

**Washtenaw County Historic District Commission
Meeting Minutes**

DATE:	Thursday, January 5, 2023
TIME:	5:30 pm-7:00pm
PLACE:	Learning Resource Center Washtenaw County 4135 Washtenaw Ave, Ann Arbor, MI 48108

Call to Order

- Chair Ralph called the Washtenaw County Historic District Commission meeting to order at 5:34 PM
- Staff conducted roll call:
 - **Commissioners present:** Kim Clarke, Olivia Davidson, Alice Ralph, Katie Remensnyder, James Mann
 - **Commissioners absent:** Alec Jerome, Peter Kelley
 - **Staff present:** Melinda Schmidt

Approval of the Agenda of the Current Meeting:

Chair Ralph moved the approval the agenda for the January 5, 2023 Historic District Commission meeting. With no changes, agenda was unanimously approved.

Approval of the Minutes of Previous Meetings: November 3, 2022:

Chair Ralph motioned to table the November 3, 2022 minutes due to missing pages in the packet. Commissioners Mann seconded the motion and it was passed unanimously.

Application Reviews:

4101 Thornoaks Drive: Staff introduced the application. Residents of 4101 Thornoaks drive propose the construction of a 120 square foot addition off the north side elevation of the house. Staff went through the application packet as attached to the January agenda. The proposed addition is a small, roughly 8'x14' sitting room that uses the footprint of an existing deck space and flat roof shed on the north side of the house. The intent is to capture the character of the original house by adding floor-to-ceiling glass on two sides of the space (north and west elevations) while also extending the low slope roof line out over the new addition. The street-facing east elevation will be clad in clapboard similar to the existing shed. The addition is set back from the existing front and rear elevations to delineate the addition as separate and secondary to the existing primary structure. The shed roof will continue the low slope of the current roof, and the entire structure will be set back from the current footprint. The windows on the north-facing elevation will be wood Pinnacle Casement and Awning windows; the sliding door on the east-facing elevation will be aluminum Pinnacle Sliding Patio Doors. The window trim will be painted to match the windows on the rear elevation; an orange-brown color. The clapboard siding on the east elevation will match the dark brown siding on the rest of the house. The fascia and drip edge will also be painted to match the existing, a dark brown/black color.

The HDC subcommittee presented their observations from a visit to the property on January 3. Commissioner Clarke commented that proposed addition has a clean appearance and a clear set back from both front and rear elevations.

Chair Ralph asked to see photos of the shed placement and proposed door placements. Commissioner Remensnyder commented that the proposed design may be indistinguishable from the current house, and discussed the proposed materials and roofline.

Commissioner Mann, also part of the subcommittee site visit, commented that the proposed addition would be further set back than the shed, and barely visible from the front elevation.

Commissioner Davidson commented that the slope would be an appropriate change from the flat roof shed.

Chair Ralph commented that the eaves had been shorted out of necessity several years ago, so allowing a shed roof addition would be an insignificant change set back from the house. The proposed plans do not alter the impression of the house from the street or highlight the addition.

Chair Ralph made the following motion:

A motion to approve the Certificate of Appropriateness application for an addition at 4101 Thornoaks Drive, as submitted with plans, specifications, and pictures, which includes the construction of a 120 square foot addition off the north side elevation of the house. The roughly 8'x14' sitting room will use the footprint of an existing deck space and flat roof shed on the north side of the house. The shed roof will continue the low slope of the current roof, and the entire structure will be set back from the current footprint to denote a separate, new structure. The windows on the north-facing elevation will be wood Pinnacle Casement and Awning windows; the sliding door on the east-facing elevation will be aluminum Pinnacle Sliding Patio Doors. The window trim will be painted to match the windows on the rear elevation; an orange-brown color. The clapboard siding on the east elevation will match the dark brown siding on the rest of the house. The fascia and drip edge will also be painted to match the existing, a dark brown/black color. The addition is set back from the existing front and rear elevations to delineate the addition as separate and secondary to the existing primary structure. HDC approval for this work is based on the Secretary of the Interior's Standards for Rehabilitation 9.

Commissioner Clarke seconded the motion.

With no further discussion, Chair Ralph moved to a vote. The motion as proposed was unanimously approved.

2023 HDC elections for Chair, Vice Chair, and Secretary: Chair Ralph moved to postpone elections until after the Board of Commissioners has appointed people to the two vacant seats.

Business and Staff Reports:

Wild-Frey Farm: The Wild-Frey Farm Study Committee is almost finished with the Survey Report. The Survey Report will be presented to the HDC this spring. Next steps include a preliminary Study Committee Report and public hearing.

Thornoaks: The property owners at 4071 submitted an appeal of the Historic Preservation Review Board decision. The appeal hearing will be held in circuit court.

2022 Local Historic District Report draft: The 2022 Local Historic District Audit draft has been sent to the commission for review over email.

Historic District Commission 2023 Goals: Staff asked the commission to consider goals for 2023. This is a yearly requirement for the CLG program. Staff suggested goals in the meeting packet, and the commission discussed them. Chair Ralph asked that HDC be spelled out for goal 1. Commissioner Remensnyder asked that "sites" be changed to "structures, buildings, objects, sites, districts, and landscapes" for goal 2. Commissioner Clarke asked that the sub-point on goal three be changed to "continue HistWeb updating." Chair Ralph motioned to adopt the goals as follows:

1. Continue and update oversight of Local Historic Districts in Washtenaw County
2. Promote survey and designation of historic structures, buildings, objects, sites, districts, and landscapes
3. Promote heritage tourism and placemaking

Commissioner Mann seconded the motion. The motion was passed unanimously and the stated 2023 goals adopted by the commission.

Certified Local Government Program: Staff updated the commission on the status of the CLG grant application in partnership with Northfield Township Historical Society. The Washtenaw County Board of Commissioners adopted the CLG application for a Multiple Property Documentation Form and individual National Register nominations for Northfield Township at their December 3 meeting. The application is due to SHPO February 1st.

Washtenaw County Updates: The Superior Room, along with all other large conference rooms at the LRC, are not available for the March and May HDC meetings. These meetings will be held at 415 W. Michigan Avenue, in a large conference room on the second floor.

Adjournment: Since there was no further discussion, Chair Ralph adjourned the meeting at 6:25

The next HDC meeting is scheduled for Thursday, March 2, 2023- Washtenaw County Eastern Government Center, 415 W. Michigan Avenue, Ypsilanti MI 48198