

## ANN ARBOR HISTORIC DISTRICT COMMISSION

### Staff Report

**ADDRESS:** 203-205 North Ingalls, Application Number HDC19-108

**DISTRICT:** Old Fourth Ward Historic District

**REPORT DATE:** July 11, 2019

**REPORT PREPARED BY:** Jill Thacher, Historic Preservation Coordinator

**REVIEW COMMITTEE DATE:** July 8, 2019

<b>OWNER</b>	<b>APPLICANT</b>
<b>Name:</b> 203-205 N Ingalls LLC	Christopher J. Heaton c/o CMI
<b>Address:</b> 337 E Huron St Ann Arbor, MI 48103	337 E Huron St Ann Arbor, MI 48103
<b>Phone:</b> (734) 662-7787	

**BACKGROUND:** This stuccoed 2-story duplex first appears in city directories in 1911 as the home of Joseph Schueber (in 203), a clerk at Goodyear's and Earle Stewart (in 205). It replaced an earlier dwelling on the site. It features a large front-facing and two end-facing gables, and a smaller gabled dormer centered on the back (west). The front has two recessed entry porches on the corners, each with two arches and brick wing walls flanking the stairs. The historic windows are 10/1, 8/1, and 6/1, some with unequal (smaller top) sashes.

**LOCATION:** The site is located on the west side of North Ingalls, at the north corner of East Ann.

**APPLICATION:** The applicant seeks HDC approval to install sashes for 22 wood windows that were removed and replaced with modern windows without a certificate of appropriateness or building permits. The sashes are replicas of the historic windows that were removed, and would replace the modern windows currently installed.

#### **APPLICABLE REGULATIONS:**

##### **From Ann Arbor City Code, Chapter 103, § 8:421:**

- (3) When work has been done upon a resource without a permit, and the commission finds that the work does not qualify for a certificate of appropriateness, the commission may require an owner to restore the resource to the condition the resource was in before the inappropriate work or to modify the work so that it qualifies for a certificate of



appropriateness. If the owner does not comply with the restoration or modification requirement within a reasonable time, the commission may request for the city to seek an order from the circuit court to require the owner to restore the resource to its former condition or to modify the work so that it qualifies for a certificate of appropriateness. If the owner does not comply or cannot comply with the order of the court, the commission may request for the city to enter the property and conduct work necessary to restore the resource to its former condition or modify the work so that it qualifies for a certificate of appropriateness in accordance with the court's order. The costs of the work shall be charged to the owner, and may be levied by the city as a special assessment against the property. When acting pursuant to an order of the circuit court, the city may enter a property for purposes of this section.

### **From the Secretary of the Interior's Standards for Rehabilitation:**

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

### **From the Secretary of the Interior's Guidelines for Rehabilitating Historic Buildings:**

#### **Windows**

Recommended: Identifying, retaining, and preserving windows – and their functional and decorative features – that are important in defining the overall historic character of the building. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, paneled or decorated jambs and molding, and interior and exterior shutters and blinds.

Making windows weathertight by recaulking and replacing or installing weatherstripping. These actions also improve thermal efficiency.

Repairing window frames and sash by patching, splicing, consolidating or otherwise reinforcing. Such repair may also include replacement in kind of those parts that are either extensively deteriorated or are missing when there are surviving prototypes such as architraves, hoodmolds, sash, sills, and interior or exterior shutters and blinds.

Replacing in kind an entire window that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Not Recommended: Retrofitting or replacing windows rather than maintaining the sash, frame, and glazing.

Replacing an entire window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Removing or radically changing windows which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Installing new windows, including frames, sash, and muntin configuration that are incompatible with the building's historic appearance or obscure, damage, or destroy character-defining features.

### **Energy Retrofitting**

*Recommended:* Installing interior storm windows with airtight gaskets, ventilating holes, and/or removable clips to insure proper maintenance and to avoid condensation damage to historic windows.

Installing exterior storm windows which do not damage or obscure the windows and frames.

### **STAFF FINDINGS:**

1. A rental housing inspection from February of 2019 noted that windows had been replaced without permits. Neither was a certificate of appropriateness issued by the HDC. The applicant, Campus Management, admitted to doing the work and sought bids to remove the new windows and install replacement sashes in the historic openings.

2. The windows that are currently installed do not meet the Secretary of the Interior's Standard #6, which says:

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

The replacement windows do not match the materials and distinctive muntin patterns found on the historic windows, and as a result, do not match the historic visual qualities of the original windows.

3. From Google Streetview and file photos, each unit had the following windows historically that have been replaced (total of 11 per unit, times two units equals 22 windows):

- Front (east) second floor: One 10/2, one 8/2; both with smaller top sash
- Front (east) first floor: One 8/1, two 6/1; both with smaller top sash
- Side second floor: One 8/1, one 6/1; equal sashes
- Side stair window: One 6/1 with equal sashes
- Side first floor One 8/1 with equal sashes; one 6/1 (front porch) with smaller top sash
- Rear (west) second floor: One 6/1 equal, one square 8/1???

4. A proposal and sash detail drawings, along with a window worksheet, have been provided by the applicant's contractor, Dustin Schultz of 4D Home Improvements LLC. The sashes are near-replicas of the historic ones and meet the specifications for replacement of historic windows. They are true divided light, single paned windows. The

sashes will use stop pins or spring bolts instead of weights and pulleys.

