Call to Order—Vice Chair

Roll Call—Secretary

Approval of the Agenda of the Current Meeting—Vice Chair

Approval of the Minutes of Previous Meeting November 8, 2018—Vice Chair

Swearing in of Commissioners Mann, Kelley, and Smith by Edwin Peart, Washtenaw County Deputy Clerk

Commissioner Elections

Citizen Participation and Commissioner follow-up—Chair

Application Reviews

Business and Reports

- Staff Report—Melinda Schmidt
  o Local Historic Districts
    o Gordon Hall
    o Thoroaks
    o Geer School
  o Certified Local Government Program
    o 2019 grant application
  o Current Legislation
    o Federal
    o State
  o Washtenaw County Updates
    o Budget
    o Office of Community and Economic Development Director
    o Transition of boards and commissions to temporary employee status
  o Items for Consideration by Commission
    o WCHDC Bylaws revisions
    o WCHDC Standing Rules revisions
    o Demolition Permit
    o Brochure

- Treasurer’s Report

Items for Discussion

- Commissioner Updates
  - Consideration of commissioner absences
• Potential Projects

Adjournment

Next Meeting: Thursday, March 7, 2019 - Washtenaw County Eastern County Government Center

Attachments:

Minutes of the November 8, 2018 Meeting
Staff Report
Thornoaks updated survey
WCHDC resolution of support for 2019 CLG grant application
WCHDC Bylaws
WCHDC Standing Rules
COI form
Demolition Permit
Promotional Brochure
Washtenaw County Historic District Commission
Meeting Minutes

DATE: Thursday, November 8, 2018
TIME: 5:30 pm-7:00 pm
PLACE: Eastern County Government Center
Office of Community & Economic Development- 2nd floor
415 W. Michigan Ave, Ypsilanti, MI

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

Roll Call
- Secretary Jerome conducted roll call:
  o Commissioners present: Terry Cwik, Matt Cook, Alec Jerome, Peter Kelley, Leslie Pinney, James Mann
  o Commissioners absent: Katie Remensnyder, Alice Ralph, Nancy Snyder
  o Staff present: Melinda Schmidt

Approval of the Agenda of the Current Meeting:
Chair Cwik moved to amend the agenda to include the COA application from 4158 Thornoaks Drive. Commissioner Jerome seconded the motion. The motion passed unanimously. Commissioner Jerome moved to approve the amended agenda. Commissioner Cook seconded the motion. The motion passed unanimously.

Approval of the Minutes of Previous Meeting: September 6, 2018:
Chair Cwik asked if there were any corrections to the minutes. With none, the minutes stand approved.

Citizen Participation: none

Commissioner follow-up to citizen participation: none

Application Reviews:
Chair Cwik called the COA application hearing for 4158 Thornoaks Drive to order.
Staff presented the COA application for a roof replacement at 4158 Thornoaks Drive. Roof replacement will use in-kind asphalt shingles and will not affect the roof structure, slope, or chimney. The roof was last done in 1998 by a contractor by the name Fenway Building Company. They are no longer in business. Cameron Innes, the homeowner, does not have a copy of the contract. The shingles they used were a medium dark brown dimensional asphalt shingle. The new work being performed is a complete tear off and replacement of the asphalt shingles with new. That includes new drip edge, ice guard, felt, pipe boots and new flashing and plywood where needed. The new shingles being used are Atlas Pinnacle dimensional shingles. The best color match we selected is Heather Blend. Staff presented several photos of the roof and proposed replacement shingles.
Commissioner Jerome moved to approve the Certificate of Appropriateness application for a roof replacement at 4158 Thornoaks Drive as submitted, including Atlas Pinnacle Heather Blend shingles, new drip edge, ice guard, felt, pipe boots and new flashing and plywood where needed; based on the Secretary of the Interior’s Standards for Rehabilitation 2 and 9. Commissioner Kelley seconded the motion. With no further discussion, Chair Cwik conducted a roll call vote on the motion. The motion passed unanimously (6-0).
Business and Reports:

Staff Report
Staff Melinda Schmidt updated the Commission on the following items:

- Local Historic Districts Updates
  - Thoroaks
    - The Commission voted over email and phone to grant administrative approval to the COA Application for fire pit relocation at 4025 E. Huron River Dr. as submitted with pictures, locations, and a size of ~8 inches in height, 5 feet in diameter, surrounded by bluestone 12 feet in outer diameter. Final voting: 7—approved; 0—denied; 2—absent. Approval was based on the Secretary of the Interior’s Standards for Rehabilitation 2, 9, and 10. The approval letter, dated October 22, 2018, required that any changes to the location, materials, or massing must be submitted and approved.
    - Staff attended the Thoroaks Neighborhood Association picnic on September 23. At the picnic, staff explained the Application for Work process and spoke with individual homeowners.
    - The Thoroaks Neighborhood Design Guide has been finalized and posted on the website.
    - Several potential buyers have contacted staff regarding WCHDC regulations in the new district. Staff sent them information regarding the Application for Work process and the design guide.
    - County legal counsel has revised their opinion on the affidavit process for the Thoroaks Neighborhood. Instead of filing an affidavit for each property, the WCHDC can file one affidavit for the entire district, signed by the WCHDC Chair.
      - Chair Cwik requested the neighborhood be notified by letter after the affidavit is filed.
  - Gordon Hall
    - Washtenaw County and Dexter Area Historical Society selected the firm Hopkins Burns to complete the Plans and Specifications for Interior Rehabilitation of Gordon Hall. The contract with Hopkins Burns was signed on November 6 and the kick off meeting was November 8.
    - Gordon Hall hosted an archeology class from the University of Michigan during the fall semester. The class dug five survey pits on the grounds of Gordon Hall and hosted a public Archaeology Day.
    - Gordon Hall hosted a Preservation Administration and Planning class from Eastern Michigan University’s Historic Preservation program during the fall semester. The students put together a brief Historic Structures Report for Gordon Hall, and presented their findings.
  - Geer School
    - Chair Cwik requested the letter sent to the PCCS board requesting maintenance on Geer School and plans to attend a PCCS board meeting soon to remind the board of needed belfry maintenance.

- Washtenaw County Updates
  - Budget approval: The Washtenaw County Board of Commissioners approved the Office of Community and Economic Development budget for the next four years. The budget maintains the current financing for Historic Preservation staff. The OCED Interim Director submitted a recommendation to increase the funding to ensure two full days of work per week and additional funding for materials, printing, and other expenses.
  - WCHDC terms that expire 12/31/18: Three commissioner's terms expire the end of 2018. If your term is ending and you are interested in re-applying, submit a letter of interest and resume, including a home address, to the Washtenaw County Clerk's office, Attention: Appointments, through email, fax, online, or by mail. Those resumes received by NOVEMBER 19, 2018 will be submitted to the Board of Commissioners for its consideration on NOVEMBER 28, 2018. The appointments will become effective January 1, 2019.
  - Transition of all boards and commissions to temporary employee status:
    - New County policy requires that members of the various Boards, Committees and Commissions currently receiving payment (per diem and/or mileage), must become an employee of Washtenaw County per the findings of a recent IRS audit of Washtenaw County financial statements. Commissioners will no longer be
eligible for per diem and/or mileage reimbursement, but in turn will receive a flat rate stipend. This stipend has been determined by Washtenaw County Board Resolution 18-003, Section 8.A to be payments of $25.00 per meeting for each Commissioner. Staff has distributed needed paperwork.

