Side)

- 1** Kronos 24x24 Paver  
Type: Ocean Stone  
Color: Black
- 2** 12x24 Paver  
Type: Ocean Stone  
Color: Black
- 3** 24x24 Paver  
Type: Stone  
Color: Moonstone or Creamstone



seal:

# L|Z|G Architects

Luckenbach|Ziegelman|Gardner  
Architects

555 S. Old Woodward Ave, Suite 27L  
Birmingham, Michigan 48009

email:  
gardner-arch1@sbcglobal.net

tele:  
248.642.3990

issue	date
PLANNING APPROVAL SUBMITTAL	8/19/2021

sheet title:

## New Stone Paver Proposal (Merrill St. Pavers)

project:

210 South Old  
Woodward Ave.

project address:

210 South Old Woodward  
Birmingham, Michigan

designed	JHG
drawn	JG
coordination checked	
checked	approved

project number:

060-2021

sheet number:

S-1.01





APPROVED  
8/26/21  
PAA21-0085

## Administrative Approval Application Planning Division

Form will not be processed until it is completely filled out.

### 1. Applicant

Name: James Esshaki, Owner  
Address: 210 South Old Woodward  
Birmingham, Michigan  
Phone Number: 248 645 5900  
Email: jesshaki@esscodevelopment.com

### 2. Property Owner

Name: James Esshaki  
Address: 210 South Old Woodward  
Birmingham, Michigan  
Phone Number: 248 645 5900  
Email: jesshaki@esscodevelopment.com

### 3. Project Contact Person

Name: John H. Gardner, LZG Architects  
Address: 555 South Old Woodward #27L  
Birmingham, Michigan  
Phone Number: 248 642 3990  
Email: gardner-arch1@sbcglobal.net

### 4. Project Designer/Developer

Name: John H. Gardner, LZG Architects  
Address: 555 South Old Woodward  
Birmingham, Michigan  
Phone Number: 248 642 3990  
Email: gardner-arch1@sbcglobal.net

### 5. Required Attachments

- Two (2) folded copies of project plans including an itemized list of all changes for which Administrative Approval is requested, with the changes marked in color on all elevations
- One (1) digital copy of project plans
- Warranty Deed with legal description of property

- Photographs of existing conditions on the site where changes are proposed
- Material samples
- Specification sheets for all proposed materials, fixtures, and/or mechanical equipment
- Completed Administrative Approval checklist

### 6. Project Information

Address/Location of Property: 255 South Old Woodward  
Exterior Plaza Planter Removal  
Name of Development: 255 South Old Woodward Building  
Parcel ID#: \_\_\_\_\_  
Current Use: Retail / Office  
Proposed Use: Retail / Office  
Area of Site in Acres: \_\_\_\_\_  
Current Zoning: B4 / D4

	Yes	No
Is the property located in a floodplain? -----	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the property within a Historic District? ---	<input type="checkbox"/>	<input type="checkbox"/>
→ If so, which? <u>Downtown</u>		
Will the project require a variance? -----	<input type="checkbox"/>	<input checked="" type="checkbox"/>
→ If so, how many? _____		
Has the project been reviewed by a Board? <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
→ If so, which? <u>HD Review Board</u>		

### 7. Details of the Request for Administrative Approval

Removal of two concrete planters, soil and dead / dying trees. See Attached D-1 for location. Concrete beneath to remain / repair.

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and/or Building Division of any additional changes to the approved site plan. By providing your e-mail to the City, you agree to receive news notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.

Signature of Applicant: James Esshaki Date: 8/17/2021

Office Use Only			
Application #: <u>PAA21-0085</u>	Date Received: <u>8/17/21</u>	Fee: \$ <u>100.00</u>	Reviewed By: <u>[Signature]</u>
Date of Approval: <u>8/26/21</u>	Date of Denial: <u>N/A</u>		




### CONSENT OF PROPERTY OWNER

I, James Esshaki, OF THE STATE OF Michigan AND  
(Name of Property Owner)

COUNTY OF Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 255 S. Old Woodward Birmingham, MI 48009;  
(Address of Affected Property)
2. That I have read and examined the Application for Administrative Approval made to the City of  
Birmingham by: \_\_\_\_\_;  
(Name of Applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the  
City of Birmingham.

