



**City of Ann Arbor**  
**Formal Minutes - Draft**  
**Historic District Commission**

301 E. Huron Street  
Ann Arbor, MI 48104  
<http://a2gov.legistar.com/Calendar.aspx>

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Thursday, November 9, 2023

7:00 PM

Larcom City Hall, 301 E Huron St, Second floor, City Council Chambers

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**This meeting will be broadcast live on CTN Cable Channel 16, ATT Channel 99, and online at [a2gov.org/watchCTN](http://a2gov.org/watchCTN)**

**To speak at public comment call 206-337-9723 or 213-338-8477 or Toll Free 877-853-5247 or 888-788-0099 Enter Meeting ID: 965 3669 9762**

**A. CALL TO ORDER**

*Chairperson David Rochlen called the meeting to order at 7:00 pm stating:*

*Welcome to the Thursday, November 9, 2023, in-person and electronic (hybrid) meeting of the Ann Arbor Historic District Commission. Public comment will be via in-person, via Zoom or via telephone. To speak during any of the public comment opportunities please call 877-853-5247 (Toll Free) or 213-338-8477 and enter meeting ID 965 3669 9762 This information is also available on the published agenda, in the public notices section of the city website, and on the broadcast of this meeting on CTN channel 16, AT&T channel 99, and online at [www.a2gov.org/watchctn](http://www.a2gov.org/watchctn).*

*Noting two new Historic District members, Chair Rochlen introduced Chip Smith and Steve Kaplan.*

**B. ROLL CALL**

*Historic District Coordinator and City Planner Jill Thacher called the roll*

**Present:** 6 - Chair David Rochlen, Jessica Quijano, Kathryn Fortener, Benjamin Calderon, Chip Smith, and Steve Kaplan

**Absent:** 1 - Jennifer Ross

**C. APPROVAL OF AGENDA**

**The Agenda was unanimously approved as presented.**

**D. PUBLIC COMMENT - (3 Minutes per Speaker)**

*No speakers.*

FOR ZOOM PARTICIPANTS, PHONE CALLERS CAN PRESS \*9 TO RAISE HANDS AND \*6 TO UNMUTE THEIR PHONES WHEN CALLED UPON TO SPEAK.

**E. UNFINISHED BUSINESS**

*None.*

**F. HEARINGS**

**23-1843** HDC23-0187; 549 S First, Roof Modification and Egress Window;  
OWSHD

**Attachments:** 549 First Street Staff Reports with Attachments.pdf

*HEARINGS:*

*Historic District Coordinator and City Planner Jill Thacher presented the staff report. [See attached in agenda packet]*

*REVIEW COMMITTEE REPORT AND RECOMMENDATIONS:*

*Commissioners Jessica Quijano and David Rochlen visited the site as part of their review. They reported their findings and recommendations to the Commission.*

*PUBLIC HEARING:*

*The Applicant was present to respond to the Commission's enquiries.*

*Noting no further speakers, the Chair declared the public hearing closed.*

*COMMISSION DISCUSSION:*

*The Commission took into consideration the presented application and discussed the matter. [For a complete record of the discussion, please see available video format]*

**Moved by Commissioner Fortener seconded by Commissioner Quijano**

**I move that the Commission issue a certificate of appropriateness for the application at 549 South First Street, a contributing property in the Old West Side Historic District, to rebuild both the main roof and rear addition roof, alter a non-original window, remove the chimney, remove an attic vent in the front gable, remove the stone foundation and porch walls and rebuild the stone portion above grade, replace wood basement windows with aluminum-clad wood hopper windows, convert an existing basement window into an egress window, install a mini-split, and install a wood fence that is 6'-8' tall. As proposed, the work is compatible in exterior design, arrangement, texture, material and relationship to the rest of the building and the surrounding area and meets The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, in particular standards 1, 2, 9 and 10 and the guidelines for alterations, additions, windows, masonry and roofs, as well as the Ann Arbor Historic District Design Guidelines, particularly as they pertain to additions and safety codes.**

**On a voice vote the vote was as follows with the Chair declaring the motion carried. Vote 6-0.**

**Yeas:** 6 - Chair Rochlen, Vice Chair Quijano, Secretary Fortener, Calderon, Smith, and Kaplan

**Nays:** 0

**Absent:** 1 - Ross

**G. NEW BUSINESS**

**G-1. Election of Officers - Appoint Nominating Committee**

*Historic District Coordinator Jill Thacher noted the Historic District Commission needed one or two people to volunteer for the Appoint Nominating Committee. Commissioner Calderon volunteered.*

**H. APPROVAL OF MINUTES**

**Attachments:** September 14, 2023 HDC Minutes.pdf

Commissioner Quijano noted on item F-4. it was incorrectly stated the applicant was available for questions, as the applicant was not present at the meeting.

The September 14, 2023 Historic District Commission meeting minutes were unanimously approved as amended by the Commission, and forwarded to City Council.

[23-1847](#) October 12, 2023 HDC Meeting Minutes

**Attachments:** October 12, 2023 HDC Minutes.pdf

Commissioner Quijano noted on item F-1. it was incorrectly stated the applicant was available for questions, as the applicant was not present at the meeting.

The October 12, 2023 Historic District Commission meeting minutes were unanimously approved as amended by the Commission, and forwarded to City Council.

**I. REPORTS FROM COMMISSIONERS**

*Nothing to report.*

**J. ASSIGNMENTS**

J-1. Review Committee: Monday, December 11, 2023 at noon, for the Thursday, December 14, 2023 Regular Meeting

*Commissioners Benjamin Calderon and David Rochlen [tentatively, schedule permitting, noting he would volunteer if Commissioner Ross couldn't] volunteered for the Monday, December 11, 2023 HDC Review Committee*

**K. REPORTS FROM STAFF**

*Historic District Coordinator Jill Thacher reported:*

*Old Fourth Ward surveying is starting Monday, November 13, 2023.*

**L.**      **CONCERNS OF COMMISSIONERS**

*Chair Rochlen noted acknowledging the retirement of City Staff Mia Gale.*

**M.**      **COMMUNICATIONS**

**23-1849**    Various Communication to the Historic District Commission

*None.*

**N.**      **ADJOURNMENT**

**The meeting was unanimously adjourned at 8:41 pm.**

David Rochlen, Chairperson  
Jill Thacher, HDC Staff Coordinator/Planner

Mia Gale Administrative Assistant  
Courtney Manor, Administrative Assistant

These meetings are typically broadcast on Ann Arbor Community Television Network Comcast 16 / AT&T 99 live, and recent meetings can also be streamed online from the CTN Video On Demand page of the City's website <https://a2gov.org/watchctn>.

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