- Staff asked commissioners for their feedback regarding this new process. Feedback included:
  - Chair Cwik expressed he would rather be a volunteer than temporary employee paid less than minimum wage. He cited the time spent by the chair on WCHDC business between meetings would stretch the $25 payment over many more hours. He also explained the small amount indicates the WCHDC is not valued by the county, since smaller communities pay their commissioners up to $125 per meeting. He requested staff draft a letter with WCHDC reservations about the new system.
  - Commissioner Kelley expressed concern for the funding of the WCHDC, and saw this new policy as another blow to WCHDC support. He also expressed concern about the way the situation was handled by the county.
  - Commissioner Jerome noted the suggested stipend is less than current reimbursement and will be taxed, and considers this unjust.
  - Commissioner Mann expressed discouragement by the suggested transition, and sees it as an indication of the low esteem of the county for the WCHDC.
  - Commissioner Pinney agreed the low value of the reimbursement is concerning. She suggested composing a letter that expresses the WCHDC concerns regarding the new system based on the perceived low respect of the WCHDC program through the proposed transition and last year’s budget cuts. She recommended supporting Chair Cwik’s additional funding request in the letter, as a way to demonstrate the value of the program, and present a positive action in light of the current situation.
  - Chair Cwik asked if a board member could decline employment and remain a volunteer without reimbursement.
  - Commissioners agreed a letter should be sent to the BOC from the WCHDC expressing their concerns. The letter should include a statement that the actions of the county do not acknowledge or recognize the importance of the WCHDC. The letter should also express support of the current funding request, and note that the WCHDC cannot serve the local historic districts in the county without adequate financial backing.

- CLG Updates
  - The deadline for applications for the 2019 CLG grant has been extended to early February. Staff is in communication with Northfield Township regarding a partnership to complete their Phase I survey report using the funds.
  - SHPO recently completed an audit of all CLG communities in Michigan. The audit included the years 2015 to 2018. Staff submitted the required information and received feedback from SHPO. SHPO requested the WCHDC comply with CLG regulations in several areas, including:
    - Establish goals
    - Adopt a Conflict of Interest policy
- Items for Consideration of Adoption or Approval by Commission
  - WCHDC 2019 Goals
    - Staff suggested several goals for 2019. Chair Cwik opened the floor for discussion. After some discussion, Commissioner Pinney moved that the WCHDC adopt the following goals for 2019: (1) Continue and update oversight of Local Historic Districts in Washtenaw County, (2) Promote survey and designation of historic sites in Washtenaw County, and (3) Promote heritage tourism and placemaking in Washtenaw County. Commissioner Cook seconded the motion. Commissioner Jerome moved to amend the motion to include: (4) Educate the citizens of Washtenaw County about historic preservation. Commissioner Mann seconded the motion. With no further discussion, Chair Cwik took a vote on the amendment. The amendment passed unanimously. Commissioner
Jerome moved to vote on the motion that the WCHDC adopt the following goals for 2019: (1) Continue and update oversight of Local Historic Districts in Washtenaw County, (2) Promote survey and designation of historic sites in Washtenaw County, (3) Promote heritage tourism and placemaking in Washtenaw County, and (4) Educate the citizens of Washtenaw County about historic preservation. Commissioner Kelley seconded. The motion passed unanimously (6-0).

- Sub-points for each goal discussed by commissioners include:
  - Continue and update oversight of Local Historic Districts in Washtenaw County
    - Review and revise local historic district ordinances as needed
    - File Affidavits of Historic Designation for all historic district properties
    - Adopt a demolition permit for local historic districts
    - Complete annual Local Historic District Audit
  - Promote survey and designation of historic sites in Washtenaw County
    - Maintain relevant promotional materials for the WCHDC
    - Support townships and local groups seeking to complete surveys and seek designation
  - Promote heritage tourism and placemaking in Washtenaw County
    - Seek creative platforms to promote heritage tourism resources
    - Work with community partners to support new products
    - Maximize grant opportunities
  - Educate the citizens of Washtenaw County about Historic Preservation
  - Revisions to WCHDC By-laws and Standing Rules
    - Staff suggested several revisions to the WCHDC by-laws. A copy of the proposed changes was provided for each commissioner. Suggestions included:
      - Minor grammar and formatting changes.
      - Regular Meetings: Adjusted to allow a bi-monthly WCHDC meeting schedule and establish the WCHDC meeting calendar at the end of the year for the following year.
      - Conflict of Interest Policy (COI): SHPO has required that as part of a CLG community, the WCHDC needs to adopt a COI policy in agreement with the SHPO COI policy. The language included in this section reflects the SHPO policy. Additionally, the WCHDC needs to adhere to the Office of Community and Economic Development COI policy for boards and commissions, which includes an Annual Disclosure Form.
    - Staff suggested several revisions to the WCHDC standing rules. A copy of the proposed changes was provided for each commissioner. Suggestions included:
      - Minor grammar and formatting changes.
      - Regular Meetings: Adjusted to allow a bi-monthly WCHDC meeting schedule and establish the WCHDC meeting calendar at the end of the year for the following year.
      - Order of Business: Adjusted to reflect preferred order of business.
      - Remote Approval over Email: Added to accommodate work applications that may be considered urgent, ordinary maintenance, replacement in-kind, removable, or minor landscape changes. The Commission may choose to conduct business over email and grant the application approval.
        - Commissioner Jerome suggested a grammatical revision to this section
    - Commissioner Cvik stated that the WCHDC will vote on the by-laws and standing rules at the January WCHDC meeting. By-laws may be amended by a vote of at least 2/3rds of the members of the Commission at the next WCHDC meeting following notice of proposed revisions. Changes to the Standing Rules shall be decided by a majority of the Commission members appointed and serving and may be passed or defeated by voice vote.
2019 calendar
- Staff presented the proposed 2019 WCHDC calendar, which included a meeting every two months on the first Thursday of the month starting January 3th 2019, with the exception of July 4th. Staff recommended that the July meeting be held on July 11th. Commissioner Mann motioned to adopt the 2019 calendar as proposed. Commissioner Alec seconded the motion. With no further discussion, Chair Cwik called the motion to a vote. The motion to adopt the 2019 WCHDC calendar passed unanimously (6-0).

Application for Consideration of Demolition in a Historic District
- Staff revised the draft according to the changes agreed upon by Commissioners at the September WCHDC meeting. Specifically, staff revised Grounds #1 and #2, which were considered at the last meeting. Staff provided a copy the application to commissioners and requested commissioners review Grounds #3 and #4 and give feedback.
  - Grounds #3
    - Commissioner Cook suggested several grammatical revisions
    - Commissioner Pinney suggested clarifying point 7 by adding in a request for any prospective buyers and/or renters in the past three years
  - Grounds #4:
    - Commissioner Jerome suggested changing points 1 and 2 to “describe and document...”
    - Commissioner Jerome suggested changing points 4 and 5 to “scaled sited plan...”
    - Commissioners Cook and Pinney suggested changing point 6 to include “all alternatives that were considered...”
    - Commissioner Kelly asked how the public would be notified about the permit

Programming and Promotional Updates
- Staff provided commissioners with a copy of the draft WCHDC promotional pamphlet. Commissioner Pinney suggested adding “placemaking” to the brochure. Commissioner Jerome asked commissioners to consider how to best distribute the pamphlets for the next meeting.
- Vamonde: Staff has started migrating the Foodways StoryMap and Barn Tour to a new platform for smartphones. The platform hosts location-based cultural heritage tours, and organizes each tour based on the location of the user. If the format works well, staff will consider migrating other StoryMaps to the platform. Specifically, the driving tours would benefit from the platform format. Check out Vamonde’s tours by downloading their app.

