MEETING AGENDA

DATE: Thursday, July 11, 2019
TIME: 5:30 pm – 7:00pm
PLACE: Eastern County Government Center
        Office of Community & Economic Development – 2nd Floor
        415 W. Michigan Avenue, Ypsilanti, MI

Call to Order – Chair
Roll Call – Secretary

Approval of the Agenda of the Current Meeting – Chair
Approval of the Minutes of Previous Meeting May 2, 2019 – Chair
Citizen Participation and Commissioner follow-up – Chair

Application Reviews
• 4063 E Huron River Drive

Business and Reports
• Staff Report – Melinda Schmidt
  • Local Historic Districts
    o Annual Audit
    o Thornoaks
    o Popkins School
    o Geer School
    o Gordon Hall
  • Programming and Promotional Materials
    o Brochures
    o Tours
    o Washtenaw County Consortium
  • Historic Markers
    o St. John the Baptist Evangelical Lutheran Church
• Certified Local Government Program
• Current Legislation
• Washtenaw County Updates
  o PA with SHPO
  o Temporary Employee on-boarding process
• Items for Consideration by Commission
  o Staff approval
  o Site visit subcommittee
  o Demolition Permit

• Treasurer Report

Items for Discussion
• Potential Projects
  • Milan Study Committee update
• Commissioner Updates
  • Tour ideas

Adjournment

Next Meeting: Thursday, September 5, 2019 - Washtenaw County Eastern County Government Center

Attachments:
Minutes of the May 2, 2019 Meeting
Staff Report
Proposed Resolution Delegating Minor Classes of Work for Staff Approval (continued on next page)
Demolition Permit: Application Consideration Process
4063 E Huron River Drive application
Local Historic Districts

- **Annual Audits:** Staff has started annual visits to each historic district. Several have been rescheduled for later in the summer due to rain. Staff will present audit findings along with a general update on the HDC at Board of Commissioners Working Session this fall.
- **Thornoaks:** Main Street Homes’ client has not yet decided if they will build on the Thornoaks lot. If their client decides to move forward, the firm will update the commission and present a preliminary design for informal discussion at a future HDC meeting.
- **Geer School:** The Plymouth-Canton School District plans to complete belfry and door maintenance in July, and requested a meeting with staff in August. Maintenance work has been delayed by the rain.
- **Popkins School:** The property that includes Popkins School has been purchased by Integris Ventures. The firm has retained the same property manager. Integris Ventures will visit the property in early July, and will discuss options for the school with staff after the visit. Staff has notified the new property owner of Popkins School LHD status and application requirements for proposed work.
- **Gordon Hall:** SHPO has agreed to extend the deadline for submittal of the Gordon Hall Interior Rehabilitation Plans to July 31. Hopkins Burns needs to access portions of the basement which will require some demolition of the existing ceiling. This demolition cannot take place until July, due to Gordon Hall Days and weddings in June.

Programming and Promotional Materials

- **Brochures:** Staff ordered brochures from Standard Printing and will bring them to the HDC meeting for distribution.
- **Tours:** The Preservation program has postcards promoting the Storymap tours available for distribution at local historical or cultural events. We also have hardcopies of some of the tours. Staff is working on promotional materials for the smartphone app tours as well. Please notify staff if you would like some postcards to distribute at an event.
- **Washtenaw County Consortium:** The Consortium is preparing to promote events county-wide related to the Women’s Suffrage centennial. If you would like to add to the event calendar, notify staff.

Historic Markers

- St John the Baptist Evangelical Lutheran Church installed their new historic marker at a brief ceremony on June 2 as part of their centennial celebration. Staff attended the ceremony.

Certified Local Government Program

- SHPO is waiting to receive their federal allocation before announcing CLG grant awards. SHPO hopes to receive the allocation in the next few months.

Current Legislation

- This week the Senate voted to confirm Aimee Jorjani to be Chairman of the Advisory Council of Historic Preservation (ACHP). She becomes the first full time Chairman of the ACHP since an amendment was approved in the 2016 National Park Service Centennial Act which converted the part-time Chairman to a full-time position. Ms. Jorjani will serve out the remainder of a 4 year term ending in 2021. Ms. Jorjani has a strong background in historic preservation. During her confirmation hearing she spoke about her interest and fascination in historic preservation starting at an early age while growing up in Milwaukee, Wisconsin. She held several positions at the Department of the Interior (DOI), including serving as the Deputy Secretary's Special Assistant for Historic Preservation and as DOI's first Department-wide Historic Preservation Officer. She has a masters in historic preservation from Goucher College. (preservationaction.org)

Washtenaw County Updates

- **PA with SHPO:** Staff continues to work with SHPO to establish a programmatic agreement to review Section 106 applications for HUD projects. Under the agreement, staff would review applications instead of SHPO, expediting the process for local affordable housing and community improvement projects funded by HUD programs.
• **Temporary Employee on-boarding process:** Thanks to everyone who has completed the onboarding paperwork. **If you have not already, please bring your identification for the I-9 form and direct deposit information** with you to the July 11 meeting so we can process everyone’s onboarding paperwork.