5. The proposal says the replica sashes will take 1-2 weeks to measure, 5-6 months to build, and 1-2 weeks to install. Staff suggests that the motion include a timeline of six months plus an additional sixty days to complete and install the windows.
6. Installing replacement windows is not compatible in exterior design, arrangement, texture, material and relationship to the remainder of the house and surrounding area and does not meet *The Secretary of the Interior's Standards for Rehabilitation*, in particular standard number 6 which states that deteriorated historic features shall be repaired rather than replaced. The work shall be

**POSSIBLE MOTIONS:** (Note that the motion supports staff findings and is only a suggestion. The Review Committee, consisting of staff and at least two Commissioners, will meet with the applicant on site and then report their findings at the meeting.)

I move that the Commission approve the application at 203-205 N Ingalls Street, a contributing property in the Old Fourth Ward Historic District, to replace the sashes on 22 windows with replica wood sashes, as proposed. The Commission finds that the replacement of the original windows was inappropriate because it did not meet *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*, in particular standard number 6 and the guidelines for windows and energy retrofitting. The owner shall remove the replacement windows and install replica sashes within eight months of this decision date.

### MOTION WORKSHEET

I move that the Commission issue a Certificate of Appropriateness for the work at 203-205 N. Ingalls in the Old Fourth Ward Historic District

\_\_\_\_\_ Provided the following condition(S) is (ARE) met: 1) STATE CONDITION(s)

The work is generally compatible with the size, scale, massing, and materials and meets the Secretary of the Interior's Standards for Rehabilitation, standard(S) number(S) (*circle all that apply*): 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

**ATTACHMENTS:** application, letter, photographs, drawings



203-205 N. Ingalls (June 2011, Google Streetview)



203-205 N Ingalls, south elevation (August 2017, Google Streetview)



203-205 N Ingalls, west elevation (August 2017, Google Streetview)







# HISTORIC DISTRICT COMMISSION

## PLANNING AND DEVELOPMENT SERVICES

City Hall: 301 E. Huron St. Ann Arbor, MI 48104-6120  
 Mailing: P.O. Box 8647, Ann Arbor, MI 48107-8647  
 Phone: 734.794.6265 ext. 42608 [jtthacher@a2gov.org](mailto:jtthacher@a2gov.org)  
 Fax: 734.994.8460

OFFICE USE ONLY	
Permit Number	HDC# <u>19-108</u>
	BLDG#
DATE STAMP	
CITY OF ANN ARBOR RECEIVED	
JUN 20 2019	
PLANNING & DEVELOPMENT SERVICES	

**APPLICATION MUST BE FILLED OUT COMPLETELY**

### PROPERTY LOCATION/OWNER INFORMATION

NAME OF PROPERTY OWNER <u>203-205 N. INGALLS LLC.</u>		HISTORIC DISTRICT <u>OFWHD</u>	
PROPERTY ADDRESS <u>203-205 N. INGALLS</u>			CITY <u>ANN ARBOR</u>
ZIPCODE <u>48104</u>	DAYTIME PHONE NUMBER <u>(734) 662-7787</u>	EMAIL ADDRESS <u>CHRIS@CAMPUSMGT.COM</u>	
PROPERTY OWNER'S ADDRESS (IF DIFFERENT FROM ABOVE) <u>40 CMI, 337 E. HURON ST.</u>			CITY STATE, ZIP <u>ANN ARBOR MI 48104</u>

### PROPERTY OWNER'S SIGNATURE

<b>SIGN HERE</b>	<b>PRINT NAME</b> <u>CHRISTOPHER J. HEATON</u>	<b>DATE</b> <u>6/18/19</u>
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### APPLICANT INFORMATION

NAME OF APPLICANT (IF DIFFERENT FROM ABOVE) <u>CHRISTOPHER J. HEATON</u>			
ADDRESS OF APPLICANT <u>40 CMI, 337 E. HURON ST.</u>			CITY <u>ANN ARBOR</u>
STATE <u>MI</u>	ZIPCODE <u>48104</u>	PHONE / CELL # <u>(734) 368-1715</u>	FAX No <u>(734) 662-0353</u>
EMAIL ADDRESS <u>CHRIS@CAMPUS.MGT.COM</u>			

### APPLICANT'S SIGNATURE (if different from Property Owner)

<b>SIGN HERE</b>	<b>PRINT NAME</b> <u>CHRISTOPHER J. HEATON</u>	<b>DATE</b> <u>6/18/19</u>
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### BUILDING USE - CHECK ALL THAT APPLY

<input type="checkbox"/> SINGLE FAMILY	<input checked="" type="checkbox"/> DUPLEX	<input checked="" type="checkbox"/> RENTAL	<input type="checkbox"/> MULTIPLE FAMILY	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> INSTITUTIONAL
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### PROPOSED WORK

Describe in detail each proposed exterior alteration, improvement and/or repair (use additional paper, if necessary).

REPLACE 22 HISTORIC WINDOWS w/ NEW SASHES. SEE ALL ATTACHED DOCUMENTS THAT SUPPORT THE HISTORICAL ACCURACY OF OUR PLAN TO INSURE THE ACCURACY OF THE SASHES, PARTING STOPS AND MUNTINS.

### DESCRIBE CONDITIONS THAT JUSTIFY THE PROPOSED CHANGES:

22 WINDOWS ERRONEOUSLY REMOVED AND REPLACED w/o APPROVAL. CITED @ HOUSING INSPECTION (RENTAL). SEEKING TO MAKE AMENDS & ACHIEVE COMPLIANCE.