Historic Markers Updates
- St. John’s Evangelical Lutheran Church received their new marker. They will notify staff with their plans for installation.

Legislation Updates
- Federal
  - Preservation Action completed their 2018 Historic Preservation Congressional Candidate Survey, and the results show historic preservation is a bipartisan issue recognized as an important federal policy by candidates across the country. Survey details are here: http://preservationaction.org/candidate-survey/.
  - The Senate Energy and Natural Resources Committee scheduled a hearing for November 15, 2018 to consider the nomination of David Vela for Director of the National Park Service.

State
- The Michigan House of Representatives has still not voted on legislation to reinstate the Michigan Historic Tax Credit.

Treasurer Report: Nothing to report
Items for Discussion

- Potential Projects
  Commissioner Kelley suggested more Native American trails project like the sign at Parker Mill. Commissioner Pinney asked if there are any potential partnerships with Native Americans in the community for future projects.

- Commissioner Updates
  Commissioner Kelly updated the commission on Northfield Township Historical Society's survey work, and desire to preserve downtown Whitmore Lake buildings and homes.

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

The next HDC meeting is scheduled for January, 3, 2019 at 5:30 p.m. at Eastern County Government Center Office of Community & Economic Development 2nd floor 415 W. Michigan Ave, Ypsilanti, MI
Local Historic Districts

- **Gordon Hall:**
  - CLG grant project update: DAHS, Washtenaw County, and Hopkins Burns met on November 27 to review the Master Plan and inform Hopkins Burns of DAHS’s goals for Gordon Hall that may affect the interior rehabilitation plans. Hopkins Burns reviewed occupancy requirements and bathroom and lift possibilities.
  - Plans for the ell: Hopkins Burns has donated time to DAHS to formulate preliminary plans for the construction of an ell attached to Gordon Hall. DAHS would like to construct an ell in order to house event space and kitchen facilities. DAHS plans to present on their initial plans for new construction at a 2019 WCHDC meeting. This would not be a COA application, as they are in the preliminary stages of considering their options, but they would like to keep WCHDC in the loop and get feedback.

- **Thornoaks:**
  - Updated survey: Staff updated the annual audit survey for Thornoaks on November 29. While many properties were more visible without leaves on the trees, some properties remain invisible from the right of way. The updated survey is attached.
  - Affidavit update: The Washtenaw County Register of Deeds Office rejected the affidavit for the Thornoaks neighborhood, but provided helpful feedback. Staff is working with Corporation Counsel to draft a sound affidavit for the entire district that does not require the signatures of each property owner.

- **Geer School:**
  - Commissioner Cwik attended a November Plymouth-Canton School Board meeting and requested the board compete belfry maintenance at Geer School. The board responded, and maintenance liaison Mike Peterson assured staff the belfry would be fixed prior to the end of the fiscal year (June 30).

Certified Local Government Program

- **2019 Grant Application:** Northfield Township Historical Society and Washtenaw County plan to apply for a CLG grant to complete the contexts needed for the Phase I survey of the township. Staff attended the November 16 historical society meeting, where Ian Hanel-Gerdenich presented her extensive Phase I survey findings. Northfield Historical Society would like finish the Phase I survey by completing the historic contexts for the township. This would position the historical society to pursue designation or other forms of preservation, such as heritage tourism or revitalization efforts in downtown Whitmore Lake.
  - Staff requests a resolution of support from the WCHDC for the application. A draft resolution is attached.

Current Legislation

- **Federal:** David Vela was approved by the Senate and Energy Natural Resources Committee to lead the national Park Service. The nomination will now be considered by the full Senate. The senate also needs to consider the appointment of the Advisory Council of Historic Preservation chair candidate Aimee Jorjani. The Advisory Council of Historic Preservation recently gained new members after nine resigned due to frustrations with the administration. The new Council has yet to meet, and many are skeptical of the new appointments, which lack preservation-skilled individuals and minority representation (preservationaction.org).

- **State:** Ford Motor Company began phase one of its efforts to rehabilitate Michigan Central Station in mid-December, partnering with construction firm Christman-Brinker to complete the work in the next four years. First steps include winterization and structural stabilization. The station is part of Ford’s Corktown campus project (mlive.com).

Washtenaw County Updates

- **Budget:** The requested additional funding for the WCHDC budget was passed by the Washtenaw County Board of Commissioners on November 28, 2018. This includes enough funding for staff time two days a week year-round, administrative costs, and a possible intern.

- **Office of Community and Economic Development Director:** Teresa Gillotti has been appointed as Director of Washtenaw County’s Office of Community and Economic Development. While Teresa has been serving as the department’s director in an interim role for 6+ months, she has been a member of the OCED team for 4 years, serving first as Communications and Policy Specialist and later as the Housing and Infrastructure Manager in charge of HUD programming. Formerly the Community and Economic Development Director and Lead Planner with the City
of Ypsilanti, Teresa is respected leader in our community, working tirelessly to bring equity and equality to our residents by increasing opportunity, for all. Teresa prioritizes being inclusive and collaborative, and the passion she demonstrates for her work is evident in the results she and her team deliver, each and every day. We are excited to welcome her to this new position!

- **Transition of boards and commissions to temporary employee status:** Corporation Council is doing a legal review of this policy due to many questions from boards and staff.

**Items for Consideration by Commission**

- **WCHDC Bylaws:**
  - Staff presented proposed changes to the WCHDC Bylaws at the November 8th WCHDC meeting. The largest change includes a section on conflict of interest as required by SHPO to remain a certified local government. Commissioners suggested minor grammatical changes draft at the November meeting that have been incorporated into the attached draft.
  - Commissioner Cwik stated that the WCHDC will vote on the Bylaws at the January WCHDC meeting. Bylaws may be amended by a vote of at least 2/3rds of the members of the Commission at the next WCHDC meeting following notice of proposed revisions.

- **WCHDC Standing Rules:**
  - Staff presented proposed changes to the WCHDC Standing Rules at the November 8th WCHDC meeting. The largest change included a section on approval of COA applications over email. However, Corporation Counsel has determined that voting over email is illegal under open meeting laws, so this portion has been removed from the attached draft. Commissioners suggested minor grammatical changes at the November meeting that have been incorporated into the attached draft.
  - Changes to the Standing Rules shall be decided by a majority of the Commission members appointed and serving and may be passed or defeated by voice vote.

- **Demolition Permit:**
  - Staff updated the Demolition Permit draft according to feedback from the November WCHDC meeting. A current draft is attached. Please read over the draft and bring comments. Next steps include sending application draft to Corporation Counsel.
  - No provision for a public hearing is currently included. The WCHDC could include a public hearing in the guidelines as an added layer of protection. For example, the Ypsilanti HDC holds a public hearing on any submitted demolition permit after the HDC determines if the application is complete at a regular meeting. Because the WCHDC does not have a large amount of COA applications to discuss at each meeting, it would be possible to evaluate the application, provide time for public comment, and come to a decision at a regular WCHDC meeting. However, scheduling a public hearing may reinforce the seriousness of the application.

- **Brochure:**
  - The WCHDC promotional brochure has been updated to include placemaking in brochure language, as well as incorporate suggested changes from the OCED. The current draft is attached.

**Commissioner Project Ideas and Updates**

Please come prepared with any project ideas you would like to share with the Commission.