Name of Owner (Printed): James Esshaki

Signature of Owner:  Date: 8/17/2021





**L|Z|G**  
Architects

Luckenbach|Ziegelman|Gardner  
Architects

555 S. Old Woodward Ave., Suite 27L  
Birmingham, Michigan 48009  
email: gardner-arch@lzbglobal.net  
tele: 248.642.3990

issue	date
For Partial Demolition Permit	08/09/2021

sheet title:

**255**  
Courtyard Planter  
Demolition/Removal

project:  
**255 Partial Plaza  
Demolition**

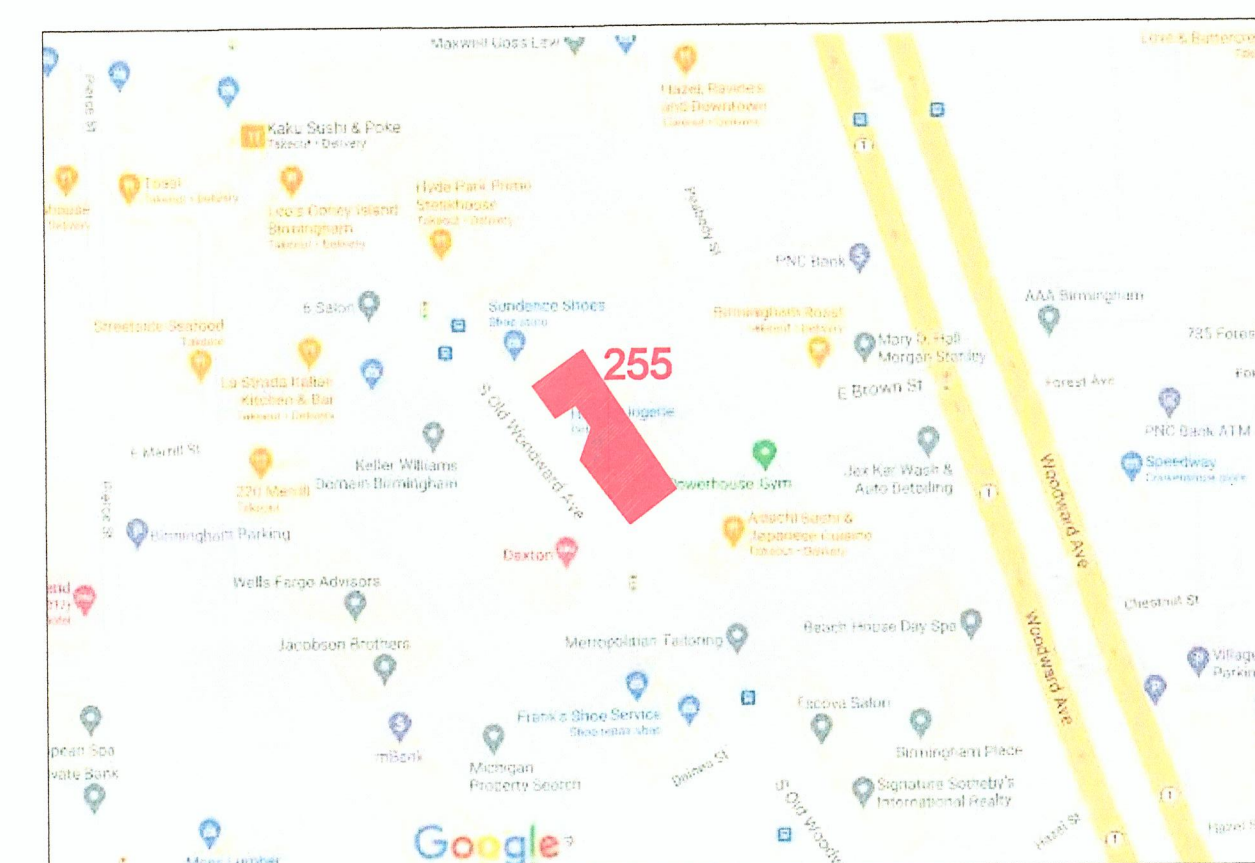
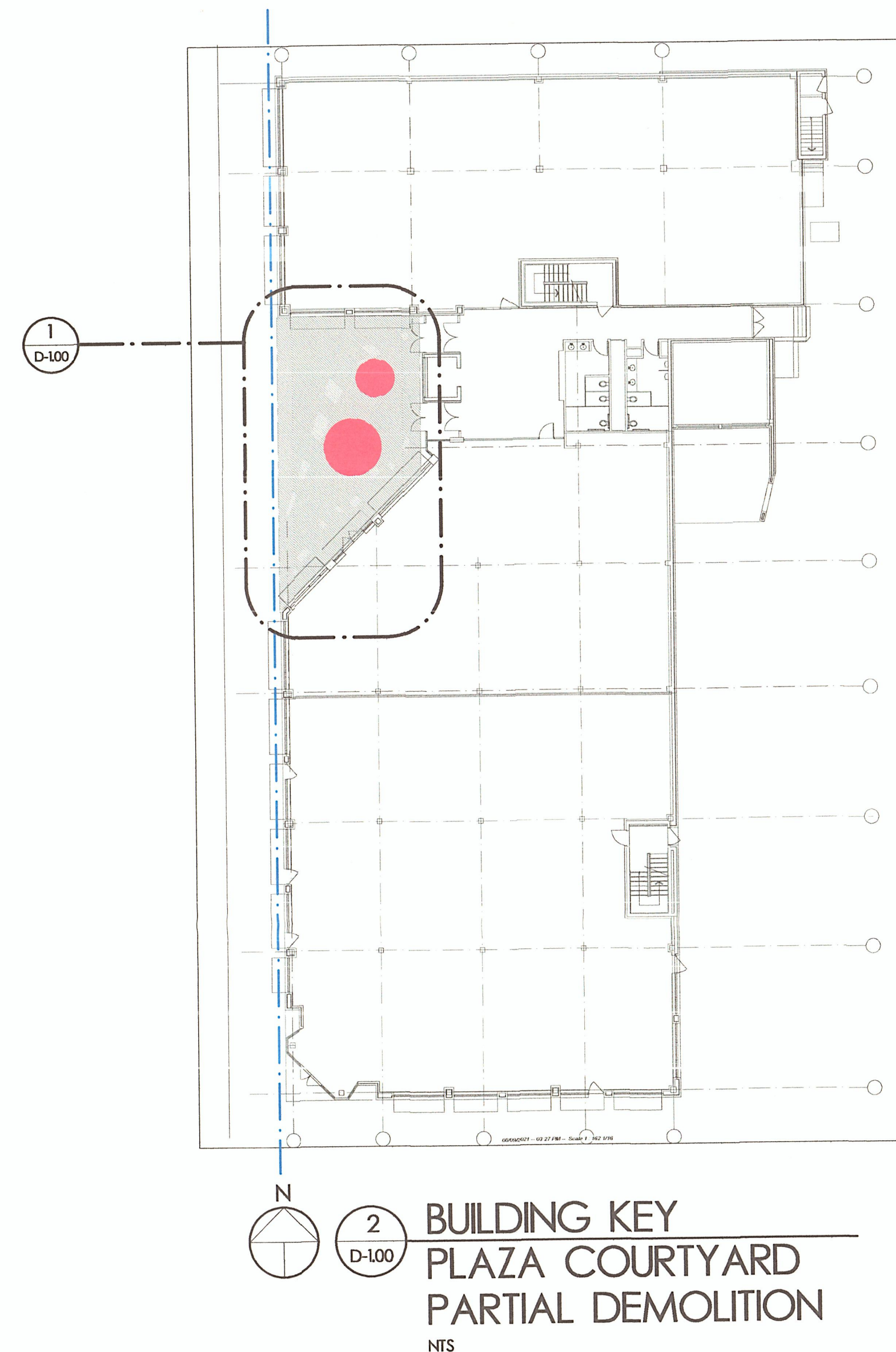
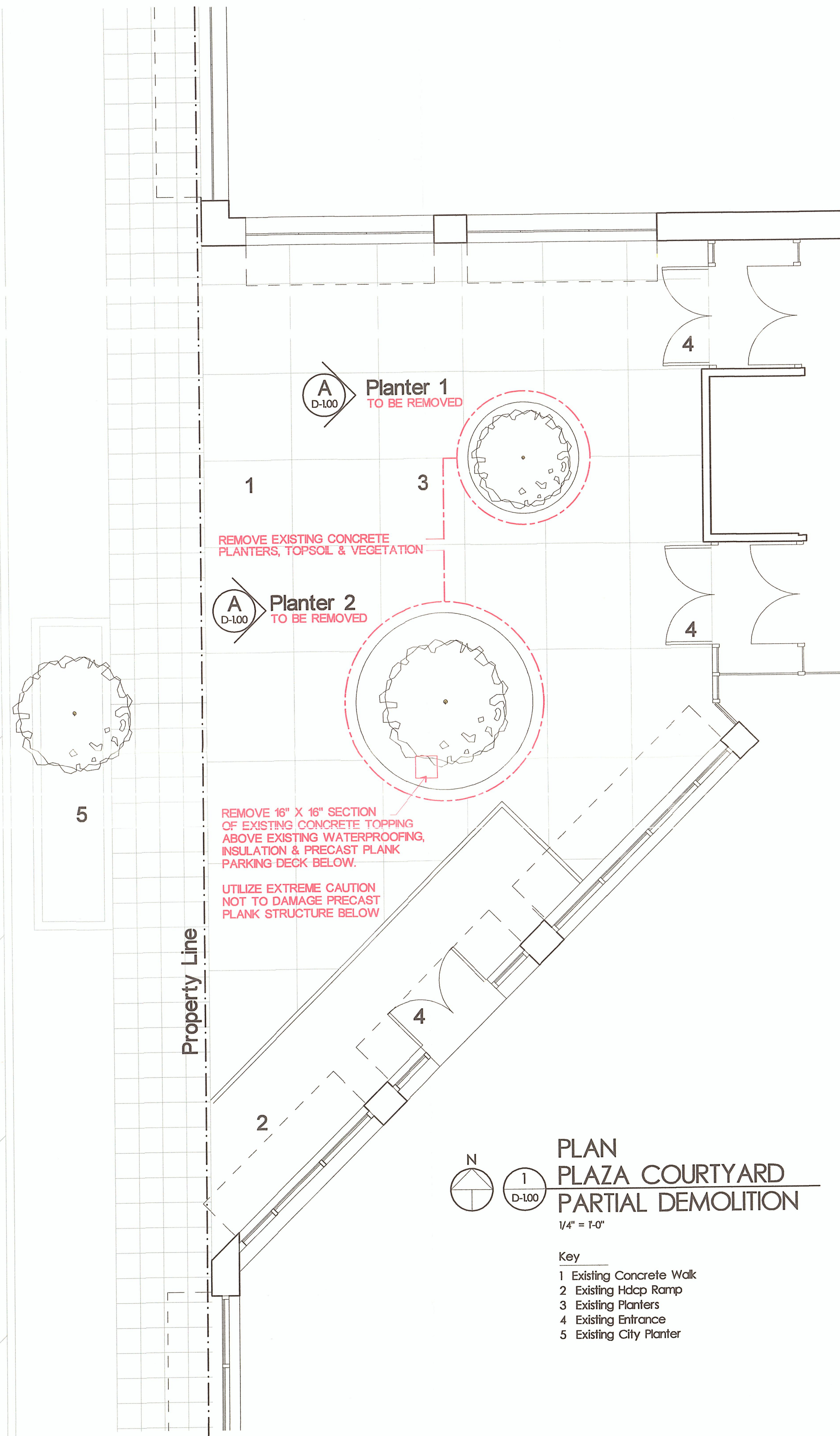
owner:  
**Esco Development**  
210 South Old Woodward  
Birmingham, Michigan