For Further Assistance With Required Attachments, please visit [www.a2gov.org/hdc](http://www.a2gov.org/hdc)





# HISTORIC DISTRICT COMMISSION APPLICATION

## FEE CHART

DESCRIPTION	
<b>STAFF REVIEW FEES</b>	
Application for Staff Approval	\$35.00
Work started without approvals	Additional \$50.00
<b>HISTORIC DISTRICT COMMISSION FEES</b>	
All other proposed work not listed below	\$100.00
Work started without approvals	Additional \$250.00
<b>RESIDENTIAL – Single and 2-story Structure</b>	
Addition: single story	\$300.00
Addition: taller than single story	\$550.00
New Structure - Accessory	\$100.00
New Structure – Principal	\$850.00
Replacement of single and 2-family window(s)	\$100 + \$25/window
<b>COMMERCIAL – includes multi-family (3 or more unit) structures</b>	
Additions	\$700.00
Replacement of multi-family and commercial window (s)	\$100 + \$50/window
Replacement of commercial storefront	\$250.00
<b>DEMOLITION and RELOCATION</b>	
Demolition of a contributing structure	\$1000.0
Demolition of a non-contributing structure	\$250.00
Relocation of a contributing structure	\$750.00
Relocation of a non-contributing structure	\$250.00

### FOR COMMISSION REVIEWS:

- Application withdrawals made before public notice is published will qualify for a 50% refund of the application fee.
- Application withdrawals made after public notice is sent but before the public hearing will qualify for a 25% refund of the application fee.

## INSTRUCTIONS FOR SUBMITTING APPLICATIONS

All HDC applications must be signed by the property owner and the applicant, if different, with the exception of staff approvals, which may be signed by only the applicant.

All completed HDC applications and their attachments may be submitted to Planning and Development Services by mail, in person (paper or digital), faxed, or via email to [building@a2gov.org](mailto:building@a2gov.org).

We accept CASH, CHECK, and all major credit cards. Checks should be made payable to "City of Ann Arbor"

HDC applications that are incomplete or not submitted with the required documentation or payment will not be processed or approved.

## APPLICATION EXPIRATION

HDC applications expire three (3) years after the date of approval.

## OFFICE USE ONLY

Date of Hearing:		
Action	<input type="checkbox"/> HDC COA	<input type="checkbox"/> HDC Denial
	<input type="checkbox"/> HDC NTP	<input type="checkbox"/> Staff COA
Staff Signature		
Comments		
Fee:	\$ _____	
Payment Type	<input type="checkbox"/> Check: # _____	
	<input type="checkbox"/> Cash	
	<input type="checkbox"/> Credit Card	



CAMPUS  
MANAGEMENT,  
INC.

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*Residential and  
Commercial Property  
Management Specialists*

June 18, 2019

Jill Thacher  
Historic Preservation Coordinator, City of Ann Arbor  
Planning & Development Services  
301 E. Huron Street  
Ann Arbor, MI  
48107

Re: 203-205 N. Ingalls - Historical Sash Replacement

Dear Jill:

I'm writing to say thanks for reviewing the proposed Jeld-Wen Sash Pack HDC / Building Permit applications. I understand the basis for their presumed denial and appreciate that your review redirected my attention to some finer details in this process. As frustrating as this is we do take an interest in making things right.

Attached you'll find re-done applications based on the 4D Home Improvement, Inc. quote we got previously. This quote was for accurate reproductions and, with your help; I've come to understand this is the best way to achieve compliance. Recall that Dustin Shultz of 4D was on your list of suggested contractors. In the following pages you'll see drawings, documents and photos that detail the current state of the windows and a lot of detail as to how we'll manage creating and installing the replicas. Please take note that in the "strategy" section I include the step of allowing you to review and sign-off on the window edge and muntin profiles after comparing them to our artifact window -which, by the way, we are extremely fortunate to have. I think that your review and sign-off would be comforting for all as we proceed. Most importantly, we are committing to virtually accurate replicas. So I hope that approval is nearly assured.