Respectfully submitted,

**Melinda Schmidt,**
Historic Preservation Specialist, Office of Community & Economic Development
(734) 544-2954  schmidt.m@washtenaw.org
<table>
<thead>
<tr>
<th>Updated November 2018</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td><strong>East (main facade)</strong></td>
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<td></td>
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<tr>
<td>Introduced myself to owner</td>
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<td></td>
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<tr>
<td>Original front door in place, homeowner not available</td>
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</tbody>
</table>

Appendix A: Thornoaks Historic District Survey

4011 Thornoaks Dr.

4021 Thornoaks Dr.
<table>
<thead>
<tr>
<th>Updated November 2018</th>
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<tbody>
<tr>
<td><strong>East</strong></td>
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<tr>
<td>Original front door</td>
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<tr>
<td>and screen in place,</td>
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<tr>
<td>homeowner not</td>
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<tr>
<td>available</td>
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<tr>
<td><strong>North</strong></td>
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<tr>
<td>**West (main</td>
</tr>
<tr>
<td>facade)**</td>
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<tr>
<td><strong>South</strong></td>
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<tr>
<td>**West (main</td>
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<tr>
<td>facade)**</td>
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<tr>
<td>Original front door</td>
</tr>
<tr>
<td>in place, homeowner</td>
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<tr>
<td>not available</td>
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**Appendix A: Thorneaks Historic District Survey**

<table>
<thead>
<tr>
<th>4028 Thorneaks Dr.</th>
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<table>
<thead>
<tr>
<th>4031 Thorneaks Dr.</th>
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<tr>
<td>Address</td>
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<td>4038 Thornoaks Dr.</td>
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<td>4041 Thornoaks Dr.</td>
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<td>4051 Thornoaks Dr.</td>
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<td>4056 Thornoaks Dr.</td>
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<table>
<thead>
<tr>
<th>4061 Thornoaks Dr.</th>
<th>East (main facade)</th>
<th>West</th>
<th>New construction, compatible in style, not in mass.</th>
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</thead>
<tbody>
<tr>
<td>Location</td>
<td>Description</td>
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<tr>
<td>4068 Thoroaks Dr.</td>
<td>Updated November 2018</td>
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</tr>
<tr>
<td>4071 Thoroaks Dr.</td>
<td>Picture without foliage needed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4081 Thoroaks Dr.</td>
<td>Original doors incompatible black paint.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>East</td>
<td>Original front door and windows.</td>
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<tr>
<td>West (main facade)</td>
<td>Northwest (main facade)</td>
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<td>West (main facade)</td>
<td>Southeast (main facade)</td>
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<td>Address</td>
<td>West Description</td>
<td>East Description</td>
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<td>4086 Thornoaks Dr.</td>
<td>West (main facade)</td>
<td>New, incompatible door.</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>4091 Thornoaks Dr.</td>
<td>South (main facade)</td>
<td>Original doors, new compatible windows, spoke with property owner.</td>
<td></td>
</tr>
<tr>
<td>4101 Thoroaks Dr.</td>
<td>South (main facade)</td>
<td>North</td>
<td>Spoke with contractor working on rebuilding the chimney. Notified of HDC status. Property owner followed up with plans for approval. Repair using same brick, with needed in-kind replacement.</td>
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<tr>
<td>4104 Thoroaks Dr.</td>
<td>Northwest</td>
<td>Southeast</td>
<td></td>
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<tr>
<td>Roadway near 4104 Thornoaks Dr.</td>
<td>North, South</td>
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<tr>
<td>Address</td>
<td>Northwest (main facade)</td>
<td>Southeast</td>
<td>Garage</td>
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<td>4118 Thornoaks Dr.</td>
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<tr>
<td>4131 Thornoaks Dr.</td>
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<tr>
<td>Address</td>
<td>Direction</td>
<td>Notes</td>
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<tr>
<td>4140 Thornoaks Dr.</td>
<td>Southeast (main facade)</td>
<td>Northwest Original door and windows with storms.</td>
<td></td>
</tr>
<tr>
<td>4141 Thornoaks Dr.</td>
<td>South (main facade)</td>
<td>North Noncontributing, incompatible. Spoke with property owner</td>
<td></td>
</tr>
<tr>
<td>4151 Thornoaks Dr.</td>
<td>South (main facade)</td>
<td>North No view without foliage</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>North (main facade)</td>
<td>South</td>
<td>Original door and screen, talked with property owner.</td>
</tr>
<tr>
<td>--------------</td>
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<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>4158 Thoroaks Dr.</td>
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</tr>
<tr>
<td>4161 Thoroaks Dr.</td>
<td>Southwest (main facade)</td>
<td>Northeast</td>
<td>Compatible door, talked with property owner about what falls under the HDC's jurisdiction and what does not.</td>
</tr>
<tr>
<td></td>
<td>Northeast</td>
<td>Southwest</td>
<td></td>
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</tbody>
</table>
### Appendix A: Thornoaks Historic District Survey

**Updated November 2018**

<table>
<thead>
<tr>
<th>Address</th>
<th>Orientation (main facade)</th>
<th>Direction</th>
<th>Status</th>
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<tbody>
<tr>
<td>4171 Thornoaks Dr.</td>
<td>Southeast</td>
<td>Northwest</td>
<td>Noncontributing</td>
</tr>
<tr>
<td>4187 Thornoaks Dr.</td>
<td>East</td>
<td>West</td>
<td></td>
</tr>
<tr>
<td>4194 Thornoaks Dr.</td>
<td>Northeast</td>
<td>Southwest</td>
<td>Compatible door. Original windows. Spoke with homeowner.</td>
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<tr>
<td>Roadway at Thornoaks Dr. and Huron River Service Dr.</td>
<td>North</td>
<td></td>
<td></td>
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<td>--------------------------------------------------</td>
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<td></td>
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<tr>
<td>4025 E. Huron River Service Dr.</td>
<td>Southeast (main facade) Northwes: Spoke with home owner. Original or Compatible door. Property owner inquired about the design guide and thinks a design guide would be helpful.</td>
<td>Northwest elevation</td>
<td></td>
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<tr>
<td>Address</td>
<td>Direction</td>
<td>Notes</td>
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<td></td>
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<tr>
<td>4045 E. Huron River</td>
<td>South (main</td>
<td>North</td>
<td></td>
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<tr>
<td>Service Dr.</td>
<td>facade)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roadway at Huron River</td>
<td>Southwest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>River Service Dr. and Huron</td>
<td>North</td>
<td></td>
<td></td>
</tr>
<tr>
<td>River Dr.</td>
<td>East (main</td>
<td>Northwest</td>
<td></td>
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<tr>
<td>4063 E. Huron River Service</td>
<td>facade)</td>
<td>House for sale.</td>
<td></td>
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<tr>
<td>Dr.</td>
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<td></td>
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</tr>
<tr>
<td>Address</td>
<td>Direction</td>
<td>Image</td>
<td></td>
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<td>-------------------------</td>
<td>-------------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>4081 E. Huron River</td>
<td>East (main</td>
<td><img src="image1" alt="Image" /></td>
<td></td>
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<tr>
<td>Service Dr.</td>
<td>facade)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>West</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4099 E. Huron River</td>
<td>East (main</td>
<td><img src="image2" alt="Image" /></td>
<td></td>
</tr>
<tr>
<td>Service Dr.</td>
<td>facade)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>West</td>
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<td></td>
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</tbody>
</table>
Washtenaw County Historic District Commission Resolution of Support for Northfield Township CLG Grant Application

Whereas, the Northfield Township Historical Society approached WCHDC to request sponsorship for a grant application to complete historic contexts for the Northfield Township Phase I Historic Resources Survey, and Northfield Township is located within the Washtenaw County Historic District’s jurisdiction; and

Whereas, the Washtenaw County is a Certified Local Government which allows the Washtenaw County Historic District Commission to sponsor the Northfield Township Area Historical Society’s application for 2019 Certified Local Government grant funds; and

Whereas, WCHDC will provide administrative support for the grant application; and

NOT THEREFORE BE IT FURTHER RESOLVED BY THE WASHTENAW COUNTY HISTORIC DISTRICT COMMISSION AS FOLLOWS:

The Washtenaw County Historic District Commission, at their regular meeting on January 3, 2019 approves this resolution to sponsor the Northfield Township Historical Society CLG Grant application.