**Items for Consideration by Commission**

• **Staff Approval:** Staff and several commissioner attended an MHPN workshop for HDCs in early May. At that training, MHPN suggested HDCs create a resolution defining and approving staff approval in order to expedite some applications. MHPN provided a suggested template for the resolution, which staff edited for the WCHDC’s unique situation. Staff suggests administrative approval for changes to a structure or property that do not significantly impact the site layout or design of a building as outlined in the attached draft.

• **Site visit subcommittee:** At the May WCHDC meeting, commissioners expressed interested in creating a site visit subcommittee to join staff at site visits for COA applications. The sub-committee would visit the site and report their findings to the HDC during the application hearing.

• **Demolition permit:** Staff suggests including a public hearing as part of the demolition permit process. Staff has drafted an additional section in the *Guidelines for the Consideration of Applications for the Demolition of Structures within Washtenaw County Local Historic Districts*. The additional section, entitled “Application Consideration Process,” is included in this packet.

**Potential Projects**

• **Milan Study Committee update:** The City of Milan Historic District Study Committee continues to work towards a study committee report. They are currently looking into funding for a survey.

**Commissioner Project Ideas and Updates**

• **Women’s Suffrage in Washtenaw County Tour**

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

Respectfully submitted,

Melinda Schmidt
Historic Preservation Specialist, Office of Community & Economic Development
(734) 544-2954 schmidtm@washtenaw.org
Washtenaw County Historic District Commission Resolution Delegating Minor Classes of Work for Staff Approval

Whereas, Michigan’s Local Historic District Act, being MCL 399.205(10), authorizes the Washtenaw County Historic District Commission (WCHDC) to “delegate the issuance of certificates of appropriateness for specified minor classes of work to its staff,” and “the commission shall provide to the delegated authority specific written standards for issuing certificates of appropriateness”; and

Whereas, the Washtenaw County Historic Preservation Ordinance authorizes the WCHDC to “delegate the issuance of certificates of appropriateness for specified minor classes of work to its staff,” and “the commission shall provide to the delegated authority specific written standards for issuing certificates of appropriateness”;

NOW THEREFORE BE IT RESOLVED that, the WCHDC defines the following activities as “minor classes of work” which may be approved by Commission Staff:

1. Replacement of signage provided that the new sign fits within an existing frame or replaces a sign in the exact location and size of the existing sign.
2. Storm window and/or door installation provided that: 1) mullions, muntins, and meeting rails of storm windows conform with those of the prime windows; 2) the design of the storm door reflects the design of the prime door; 3) if aluminum is used, that the color match the trim, door, or window color.
3. Antenna and satellite dish installation provided that: the dish or antenna is not visible from the street.
4. Replacement of existing fencing provided that: the fence is in the same location, is the same height, and is the same design and materials.
5. Reconstruction of existing porches or decks provided that: the design, size, and materials match the design and materials of the existing porch.
6. Installation of glass blocks to replace basement windows provided that: 1) the glass block is recessed in the opening to the location of the existing window; 2) screening or grates are installed on the exterior to cover the glass block; 3) the windows are no larger than 36” wide and 24” high; and 4) the windows are located on the sides and rear of the property.
7. Removal of dead, diseased, or damaged trees included in a local historic district provided that: a written statement by a professional arborist is provided documenting the condition and that the trees are not savable, or it is an emergency situation as determined by the building official.
8. Replacement of a sidewalk or driveway provided that: the size, materials, and location match the existing.
9. Replacement or installment of gutters and downspouts.
10. Replacement of roofs provided that: the materials and roofline match the existing.
11. Repair or rebuild of chimneys provided that: the materials, size, and massing match the existing.
12. Repair of siding or trim with materials that match the existing.
13. Minor changes to already-approved applications.

Alice Ralph, HDC Chair

Date
Application Consideration Process
DRAFT

Washtenaw County Historic District Commission meeting:

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

Public Hearing:

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

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

Application Approved:

If the application meets all requirements and the HDC votes to approve the application, it may be issued with or without reservation. Without reservation shall become effective immediately. With reservation due to historical significance shall not become effective until six months after the date of issuance in order to provide a period of time within which it may be possible to relieve hardship, or be transferred to an owner willing to preserve it. The applicant must be notified in writing of the Commission’s decision. The Building Department must be provided with a copy of the letter.