project address:  
**255 South Old Woodward**  
Birmingham, Michigan

designed  
drawn  
coordination checked  
checked approved

project number:  
**052-2021**

sheet number:  
**D-1.00**



**PLANTER 1**  
PLAZA COURTYARD  
PLANTER DEMOLITION  
NTS



**PLANTER 2**  
PLAZA COURTYARD  
PLANTER DEMOLITION  
NTS



**APPROVED**  
6/14/21  
PAA21-0059



## Administrative Approval Application - HOC

### Planning Division

Form will not be processed until it is completely filled out.

#### 1. Applicant

Name: GITTLEMAN Construction  
Address: 28580 ORCHARD LAKE RD #102  
FM, MI 48334  
Phone Number: 248-345-5228  
Email: SGITTLEMAN@GITTLEMAN.NET

#### 2. Property Owner

Name: AARON & JENNIFER EULENBERGER  
Address: 464 TOWNSEND  
BIRMINGHAM, MI. 48009  
Phone Number: 248-346-9965  
Email: JEULENBERGER@COMCAST.NET

#### 3. Project Contact Person

Name: SCOTT GITTLEMAN  
Address: 28580 ORCHARD LAKE RD #102  
FM, MI 48334  
Phone Number: 248-345-5228  
Email: SGITTLEMAN@GITTLEMAN.NET

#### 4. Project Designer/Developer

← Name: SAME AS 3  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

#### 5. Required Attachments

- Two (2) folded copies of project plans including an itemized list of all changes for which Administrative Approval is requested, with the changes marked in color on all elevations
- One (1) digital copy of project plans
- Warranty Deed with legal description of property
- Photographs of existing conditions on the site where changes are proposed
- Material samples
- Specification sheets for all proposed materials, fixtures, and/or mechanical equipment
- Completed Administrative Approval checklist

#### 6. Project Information

Address/Location of Property: 464 TOWNSEND  
Name of Development: \_\_\_\_\_  
Parcel ID#: \_\_\_\_\_  
Current Use: RESIDENTIAL  
Proposed Use: RESIDENTIAL  
Area of Site in Acres: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_

	Yes	No
Is the property located in a floodplain? -----	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the property within a Historic District? ---	<input checked="" type="checkbox"/>	<input type="checkbox"/>
→ If so, which? _____		
Will the project require a variance? -----	<input type="checkbox"/>	<input checked="" type="checkbox"/>
→ If so, how many? _____		
Has the project been reviewed by a Board? -----	<input type="checkbox"/>	<input checked="" type="checkbox"/>
→ If so, which? _____		

#### 7. Details of the Request for Administrative Approval

RELOCATE RANGE HOOD VERY EXHAUST ON REAR SIDE ELEVATION  
GET NEW PATCH IN OLD VERY HOLE WITH BRASSING BRICK

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and/or Building Division of any additional changes to the approved site plan. By providing your e-mail to the City, you agree to receive news notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.

Signature of Applicant: \_\_\_\_\_

Date: 06-07-2021

Office Use Only			
Application #: <u>PAA21-0059</u>	Date Received: <u>6/14/21</u>	Fee: \$ <u>100.00</u>	Reviewed By: <u>[Signature]</u>
Date of Approval: <u>6/14/21</u>	Date of Denial: <u>N/A</u>		



## CONSENT OF PROPERTY OWNER

I, JENNIFER ELLENBOGEN, OF THE STATE OF MICHIGAN AND  
(Name of Property Owner)

COUNTY OF OAKLAND STATE THE FOLLOWING:

1. That I am the owner of real estate located at 464 Townsend;  
(Address of Affected Property)
2. That I have read and examined the Application for Administrative Approval made to the City of  
Birmingham by: GILBERT CONSTRUCTION;  
(Name of Applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the  
City of Birmingham.

Name of Owner (Printed): JENNIFER ELLENBOGEN

Signature of Owner:   
Jennifer Ellenbogen (Jun 10, 2021 16:06 EDT)

Date: 6-10-2021






# Administrative Approval Application - City of Birmingham

Final Audit Report

2021-06-10

Created:	2021-06-10
By:	Vera Asmar (vasmar@gittleman.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAACZUS76vpweDyeqiWXHwXCLmuYTUPnNJq

## "Administrative Approval Application - City of Birmingham" History

-  Document created by Vera Asmar (vasmar@gittleman.net)  
2021-06-10 - 5:08:11 PM GMT- IP address: 96.76.254.153
-  Document emailed to Jennifer Ellenbogen (jellenbogen@comcast.net) for signature  
2021-06-10 - 5:08:45 PM GMT
-  Email viewed by Jennifer Ellenbogen (jellenbogen@comcast.net)  
2021-06-10 - 5:53:51 PM GMT- IP address: 107.117.200.113
-  Document e-signed by Jennifer Ellenbogen (jellenbogen@comcast.net)  
Signature Date: 2021-06-10 - 8:06:19 PM GMT - Time Source: server- IP address: 67.177.151.109
-  Agreement completed.  
2021-06-10 - 8:06:19 PM GMT





Approx

2'6"







GCI WILL BUILD  
NEW VENT CAP TO  
MATCH THIS EXIST'G  
CAP.



**APPROVED**  
7/22/21  
PAA21-0069

## Administrative Approval Application Planning Division

Form will not be processed until it is completely filled out.