________________________, Chair

________________________, OCED Staff

Date

Date
WASHTENAW COUNTY, MICHIGAN
HISTORIC DISTRICT COMMISSION
415 W. Michigan Avenue
Ypsilanti, MI 48197
734-544-2954

BYLAWS
(Amended 01/03/2019)

ARTICLE I. NAME

The name of the Commission shall be the Washtenaw County Historic District Commission.

ARTICLE II. PURPOSE

The purposes of the Commission are those set forth in the Washtenaw County's Historic Preservation Ordinance, as amended, and in the Local Historic Districts Act (Act 169 of the Public Acts of 1970 of the State of Michigan, as amended in 1992).

ARTICLE III. OBJECTIVES

The objectives of the Washtenaw County Historic District Commission are to ensure that efforts are made to safeguard the heritage of Washtenaw County by identifying and preserving sites, structures and objects of historical, cultural, archeological, economic, political or architectural significance. The Commission seeks to promote the establishment and use of historic districts for the education, pleasure and welfare of the people of this County.

ARTICLE IV. MEMBERS AND OFFICERS AND THEIR DUTIES

Section 1. Officers shall be Chair, Vice Chair, Treasurer, and Secretary.
Section 2. The Chair shall preside over all meetings of the Historic District Commission and shall have duties normally conferred by parliamentary usage.
Section 3. The Chair shall have the privilege of discussion on all matters before the Commission and voting thereon.
Section 4. The Vice Chair shall act for the Chair in his/her absence. In the absence of both Chair and Vice-Chair, the Secretary shall act for the Chair.
Section 5. The Treasurer shall have a treasurer's report at each regular meeting.
Section 6. The Secretary shall perform such duties as the Commission may determine.
Section 7. The appointed members of the Commission shall be known as Commissioners.
Section 8. A Washtenaw County staff member shall be an ex officio member of the Historic District Commission without vote.
ARTICLE V. ELECTION OF OFFICERS

Section 1. Nominations for officer positions shall be made from the floor at the first regular meeting of the calendar year -or can be made in writing by a Commissioner.

Section 2. The election of officers shall be held at the first regular meeting of the calendar year.

Section 3. A candidate receiving the votes of a majority the Commissioners appointed and serving shall be declared elected and shall serve a term of one year or until a successor shall take office.

Section 4. Vacancies in Commission offices shall be filled immediately by regular election procedures.

ARTICLE VI. MEETINGS

Section 1. Regular meetings shall be held at least four times a year. Meetings shall be held at such date, time and place as the Commission shall establish by resolution adopted at the first meeting of the calendar year for the following calendar year.

Section 2. Special meetings may be called by the Chair or by any other two members of the Commission. The purpose of a special meeting may be to review a time-sensitive Certificate of Appropriateness request or other such matter deemed fit by the Chair or two or more members of the Commission. The notice of a special meeting shall specify the purpose of the meeting and no other business may be considered. Any two members of the Commission may request at the special meeting that proposed action by the special meeting be delayed until the next regular meeting.

Section 3. County staff shall provide written notice to each Commissioner of the place and time of all meetings, both regular and special, to all members of the Commission at least 48 hours in advance of the meeting. The notice shall include the proposed agenda and shall be accompanied by other material that may be necessary for the meeting.

Section 4. If seven commissioners serve on the Commission, a quorum shall consist of four members of the Commission. If the number of commissioners is nine, quorum shall consist of five members. Final passage of a motion or resolution must be by a majority of Commission members appointed and serving.

Section 5. Voting, including voting for procedural issues, shall be by voice and shall be recorded as yeas or nays or abstentions. For a final motion, voting shall be by roll call.

Section 6. Each member of the Commission shall cast a yea or nay vote on each question before the Commission, unless the member has a conflict of interest, in which case the member shall disclose the conflict and not vote.

Section 7. All meetings of the Commission, including regular meetings, special meetings and all committee and subcommittee meetings, shall be governed by the Michigan Open Meetings Act (Act 267 of the Public Acts of 1976 of the State of Michigan, as amended).

Section 8. Parliamentary procedure in Commission meetings shall be governed by Robert's Rules of Order, as amended. For specific rules, the Standing Rules of the Historic District Commission should be consulted.

Section 9. All materials pertinent to commission action must be submitted to the Commission staff no later than two weeks prior to the meeting for which action is proposed. Late submissions may be approved either as part of the entire proposed agenda or as
individually determined by a majority vote of the members present otherwise it will not be taken up at the meeting.

ARTICLE VII. ORDER OF BUSINESS

The order of business at regular meetings shall be as defined in the Standing Rules.

ARTICLE VIII. COMMITTEES

Section 1. Advisory Committees. Advisory committees may be formed by majority vote of the Commissioners appointed and serving. The members shall be appointed by the Chair with the consent of the Commission. Additional citizens, groups, or representatives of organizations may be invited to participate in the advisory committee activities in a manner deemed most appropriate by the chair of the advisory committee.

ARTICLE IX. CONFLICT OF INTEREST POLICY

Section 1. No commissioner shall participate in a vote, approval, disapproval, or recommendation of action when a conflict of interest, real or apparent exists.

Section 2. A real conflict of interest exists when a commissioner may benefit (either through financial or personal gain) from their position on the Commission, or may be unable to make impartial decisions or render impartial advice due to outside relationships or other activities.

Section 3. An apparent conflict of interest exists whenever circumstances are such that a commissioner may appear to be in a position to benefit (either through financial or personal gain) from their position on the Commission, or may be unable to make impartial decisions or render impartial advice due to outside relationships or other activities.

Section 5. Should a conflict of interest, real or apparent, exist: The commissioner shall fully disclose the possible conflict as soon as the situation becomes apparent, and shall physically absent himself/herself from the decision making process.

Section 6. Each commissioner shall complete and comply with the Office of Community and Economic Development Annual Disclosure of Potential Conflict of Interest form.

ARTICLE XXX. AMENDMENTS TO THE BYLAWS

Section 1. These bylaws may be amended or altered during a regular meeting by an affirmative vote of at least 2/3rds of the members of the Commission, appointed and serving, provided that:

a. Notice of the proposed amendment and its specific wording has been given to the Commission at the regular meeting which precedes the meeting during which a vote on the proposed amendment, and

b. Specific wording for the proposed amendment has been included in the Commission's packet for the meeting at which the decision will be made.
ARTICLE XI. ABSENCES OF COMMISSIONERS

Section 1. Beginning with January 1, 1996, when any member of the Commission has been absent without notice from three regular sessions in any twelve month period, the following actions shall take place:

a. The Chair shall contact that member reminding him or her of these absences and shall request an explanation.

b. At the following regular session, the Commission shall review the circumstances, including any explanation, and that member's overall attendance record.

c. After Commission review and unless the Commission finds that there are extenuating circumstances, it shall inform the County Board of Commissioners that no extenuating circumstances were found, and recommend that the member's appointment be terminated immediately and a new appointment be made as soon as possible to fill the resulting vacancy.