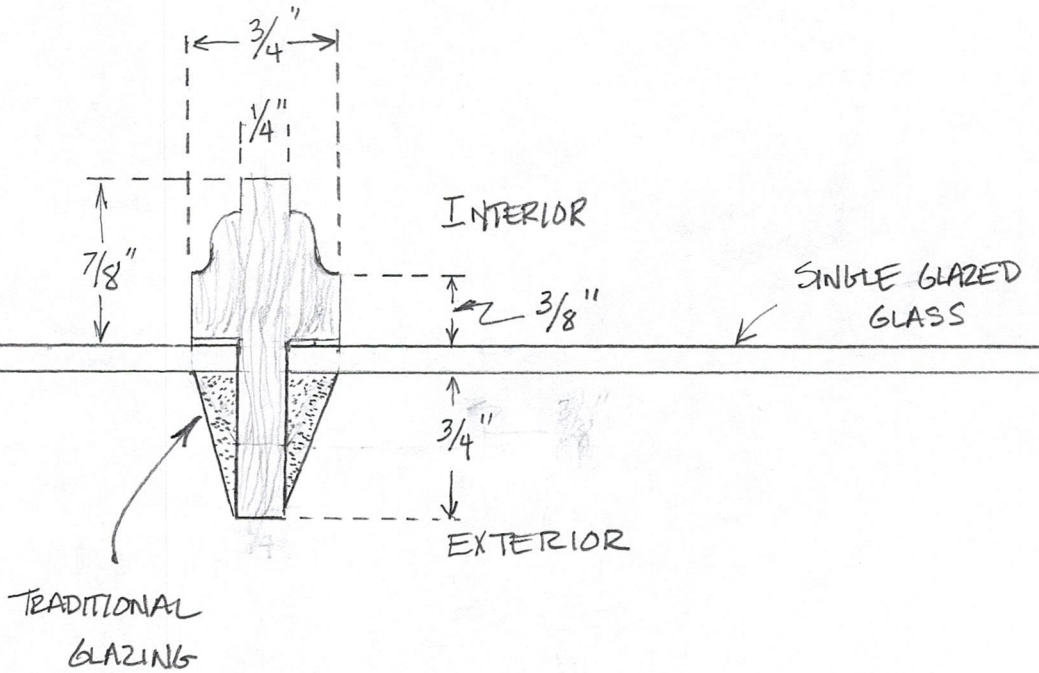
Expect Dale Henry of Campus Management, Inc. to drop this package off to you on Wednesday, June 19, 2019. He'll have my corporate Amex so that he can pay the HDC and Building Permit application fees. The artifact window will be removed the day after approval and we'll be underway.

Lastly, if there's a fine distinction between indifference and thoughtlessness, I'd like to make it here. My company and I know better than to do what we did. We were thoughtless in our approach to quieting gripping tenants and their parents about heat loss. In the course of quieting them we forgot about our other responsibilities to our neighbors and our city. I regret that we let it happen.

Sincerely,

Christopher J. Heaton  
Owner, Campus Management, Inc. and 203-205 N. Ingalls LLC representative





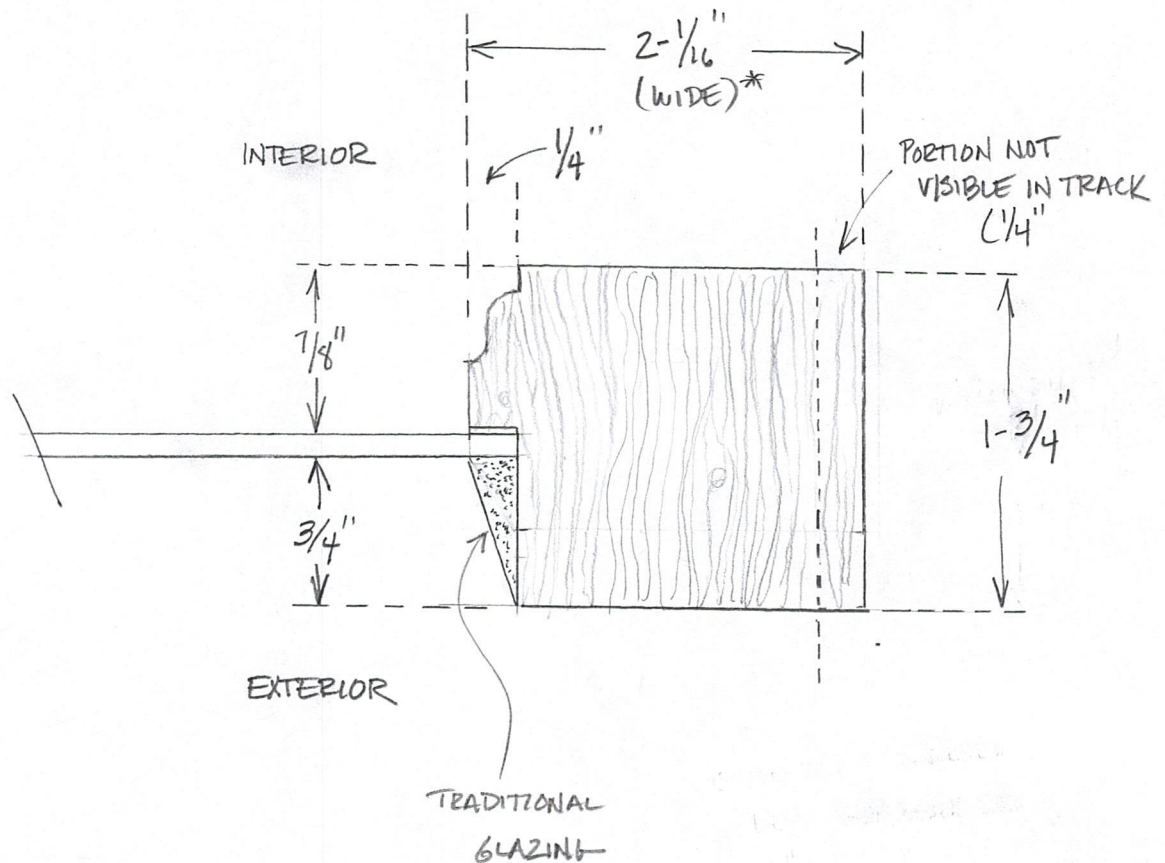
203-205 N. INGALLS

MUNTIN CROSS SECTION

(HISTORICAL WINDOW)

SCALE 1" = 1"

BASED ON SITE MEASURE OF  
205 DR WINDOW (ORIG)