Application Denied:

If the Commission denies demolition, the applicant must be notified in writing of the reasons for the denial and of the applicant’s right to appeal to the State Historic Preservation Review Board. The Building Department must be provided with a copy of the letter.
Why is the property important?
4063 E Huron River Drive is one of the first homes built in the neighborhood. It was designed by James Livingston and it is contributing to the district.

What are the character defining features?
This two-story rectangular home is nestled in a heavily wooded plot. The front elevation faces east and is accessed by a moderate length drive from the main road to the front elevation. The open, two-car carport is directly adjacent to the recessed main entrance. The main entrance is accessed via a flat roofed covered walkway. Vertical plate glass windows run from ground to roofline on the center and either corner of the front elevation. The side elevations are beige-peach brick without adornment or windows. The rear window wall is split by a balcony across half the elevation. There are views of the wooded landscape. There are stairs down to the backyard. There is also a lower level walkout.

What is the current integrity? The house has a high level of integrity.

What is the goal of the applicant? Fix the leaky roof to preserve the home.

Summary of proposed work (from applicant):
The roof on the house leaked in the fall immediately after the house was purchased. Patches were put in place to make it through the winter but the roofer strongly recommended a new roof this summer. It can be easily seen in pictures that the current roof was a botched job- random parts have been replaced over the years and it no longer drains AT ALL. Three days after the last time it rained and there’s at least 2 inches of standing water in very large pools across the entire surface. Current roof is three levels: carport, laundry room/entryway, and the main house. Each level is flat with flashing and metal trim all around, gutters on the carport and small walkway overhang, and drainpipes down both back corners of the house. Proposed new roof would be the same flat system installed correctly using black EPDM rubber. The metal trim would be a slightly different color as the current trim was custom painted and new trim would be just a chosen base metal color. The new metal color will be as close to the original as possible.
Secretary of the Interiors Standards for Rehabilitation applicable:

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.

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

Proposed motions:

Approve:

“...move to approve the Certificate of Appropriateness application for a roof replacement at 4063 E Huron River Drive as submitted with pictures, which includes a flat roof system using black EPDM rubber, new flashing, and new metal trim as close in color to the original trim as possible; based on the Secretary of the Interior’s Standards for Rehabilitation 6 and 9.”

Approve with Conditions:

“...move to approve the Certificate of Appropriateness application for a roof replacement at 4063 E Huron River Drive as submitted with pictures, which includes a flat roof system using black EPDM rubber, new flashing, and new metal trim as close in color to the original trim as possible; based on the Secretary of the Interior’s Standards for Rehabilitation 6 and 9, with the condition that the new trim color is approved by Washtenaw County Historic District Commission Staff prior to installation.”

Notice to Proceed: Does not meet Standards but recognize work is necessary as stated in the ordinance

Deny: The work does not meet the Standards. The applicant can appeal, or reapply.

Attachments:

Proposal
Proposed roofing material
Photos of 4063 E Huron River Drive
# BURKE'S ROOFING

P.O. Box 532  
Hamburg, Michigan 48139  
(810) 231-3809 - Hamburg  
(734) 662-5556 - Ann Arbor

## PROPOSAL

### of 1 Pages

<table>
<thead>
<tr>
<th>Proposal Submitted To: KELSEY FREEH</th>
<th>Phone: 815-302-7349</th>
<th>Date: 6/18/19</th>
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<tbody>
<tr>
<td>Street: 4063 E HURON DR</td>
<td>Job Name</td>
<td></td>
</tr>
<tr>
<td>City, State and Zip Code: ANN ARBOR 48104</td>
<td>Job Location</td>
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</tbody>
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We hereby propose to furnish materials and labor necessary for the completion of:

- TEAR OFF OLD ROOF
- REPLACE DAMAGE WOOD 40.03 PER SHEET
- SCREW DOWN INSULATION BOARD 2.5"
- SCREW TAPER SYSTEM FRONT AND BACK KEEP WATER MOVING
- GLUE DOWN 60 MIL RUBBER
- NAIL DOWN 5” METAL TRIM
- REFLECTIVE DRAIN
- INSTALL NEW VENT AND FLASH
- REFLASH 3 3/4" PIPES
- REFLASH 1 CHIMNEY
- REMOVE ALL TRASH
- COMPLETE 10 WARRANTY

- THIS ROOF WILL LAST 25 TO 30 YEARS

We hereby propose, hereby to furnish materials and labor – complete accordance with the above specifications, for the sum of 

All material is guaranteed to be as specified. All work to be completed in a substantial workmanship manner according to specifications submitted, per standard practices. Any alteration or deviation from above specification involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate accepted. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

**Acceptance of Proposal:** The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Date of acceptance:**

**Signature:**

---

**Authorized Signature:** Tim Burke

**Note:** This Proposal may be withdrawn by us if not within ___ days.

**Signature:**

---

**Date of acceptance:**

**Signature:**

Ordering Notes:
Roof intersections
Main house roof
Garage roof