ARTICLE XII. REPORTING CHANGES TO THE MICHIGAN STATE HISTORIC PRESERVATION OFFICE

Changes to these Bylaws or to the Washtenaw County Historic Preservation, Ordinance, if approved, shall be forwarded forthwith to the Michigan State Historic Preservation Office by the Washtenaw County Historic District Commission.

Adopted by the Washtenaw County Historic District Commission at its meeting on _April 2, 1975_; amended at its meetings on July 6, 1995; amended at its meetings on __October 3, 1996__, adopted-amended at its meeting on May 4, 2000; amended at its meetings on __February 11, 2010__; amended at its meeting on __January 3, 2019__. 
STANDING RULES
(Amended 02/14/2019/3/2019)

I. MEETINGS

A. REGULAR MEETINGS
   Regular meetings shall be held every other month on the first Thursday of the month for the
   months of January, March, May, July, September, and November or Regular meetings shall-
   be held quarterly on the first Thursday of the month for the months of February, May,
   September, and November. Meetings shall be held at such date, time and place as the
   Commission shall establish by resolution adopted at the last meeting of the year for the
   following calendar year/first meeting of the calendar year.

B. ADJOURNED MEETINGS
   Any regular meeting may be adjourned to a later date by a majority vote of the Commission
   present.

II. COMMITTEES

A. ESTABLISHMENT
   Advisory Committees or other Committees shall be established by a majority vote of the
   Commission appointed and serving. The Committee shall appoint its own officer or officers.

B. REPORTS
   All Committee reports shall be in writing unless the Chair of the Commission approves an
   oral report. All written reports shall be signed by the Committee’s Chair. Acceptance or
   approval of a Committee’s report shall not authorize action unless the report is followed by a
   resolution for specific action approved by the Commission.

C. CLOSING DEBATE
   In any Committee, a motion calling the pending question under debate may close debate. Such
   motion must be approved by 2/3rds of the Committee members appointed and serving.
   Moreover, no such motion may be approved until each Committee member, who wishes, has had
   an opportunity to speak once on the question under debate.
III. CONDUCT

A. CONVENING MEETING
The Chair of the Commission shall convene the meeting precisely at the day and hour at which it was scheduled. The roll of the members shall be called at once. Once it is determined that a quorum is present, the Commission may begin the meeting. A majority of the Commissioners appointed and serving shall constitute a quorum for the purpose of conducting a meeting.

B. PRESIDING OFFICER
If both the Chair and the Vice-Chair are absent from any scheduled meeting, the Secretary of the Commission may preside over the meeting.

C. ORDER OF BUSINESS
The business of all regular meetings of the Commission shall be transacted as follows:

1. Call to Order
2. Roll call
3. Approval of the agenda of the current meeting Approval of minutes of the previous meeting
4. Approval of minutes of the previous meeting Approval of the agenda of the current meeting
5. Citizen participation. During citizen participation, comments from each citizen shall be limited to five (5) minutes. Exceptions to this rule may be made by a vote of the Commission on a motion by a Commissioner.
6. Commissioner follow-up to citizen participation
7. Application Reviews: the order of each hearing shall be as follows:
   a. Calling of the case by the Chair.
   b. Staff presentation. This shall include: the name and address of the resource and historic district; a brief description of the resource and its history, including any significant changes to the original configuration; and a summary of the application.
   c. Applicant’s presentation—The applicant may bring such witnesses and/or reports as necessary to testify on their own behalf. Exceptions to this rule may be made by a vote of the Commission on a motion by a Commissioner.
   d. Audience (citizen) participation—Any person addressing the Commission shall be allowed five minutes to speak on the specified case. Exceptions to this rule may be made by a vote of the Commission on a motion by a Commissioner.
   e. Staff participation—Staff shall be allowed to make technical comments on the specified case.
   f. Closing of the hearing, followed by Commission actions with limited discussion.
8. Business, including, but not limited to Historic District Activities
9. Reports, including, but not limited to Communications, and Reports of the Treasurer, Staff, Committees, and Commissioners
10. Items for current/future discussion
9. Citizen participation—During citizen participation, comments from each citizen shall be limited to five (5) minutes.

10. Commissioner follow-up to citizen participation

11. Adjourn

D. RECOGNITION
The Chair must recognize any Commission members who wish to speak at a Commission meeting. If two or more members wish to speak at the same time, the Chair shall decide in what order the members shall speak.

E. MOTIONS
Motions are made, seconded, stated, debated, and put. No motion shall be debated or put unless it shall be seconded and stated by the Chair. Any motion shall be in writing if requested by the Chair or any Commission member.

F. MOTIONS WITHDRAWN
After a motion is stated by the Chair, it shall be deemed to be in the possession of the Commission, provided, however, the maker of the motion may withdraw the motion at any time before the motion is amended or otherwise acted upon.

G. DIVISION OF MOTION
If the motion in debate contains several distinct points, any member may have the motion divided.

H. DEBATE
When a question is under debate, only the motions listed below are in order. Unless noted otherwise, these motions are procedural in nature, and therefore require the approval of the majority of commissioners present:

1. To postpone to a time certain
2. To postpone indefinitely
3. To lay on the table
4. To call the question and vote (requires 2/3rd vote of members appointed and serving)
5. To refer or amend to a committee or other body
6. To adjourn

I. ADJOURNMENT
A motion to adjourn shall always be in order, provided that the Commission disposes of any pending motions. A motion to adjourn or lay on the table shall be decided without debate.

J. VOTING
Every member who is present, including the Chair, shall, at the appropriate time, vote for or against a motion unless the member has a conflict of interest, in which case the member shall disclose the conflict and not vote.

1. Roll call vote:
   Roll call votes shall be taken when called for by any Commission member and on final action to adopt resolutions or appoint committee members.

2. Passage of Motions:
   Procedural questions shall be decided by a majority of the Commission members present and may be passed or defeated by voice vote. Final passage of a motion or resolution, however, must be by a majority of Commission members appointed and serving.

K. SUSPENSION
   No rule of the Commission shall be suspended for any meeting without the approval of 2/3rds of the members appointed and serving.

L. ROBERT’S RULES
   Robert’s Rules of Order shall govern in all cases not conflicting with these rules or State law.

IV. CHAIR’S RIGHT TO PARTICIPATE IN DEBATE

The Chair may participate in debate in the same manner as any other member without relinquishing the Chair.

V. CHANGES TO STANDING RULES

Changes to the Standing Rules shall be decided by a majority of the Commission members appointed and serving and may be passed or defeated by voice vote. Copies of any approved changes to the Standing Rules shall be transmitted to the County Counsel and the State Historic Preservation Office within 30 days of approval.
OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT
ANNUAL DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

The purpose of this disclosure notice is to ensure that high standards of conduct and integrity are maintained and to limit the risk that might arise due to a conflict of interest on the part of Contractors and Sub-recipients. A conflict of interest occurs when an employee or board member is faced with an actual or potential compromise of his or her loyalties. Conflict of interest may involve personal as well as financial interests.

I understand that I am providing information regarding myself and members of my immediate family, and any organizations with which I am (or any one of them is) affiliated. If the disclosure relates to a person other than you, please indicate that person's name and their relationship to you.

<table>
<thead>
<tr>
<th>Organization/Agency</th>
<th>Affiliation, or Capacity In Which I Serve</th>
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I agree to provide written updates to this Disclosure at any time when such affiliations change throughout the year. I further agree to update this information annually for the duration of my term.

In order to avoid any potential conflict of interest, I, the undersigned, agree not to participate in any discussion, or make any recommendations or decisions regarding any organizations or entities disclosed on this form.