RAIL AND STILE WIDTHS

- \* TOP RAIL =  $1\frac{1}{16}$ "
- \* BOTTOM RAIL =  $3\frac{1}{8}$ "
- \* STILES =  $1\frac{3}{4}$ "

203-205 N. INGALLS

UPPER SASH STILE AND RAIL  
DETAIL

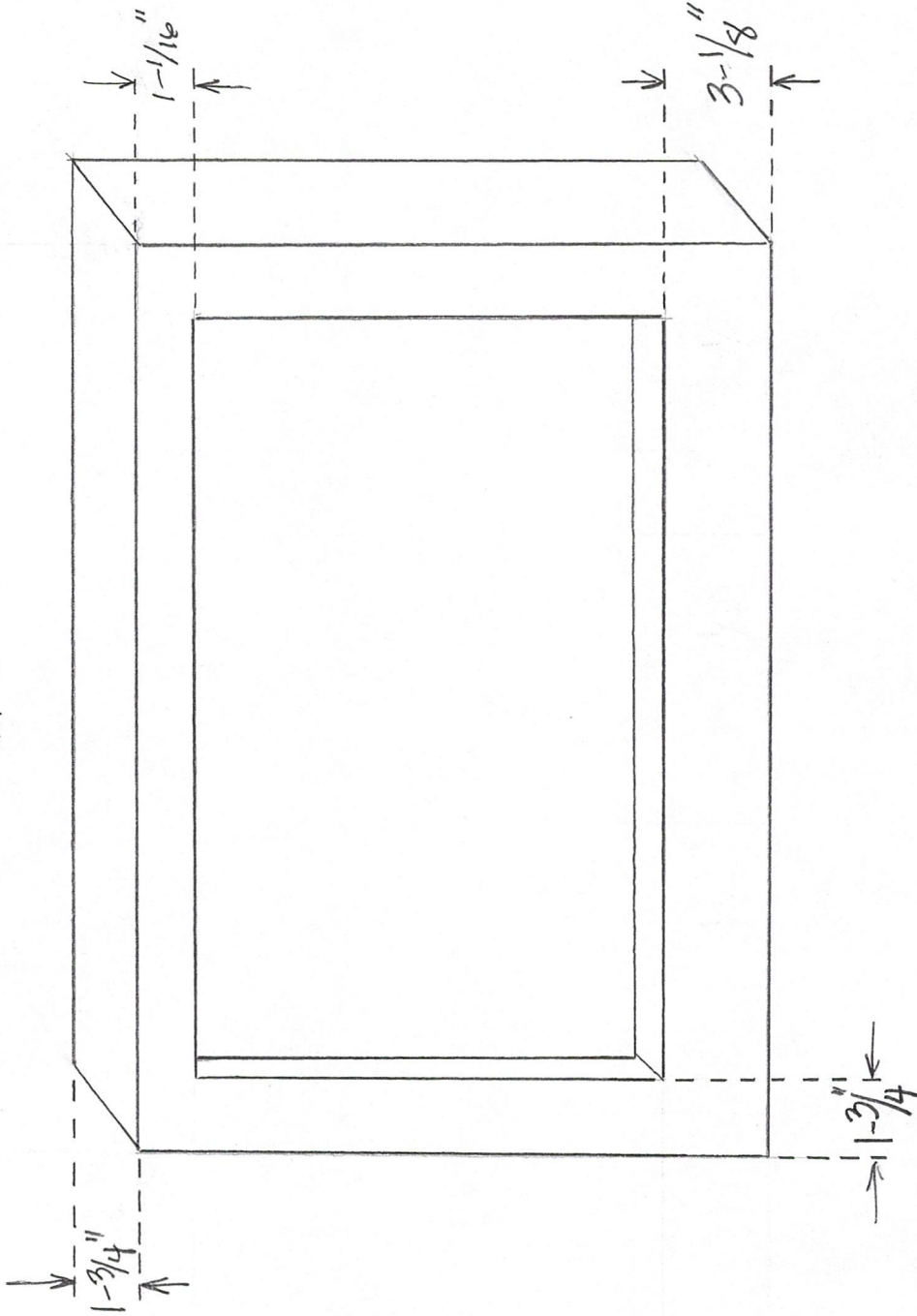
(HISTORICAL WINDOW)

BASED ON SITE MEASURE  
OF 205 DR. WINDOW (ORIG)

TAX DATA - YEAR BUILT 1901

TYPICAL SASH DETAIL  
(FROM 205 DR WINDOW)

NOT TO SCALE





Window Restoration  
Price Proposal

May 30, 2019

To: Chris Heaton  
203-205 N. Ingalls St.  
Ann Arbor, MI 48104  
734-368-1715

From: Dustin Schultz  
4D Home Improvements L.L.C.  
7755 Forest St.  
Dexter, MI 48130

Dear Chris,

Thank you for giving me the opportunity to help you with your window project. The old windows in your home have been replaced with modern windows. The historical society in Ann Arbor has told you the modern windows are not acceptable and that you need to remove them and install wood windows that match the originals. The original windows have been destroyed so new ones need to be made. You would like me to build these windows and install them. The modern windows would be removed by your maintenance manager.