- 1. Applicant**  
Name: JASON ARMERUSTER  
Address: 28025 SAMUEL LINDEN CT  
NOVI MI 48377  
Phone Number: 248.225.2551  
Email: JARMERUSTER@GREATOAKSLANDSCAPE.COM
- 2. Property Owner**  
Name: ERICA BYER  
Address: 587 STANLEY  
BIRMINGHAM MI 48009  
Phone Number: 248.229.1333  
Email: ERICA.BYER@GMAIL.COM
- 3. Project Contact Person**  
Name: JAY THOMAS  
Address: 28025 SAMUEL LINDEN CT  
NOVI MI 48377  
Phone Number: 248.480.1181  
Email: JTHOMAS@GREATOAKSLANDSCAPE.COM
- 4. Project Designer/Developer**  
Name: GREAT OAKS LANDSCAPE  
Address: 28025 SAMUEL LINDEN CT  
NOVI MI 48377  
Phone Number: 248.349.8555  
Email: GREATOAKSLANDSCAPE.COM
- 5. Required Attachments**
  - Two (2) folded copies of project plans including an itemized list of all changes for which Administrative Approval is requested, with the changes marked in color on all elevations
  - One (1) digital copy of project plans
  - Warranty Deed with legal description of property
  - Photographs of existing conditions on the site where changes are proposed
  - Material samples
  - Specification sheets for all proposed materials, fixtures, and/or mechanical equipment
  - Completed Administrative Approval checklist
- 6. Project Information**  
Address/Location of Property: 587 STANLEY  
BIRMINGHAM MI 48009  
Name of Development: BYER RESIDENCE  
Parcel ID#: 19-36-1712-008  
Current Use: RESIDENCE  
Proposed Use: RESIDENTIAL  
Area of Site in Acres: .128 ACRES  
Current Zoning: R3

	Yes	No
Is the property located in a floodplain? -----	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the property within a Historic District? ---	<input checked="" type="checkbox"/>	<input type="checkbox"/>
→ If so, which? <u>GROOMS HOUSE</u>		
Will the project require a variance? -----	<input type="checkbox"/>	<input checked="" type="checkbox"/>
→ If so, how many? _____		
Has the project been reviewed by a Board? <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
→ If so, which? _____		

### 7. Details of the Request for Administrative Approval

ADDITION OF A 256 sq ft PATIO IN BACKYARD & 30 sq ft  
WALKWAY IN FRONT YARD

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and/or Building Division of any additional changes to the approved site plan. By providing your e-mail to the City, you agree to receive news notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.

Signature of Applicant: [Signature]

Date: 7.19.2021

Application #: PAA21-0069

Office Use Only  
Date Received: 7/19/21

Fee: \$ 100.00

Date of Approval: 7/22/21

Date of Denial: N/A

Reviewed By: [Signature]





### CONSENT OF PROPERTY OWNER

I, ERICA BYER, OF THE STATE OF MICHIGAN AND  
(Name of Property Owner)

COUNTY OF OAKLAND STATE THE FOLLOWING:

1. That I am the owner of real estate located at 587 STANLEY;  
(Address of Affected Property)
2. That I have read and examined the Application for Administrative Approval made to the City of  
Birmingham by: GREAT OAKS LANDSCAPE;  
(Name of Applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the  
City of Birmingham.

Name of Owner (Printed): ERICA BYER

Signature of Owner:  Date: 7.19.2021  
Erica Byer Jul 20, 2021 12:24 EDT











587 Stanley Boulevard, Birmingham, MI 48009  
R3 Zoning

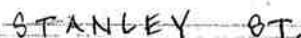
### LOT COVERAGE

Sum of Above Less Lot Size	2772.7	3033.02
----------------------------	--------	---------

### FRONT YARD COVERAGE

Sum of Front Coverage	152.6	150.3
-----------------------	-------	-------

Percent Front Coverage  
Percent Front Open Space (65% needed)



PROJECT: BYER RESIDENCE  
EST. OTANLEY ST. BIRMINGHAM, AL 35207  
SUBJECT: LANDSCAPE  
Client: EBYA BYER / BAYLIS LILIBACK

This plan is a landscape concept and it is intended that the designer be involved to consider on-site decisions. The plans and specifications herein remain the property of Great Oaks Landscape Associates, Inc. for its sole use. Unauthorized use of this plan is prohibited.