Signature_________________________ Date_________________________
WASHTENAW COUNTY HISTORIC DISTRICT COMMISSION APPLICATION FOR
CONSIDERATION OF DEMOLITION IN A HISTORIC DISTRICT

Address of Property: ________________________________________________

Historic District:
☐ Contributing structure  ☐ Non-contributing structure

Date Filed: _________________________________________________________

Filed for consideration at the HDC meeting held on: _____________________

Must be filed at least two weeks before HDC meeting. Information regarding HDC meetings can be found on the county website at www.washtenaw.org/preservation.

Washtenaw County Historic District Commission’s Responsibility:
It is the legal responsibility of the Washtenaw County Historic District Commission (WCHDC) to protect the historic resources within the local historic districts under its jurisdiction. The demolition of any resource in a historic district would be an irreplaceable loss to the historic district and the community.

Authority of the Washtenaw County Historic District Commission:
The Washtenaw County Historic District Commission was established by the Washtenaw County Historic Preservation Ordinance pursuant to Act No. 169 of the Public Acts of 1970, as amended; and Act No. 213 of the Public Acts of 1957, as amended. The Ordinance was passed in 1974 and amended most recently in 2010. Section 4 of the Ordinance established that the WCHDC will review all proposed work, including demolition, for properties within a local historic district. “...proposed work shall not proceed until the commission has acted on the application by issuing a certificate of appropriateness or a notice to proceed...”

Basis for Review of Application:
Section 4B of the Washtenaw County Historic Preservation Ordinance states that “in reviewing plans the Commission shall follow the U. S. secretary of the interior’s standards for rehabilitation and guidelines for rehabilitating historic buildings, as set forth in 36 C. F. R. part 67.” These Standards are attached to this application. Furthermore, the Ordinance requires “the commission shall also consider all of the following: 1. The historical and/or architectural value and significance of the resource and its relationship to the historical value of the surrounding area. 2. The relationship of any architectural features of such resource to the rest of the resource and to the surrounding area. 3. The general compatibility of exterior design, arrangement, texture, and materials proposed to be used. 4. Any other factor, such as aesthetic value, that the commission finds relevant.”

Definition of Demolition:
The razing or destruction, whether entirely or in part, of a resource. This includes, but is not limited to, demolition by neglect. Demolition must always be the last resort, and the property owner must demonstrate adequate reason to the WCHDC for demolition, or the application will be denied.

Name of Applicant: ________________________________________________
Address: _________________________________________________________
Telephone Number: ________________________________________________
Email: ____________________________________________________________
WASHTENAW COUNTY HISTORIC DISTRICT COMMISSION APPLICATION FOR CONSIDERATION OF DEMOLITION IN A HISTORIC DISTRICT

Name of Owner (if different than applicant):
Address:
Telephone Number:
Email:

Name of Contractor who will do the work:
Address:
Telephone Number:
Email:

Proposed Action

☐ Total Demolition
☐ Partial Demolition (a portion of the building is demolished or moved)
   Estimated percentage original structure remaining _____ %
☐ Relocation to another location within historic district
☐ Relocation outside of historic district
☐ Other: __________________________

Grounds for Demolition Application

Demolition of a resource within a historic district does not comply with the Secretary of the Interior's Standards for Rehabilitation, or the charge of the WCHDC. Therefore, applicants must provide adequate backing for grounds for the application, as stated in the Washtenaw County Historic Preservation Ordinance, Section 4E, or the application will be denied. See the Guidelines for the Consideration of Applications for the Demolition of Structures within Washtenaw County Local Historic Districts, attached.

If the proposed demolition does not adequately demonstrate any of the following categories, the proposed demolition is not a candidate for consideration of approval by the WCHDC.

Site Visit

A site visit is required for the consideration of this permit application. The site visit may be conducted by WCHDC staff and/or a WCHDC commissioner. Please contact the WCHDC to schedule your site visit.

Application continues on the following page
WASHTENAW COUNTY HISTORIC DISTRICT COMMISSION APPLICATION FOR CONSIDERATION OF DEMOLITION IN A HISTORIC DISTRICT

Grounds for Demolition

Please check appropriate box, and include with this application the additional information required to justify the grounds as listed in the Guidelines for the Consideration of Applications for the Demolition or Moving of Structures within Washtenaw County Local Historic Districts, attached.

Section 4e of the Washtenaw County Historic Preservation Ordinance states that "work within a historic district shall be permitted through the issuance of a notice to proceed by the commission if any of the following conditions prevail and if the proposed work can be demonstrated by a finding of the commission to be necessary to substantially improve or correct any of the following conditions:"

☐ The resource constitutes a hazard to the safety of the public or the structure's occupants.

☐ The resource is a deterrent to a major improvement program that will be of substantial benefit to the community, and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing and environmental clearances.

☐ Retention of the resource will cause undue financial hardship (as defined in the Guidelines) to the owner when a governmental action, an act of God, or other event beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at it's fair market value, or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.

☐ Retaining the resource is not in the interest of the majority of the community as determined by the Commission and such structure may be given appropriate preservation in terms of photographic, pictorial, item removal, written or other means of limited or special preservation.

Additional required information to attach to this application:

- Information sufficient to justify the grounds upon which the applicant has chosen to base the application. Use the guidelines for the grounds outlined in the Guidelines for the Consideration of Applications for the Demolition of Structures within Washtenaw County Local Historic Districts attached to this form.

- Written evidence that alternatives to demolition have been evaluated (including, but not limited to rehabilitation, sale, adaptive use) and both architectural and financial data to support a conclusion that demolition is the only feasible option. The evidence shall show that the property was offered for sale, the price asked, the period of time during which the property was offered for sale, and advertisement.

- Written evidence of advice sought by applicant from a professional experienced in historic preservation work.

Signature of Applicant: ___________________________ Date: ___________________________

owner ______ contractor ______ other (describe relationship) ___________________________
WASHTENAW COUNTY HISTORIC DISTRICT COMMISSION APPLICATION FOR CONSIDERATION OF DEMOLITION IN A HISTORIC DISTRICT

Submittal

Please submit this application to the Historic District Commission by email or mail:

Mail:
Washtenaw County Historic District Commission
415 W. Michigan Avenue
Ypsilanti MI 48198

Email:

schmidtm@washtenaw.org

For more information contact HDC staff at 734-442-954 or schmidtm@washtenaw.org
Guidelines for the Applications for Consideration of Demolition within
Washtenaw County Local Historic Districts

Definition of Demolition:

The razing or destruction, whether entirely or in part, of a resource. This includes, but is not limited to, demolition by neglect.

Washtenaw County Historic District Commission’s Responsibility:

It is the legal responsibility of the Washtenaw County Historic District Commission (WCHDC) to protect the historic resources within the 15 local historic districts under its jurisdiction. The demolition of any resource in a historic district would be an irreplaceable loss to the historic district and the community. The demolition of a resource within the historic district must always be the last resort, and the property owner must demonstrate adequate reason to the WCHDC for demolition.

Authority of the Washtenaw County Historic District Commission:

The Washtenaw County Historic District Commission was established by the Washtenaw County Historic Preservation Ordinance pursuant to Act No. 169 of the Public Acts of 1970, as amended, and Act No. 213 of the Public Acts of 1957, as amended. The Ordinance was passed in 1974 and amended most recently in 2010. Section 4 of the Ordinance established that the WCHDC will review all proposed work, including demolition, for properties within a local historic district. “...proposed work shall not proceed until the commission has acted on the application by issuing a certificate of appropriateness or a notice to proceed...”