**Scope of the Work**

The sashes will most likely be made of cypress unless a hardwood is desired. Hardwood will be an extra cost. The original windows utilized sash cords and lead counterweights for operation. The pulleys were removed and/or destroyed when the modern windows were installed. The new wood windows will use "stop pins" or spring bolts instead of the weights and pulleys. After the sashes have been made to specs, they will be primed with a high grade bonding primer. Then single strength glass will be installed with Sarco type-M glazing. Once the glazing has cured, (7-10 days) the sashes will be painted with 2 coats of oil-based enamel. Spring-bronze weather stripping will be installed on the sides of the sashes. Tube seal weather stripping will be installed on the top rail of the upper sash and then the middle and bottom rails of the lower sashes. New parting stops will be made for each window. The interior stops will be replaced with new stops or the old stops will be stripped, sanded and repainted.

For the jambs, once the modern windows have been removed, the paint will be stripped and sanded to bare wood. Then, the jambs will be primed and painted with oil-based enamel paint. Your maintenance manager said a few of the jambs may have been damaged during the installation of the modern windows. After an inspection of the jambs has been made, any major repairs may require an additional charge based on the extent of the repair. Once the jambs have been repaired and painted, the new sashes can be installed.

**Lead Paint Removal**

I am an EPA certified renovator. We follow all EPA regulations during the window restoration process. After you have decided to move forward with this proposal, I will revisit your home to perform testing for lead paint. If a positive test is found, we will implement these

regulations. It is recommended that all residents of the home are not present in the home during the sash removal and jamb prep processes. All furniture and belongings should be removed from the area. 6 mil plastic will cover the interior floor 6ft out from the window. If there are no exterior storms, plastic will also be used outside 10ft out from the window. Any remaining furniture will be covered with plastic. HVAC vents will be covered and sealed. The space will be taped off with caution tape and warning signs.

We will then remove the sashes from the jambs and seal them in plastic before they leave the work area. Then, the jambs will be stripped of the paint with low-heat heat guns. The jambs will be scraped and sanded. The area will then be thoroughly cleaned with an EPA certified HEPA vacuum and wiped clean with wet wipes.

After the jambs have been cleaned, primer and 2 coats of paint will be applied. The jambs are now safe and free from lead paint.

### **Schedule**

I can begin the work within the next 2-3 weeks by taking the measurements needed to build the sashes. Once i have the measurements, it will take 5-6 months to build all of the windows. Once they are built, it will take 1-2 weeks to install them.

If you hire us to do the work, you will need to move the furniture and personal belongings away from the windows into a corner of each room to provide us with enough working space. We will then cover the floor and any nearby furniture with heavy plastic or drop cloths to protect it from the dust that is generated during the work.

You will also need to remove all drapery and blinds from the windows.

### **Payments**


I require a 30% deposit due on the day the measurements are taken. The 70% remaining balance will be due on the final day the sashes are installed.

### **Price Proposal**

- Build and install wood 8/1 double-hung window - \$1350.00 per window
- Build and install wood 6/1 double-hung window - \$1250.00 per window
- Build and install wood 1/1 double-hung window - \$1050.00 per window

Sincerely,

Dustin Schultz  
4D Home Improvements L.L.C.  
[Dsch3247@gmail.com](mailto:Dsch3247@gmail.com)  
734-904-0767  
[www.4dhomeimprovements.com](http://www.4dhomeimprovements.com)



CHRISTOPHER J. HEATON

FOR THE 203-205 N. INGALLS LLC.



Window Specifications

Refer to the criteria below for proper measurements. For cases of necessary replacement, the Historic District Commission requires that a new window meet *all* of the following criteria:

The viewable profile dimensions of the exterior rails and stiles are within 1/4" of the original.

SEE "TYPICAL SASH DETAIL" IN PROVIDED DOCUMENTS

<b>Sash Face</b>	Existing	Proposed
Distance	SEE ATTACHED	IDENTICAL

**Head Detail**



The window unit type matches the original (double-hung, casement, etc.)

<b>Window Type</b>
Do the proposed windows' types match the existing types?
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

SAME AS ORIG.

The distance from sash face to back of casing is within 1/8" of the original dimensions, but not less than 3/8" total.

<b>Profiles</b>	Existing	Proposed
Distance	WORKING TOWARDS EXACT	REPRODUCTIONS

The number and location of muntins matches the original.

<b>Muntins</b>
Does the count and arrangement of muntins match the original?
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

SEE PROVIDED DOCUMENTATION ON MUNTIN PATTERNS.

The casing width and thickness (including drip cap, if applicable) are within 1/8" of the original.

<b>Casing Thickness</b>	Existing	Proposed
Distance	UNDISTURBED	

**Jamb Detail**



The distance from glass surface to exterior surface of muntin, rail and stile is at least 3/8"; AND the exterior surface of the unit's glass insets in the sash is within 1/8" of the original.

<b>Glass Inset</b>	Existing	Proposed
Distance	3/4"	3/4"

<b>Casing Width</b>	Existing	Proposed
Distance	UNDISTURBED	

The sill is similar in pitch to the original, extends to the outer edge of casing, and has a thickness within 1/8" of the original.

<b>Sill Pitch</b>	Existing	Proposed
Distance	UNDISTURBED	

The glass size remains within 90% of the original in both directions.