Project #: 11-12 Date: 7-28-10  
 Scale: 1"=1'-0" Revisions: 9-9-10 PNC  
 Drawn by: PNC 7-28-10 PNC  
 Checked by: JA 7-28-10 PNC  
CITY SUBMITTAL  
7-28-10 PNC

**Applicant:**

LA MARCO HOMES LLC  
777 S ETON  
BIRMINGHAM MI 48009

**DEMOLITION ONLINE**

Type

ONLINE APP

**Permit Number:**

PD21-0031  
JDSF21-0024

**Applied:** 07/23/2021

**Issued:**

**Expires:**

**Finalled:**

**Status:** HOLD (FEE)

LOCATION	OWNER	CONTRACTOR
0 283 E LINCOLN AVE 08-19-36-255-016 <b>Zoning District:</b> <b>Special District:</b>	OAKFORD CAPITAL LLC 1821 VILLA RD BIRMINGHAM MI 48009-6562 <b>Phone:</b> <b>Fax:</b>	LA MARCO HOMES LLC 777 S ETON BIRMINGHAM MI 48009 <b>Phone:</b> (248) 228 4114 <b>Fax:</b>

**Work Description:** Demo single family house. No garage on property.

**Stipulations:**

**Primary Construction Type:**

**Primary Zoning District:**

**Primary Use Group:**

**Project:** JDSF21-0024

Permit Item	Work Type	Fee Basis	Item Total
DEMO - 3,000 TO 5,000 CUBIC FEET	BUILDING PERMITS	1.00	\$200.00
Fee Total:			200.00
Amount Paid:			0.00
Balance Due:			200.00



**Building Official Approval:** \_\_\_\_\_

**Date:** 07/23/2021





















Community Development Department  
151 Martin Street  
Birmingham, MI 48012-3001  
(248) 530-1850

Inspection Requests: [www.bsaonline.com](http://www.bsaonline.com)

**Applicant:**

BLOOMINGDALE HOMES INC  
602 W UNIVERSITY  
ROCHESTER MI 48307

**DEMOLITION ONLINE**

Permit Number:

PD21-0029  
JDSF21-0017

Applied: 07/01/2021

Issued:

Expires:

Finalized:

**Status:** HOLD FOR

Type

ONLINE APPLICATION

LOCATION	OWNER	CONTRACTOR
0 1748 STANLEY BLVD 08-19-36-354-019 <b>Zoning District:</b> <b>Special District:</b>	1748 STANLEY LLC 21 E LONG LAKE RD BLOOMFIELD HILLS MI 48304-2353 <b>Phone:</b> <b>Fax:</b>	BLOOMINGDALE HOMES INC 602 W UNIVERSITY ROCHESTER MI 48307 <b>Phone:</b> (248) 651 6701 <b>Fax:</b>

**Work Description:** demo single family house and detached garage

**Stipulations:**

Primary Constructions Type:

Primary Zoning District:

Primary Use Group:

Project: JDSF21-0017

Permit Item	Work Type	Fee Basis	Item Total
DEMO - 3,000 TO 5,000 CUBIC FEET	BUILDING PERMITS	1.00	\$200.00
DEMO - 3,000 TO 5,000 CUBIC FEET	BUILDING PERMITS	1.00	\$200.00
Fee Total:			400.00
Amount Paid:			400.00
Balance Due:			0.00



**Building Official Approval:** \_\_\_\_\_

**Date:** 07/23/2021

















**Historic District Commission Action List – 2021**

Historic District Commission	Quarter	Rank	Status
Schedule Training Sessions for HDC and Community	1 <sup>st</sup> (January-March)	1	<input type="checkbox"/>
Create RFP for Historic Design Guidelines	1 <sup>st</sup> (January-March)	2	<input type="checkbox"/>
Develop and Market Historic Walking Tours	2 <sup>nd</sup> (April-June)	3	<input type="checkbox"/>
Develop Resources for the Michigan Historic Preservation Tax Credit	3 <sup>rd</sup> (July-September)	4	<input type="checkbox"/>
Adopt Historic Preservation Marketing Plan	3 <sup>rd</sup> (July-September)	5	<input type="checkbox"/>
Historic District Ordinance Enforcement	4 <sup>th</sup> (October-December)	6	<input type="checkbox"/>

## Updates:

1. Three trainings selected (**need to be scheduled**):
  - Historic District Commissioner Training
  - Building Assessment 101
  - Understanding Historic Designation
- 2.