Basis for Review of Application:

Section 4B of the Washtenaw County Historic Preservation Ordinance states that “in reviewing plans the Commission shall follow the U. S. secretary of the interior’s standards for rehabilitation and guidelines for rehabilitating historic buildings, as set forth in 36 C. F. R. part 67.” These Standards are attached to this application. Furthermore, the Ordinance requires “the commission shall also consider all of the following: 1. the historical and/or architectural value and significance of the resource and its relationship to the historical value of the surrounding area. 2. The relationship of any architectural features of such resource to the rest of the resource and to the surrounding area. 3. The general compatibility of exterior design, arrangement, texture, and materials proposed to be used. 4. Any other factor, such as aesthetic value, that the commission finds relevant.”

Grounds for Demolition Application:

Demolition of a resource within a historic district does not comply with the Secretary of the Interior’s Standards for Rehabilitation, or the charge of the WCHDC. Therefore, applicants must provide adequate backing for grounds for the application, as stated in the Washtenaw County Historic Preservation Ordinance, Section 4E, or the application will be denied. If the proposed demolition does not adequately demonstrate any of the following categories, the proposed demolition is not a candidate for consideration of approval by the WCHDC.
Grounds for Application Explained and Expanded

1. The resource constitutes a hazard to the safety of the public or the structure’s occupants.

Applicants should:
1. Provide a written report by a township and/or certified contractor identifying the hazard and dangerous conditions.
2. If the condition is structural, provide a certified structural assessment report by a structural engineer licensed in Michigan detailing the structural soundness of the building, the potential for rehabilitation, and all dangerous conditions.
3. Describe existing conditions in detail.
4. Describe existing building materials original to the resource that would be affected by the proposed demolition.
5. Describe proposed changes in detail.
6. Provide a scaled site plan showing the location of the resource in relationship to other structures on the property, and to the property lines, including surrounding buildings.
7. Provide a scaled site plan showing the site after proposed work, including surrounding buildings.
8. Provide a written report of considered alternatives besides demolition that would allow for retention of the structure.
9. Provide photographs of the property showing all elevations and relationship to adjacent and surrounding structures.
10. Schedule and complete a site visit with WCHDC staff and/or commissioner.
11. Provide any other supporting documentation available.
2. The resource is a deterrent to a major improvement program that will be of substantial benefit to the community*, and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing and environmental clearances.

Applicants should:
1. Provide a written description of the proposed improvement and how it will substantially benefit the community.*
2. Provide a written report of considered alternatives besides demolition that would allow for retention of the structure.
3. Provide a scaled site plan, showing the location of the resource in relationship to other structures on the property, and to the property lines, including surrounding buildings.
4. Provide a scaled site plan showing the site after proposed work, including surrounding buildings.
5. Describe existing building materials original to the resource that would be affected by the proposed demolition.
6. Provide building schematic plans and elevations that illustrate the size, mass, materials and appearance of the proposed new construction in relation to remaining historic elements on the property and surrounding sites.
7. Provide required planning and zoning approval for proposed work, financing and environmental clearances.
8. Provide photographs of the property showing all elevations and relationship to adjacent and surrounding structures.
9. Schedule and complete a site visit with WCHDC staff and/or commissioner.
10. Provide any other supporting documentation available.

*"Benefits to the community" must be specific, and address the unique situation of the historic district and immediate surrounding area. Benefits such as employment, housing, access, health care, job creation, or other benefits must have demonstrated need in the historic district and immediate area. It is important to remember that maintaining each property within the local historic district is a benefit to the community because it keeps Washtenaw County's unique history and character from insensitive changes.
3. Retention of the resource will cause undue financial hardship* to the owner when a governmental action, an act of God, or other event beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value, or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.

Applicants should:
1. Provide ownership information: including names, address, and phone number.
2. Provide the amount paid for the property, date of purchase, party from whom property was purchased, and any relationship between the parties.
3. Provide any remaining balance on any mortgage or other financing secured by the property.
4. If property is income-producing, provide the annual gross income for the previous three years, itemized operating and maintenance expenses, depreciation deduction, and annual cash flow before and after debt service.
5. Provide the assessed value and real estate tax on the property, according to the two most recent tax assessments.
6. Provide the estimated fair market value of the property (a) in its current condition (b) after complying with WCHDC Standards (c) after the proposed demolition.
7. Provide any real estate listing of the property for sale or rent in the past three years, including price asked, open houses held, prospective buyers and/or renters shown the property, and offers received.
8. Provide two bids each for the cost of the proposed demolition compared with the cost of complying with WCHDC Standards.
9. Provide two bids each for the cost of the proposed demolition compared with the cost of stabilizing or "mothballing" the resource.
10. Provide photographs of the property showing all elevations, and relationship to adjacent and surrounding structures.
11. Schedule and complete a site visit with WCHDC staff and/or commissioner.
12. Provide any other supporting documentation available.

*For the purposes of these guidelines, the term "financial hardship" shall refer to an owner's inability to see a reasonable financial return on an investment if he/she is required to comply with the Washtenaw County Historic District Commission requirements to preserve the property. Evidence of financial hardship is generally limited to instances when the cost of preservation exceeds the value of the building or when preservation will deprive the owner of all reasonable use of the property. By law, the owner is entitled only to a reasonable return on the property. If the applicant is claiming the cost of restoration is prohibitive, the applicant must present information sufficient to establish financial hardship. The applicant must present written evidence sufficient to prove that all reasonable use and return will be lost if demolition is denied. Simply showing some effect on value is not sufficient.
4. Retaining the resource is not in the interest of the majority of the community as determined by the Commission and such structure may be given appropriate preservation in terms of photographic, pictorial, item removal, written or other means of limited or special preservation.

Applicants should:
1. Describe and document existing conditions in detail.
2. Describe and document proposed changes in detail.
3. Provide a written discussion of how the demolition of the resource might benefit the community.
4. Provide a scaled site plan showing the location of the resource in relationship to other structures on the property, and to the property lines, including surrounding buildings.
5. Provide a scaled site plan showing the site after proposed work, including surrounding buildings.
6. Provide a written report of alternatives that were considered besides demolition that would allow for retention of the structure.
7. Provide photographs of the property showing all elevations and relationship to adjacent and surrounding structures.
8. Schedule and complete a site visit with WCHDC staff and/or commissioner.
9. Provide any other supporting documentation available.
The Washtenaw County Historic District Commission
Preserving local history

OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT
www.washtenaw.org/preservation
734-544-2954
Interested in more information? Contact us at 734-544-2954.

6. Is your property 50 years old or older?

5. Does your property yield important historical information?

4. Does your property possess high artistic value or method of construction?

3. Does your property embody a particular style, type in our past?

2. Is your property associated with significant persons?

1. Is your property associated with significant events?

The HDC uses criteria from the National Park Service to determine if a property is historic.

Is your property eligible for designation?

Celebrate what makes a community unique.

Is it vital for placemaking, when we preserve local history, we can learn from our past and communities become more vibrant by

Why are local historic sites important?

3. Incentives: Local historic districts have access to the historic character of a neighborhood.

2. Community Benefit: Designation remains with the property even if you move on. It also helps preserve properties regardless of ownership, and protects the property from insensitive changes or demolition.

1. Protection: Designation protects local historic sites from insensitive changes or demolition.

Do you live in a historic home or have an important historic building in your community?

Why designate?

The HDC encourages the preservation of landscapes of Washtenaw County to promote a culture of

To protect the historic buildings, sites, objects, and

MISSION:

Ann Arbor, Saline, and Ypsilanti supports local units of government outside of local historic districts in Washtenaw County and

The Historic District Commission (HDC) oversees

Who are we?