<b>Glass Size</b>	Existing	Proposed
Height	SEE TYPICAL SASH DETAIL	
Width	EXPECT EASILY GREATER THAN 90% OF ORIGINAL	

<b>Sill Thickness</b>	Existing	Proposed
Distance	UNDISTURBED	

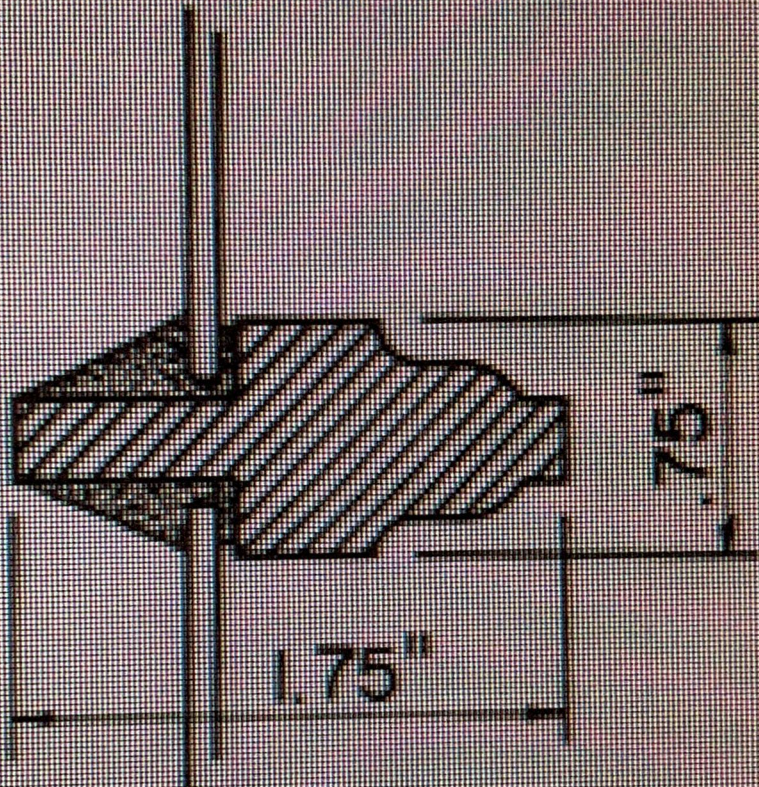
**Sill Detail**



Refer to Window Resource List for those individuals and companies who may be equipped to aid in the window evaluation/repair.



~~1870s~~



1915

MOST SIMILAR FOUND  
ON WEB - TRYING  
TO CONFIRM VINTAGE



205 N. INGALLS



RENTALS  
1734 663-1101  
www.sagegroup.com

205

FUSION  
SAFARI EDITION

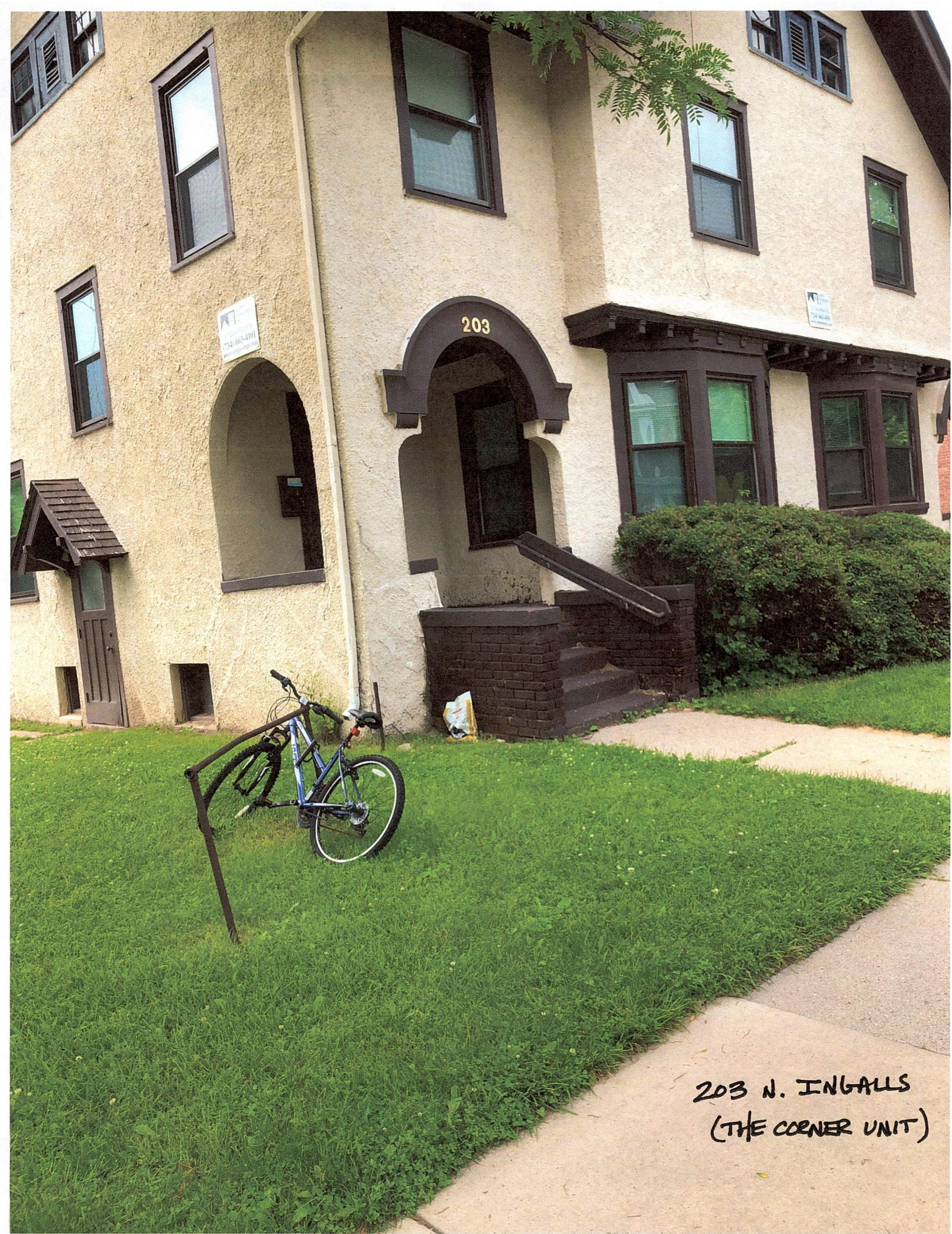


205 N. INGALLS  
EGRESS WINDOW WELL

753-663-4111







734-683-1101

734-683-1101

203

203 N. INGALLS  
(THE CORNER UNIT)





205 N. INBALLS  
• FRONT DOOR





CAMPUS  
MANAGEMENT,  
INC.  
337 East Huron St.  
(734) 663-4101  
[www.campusmgt.com](http://www.campusmgt.com)


203 N. INGALLS  
(SOUTH SIDE)





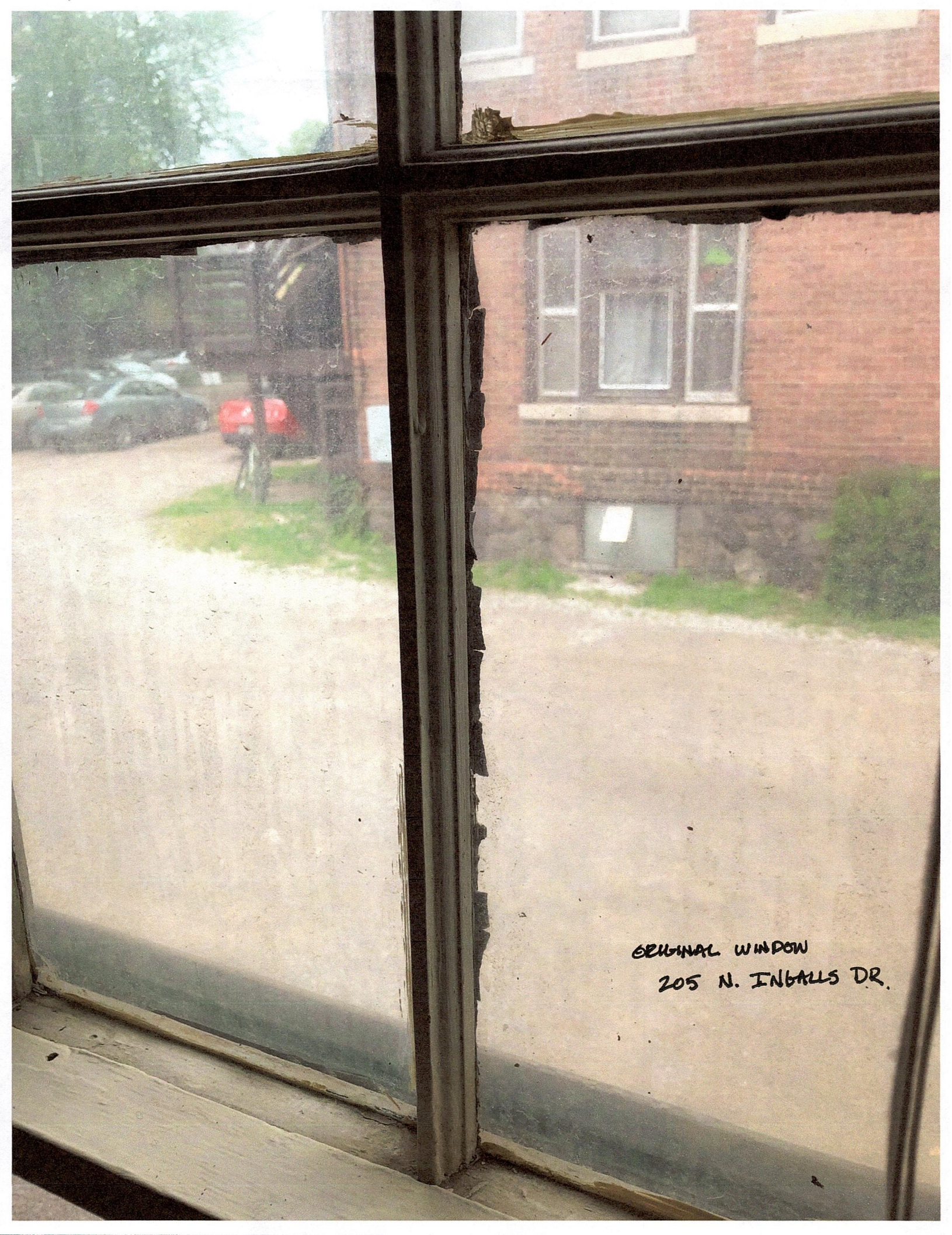
203-205 N. INGALLS  
REAR OF BLDG.





ORIGINAL WINDOW  
205 N. INGALLS DR





ORIGINAL WINDOW  
205 N. INBALLS DR.