



# City of Ann Arbor

## Formal Minutes - Draft

### Historic District Commission

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

---

Thursday, December 14, 2023

7:00 PM

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

---

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, December 14, 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).*

**B.**      **ROLL CALL**

*City Planner Chris Cheng called the roll.*

*Others present:*

*City Planner Chris Cheng  
City Staff Courtney Manor*

**Present:**    7 -    Chair David Rochlen, Jessica Quijano, Kathryn Fortener,  
Jennifer Ross, Benjamin Calderon, Chip Smith, and Steve  
Kaplan

**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**

**F-1. 23-2035 HDC23-0205; 710 South Main Street, Convert Window to Egress Window, OWSHD**

**Attachments:** 710 S Main attachments.pdf, 710 S Main SR egress window well.pdf

*HEARINGS:*

*City Planner Chris Cheng presented the staff report. [See attached in agenda packet]*

*REVIEW COMMITTEE REPORT AND RECOMMENDATIONS:*

*Commissioners Ben Calderon and Kathy Fortener visited the site as part of their review. They reported their findings and recommendations to the Commission.*

*PUBLIC HEARING:*

*The Applicant was present via Zoom 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 Smith seconded by Commissioner Fortener**

**I move that the Commission issue a certificate of appropriateness for the application at 710 South Main Street, a contributing property in the Old West Side Historic District, to enlarge an existing basement window and install an egress window and well, as proposed. The work is compatible in exterior design, arrangement, materials, and relationship to the house and the surrounding area and meets The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, in particular standards 2, 9, and 10 and the guidelines for building site, windows, and health and safety, as well as the Ann Arbor Historic District Design Guidelines.**

**On a voice vote the vote was as follows with the Chair declaring the motion carried. Vote 7-0.**

**Yeas:** 7 - Chair Rochlen, Vice Chair Quijano, Secretary Fortener, Ross, Calderon, Smith, and Kaplan

**Nays:** 0

**F-2.**      [23-2036](#)      HDC23-0210; 211 Third Street, New Exterior Basement Stairwell, OWSHD

**Attachments:**      211 Third SR plus attachments.pdf

**HEARINGS:**

*City Planner Chris Cheng presented the staff report. [See attached in agenda packet]*

**REVIEW COMMITTEE REPORT AND RECOMMENDATIONS:**

*Commissioners Ben Calderon and Kathy Fortener 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 Quijano seconded by Commissioner Calderon**

**I move that the Commission issue a certificate of appropriateness for the application at 211 Third Street, a contributing property in the Old West Side Historic District, to construct a basement egress well, door, and awning on the south side elevation, as proposed. The work is compatible in exterior design, arrangement, materials, and relationship to the house and the surrounding area and meets The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, in particular standards 2, 9, and 10 and the guidelines for building site, windows, and health and safety, as well as the Ann Arbor Historic District Design Guidelines.**

**On a voice vote the vote was as follows with the Chair declaring the motion carried. Vote 7-0.**

**Yeas:** 7 - Chair Rochlen, Vice Chair Quijano, Secretary Fortener, Ross, Calderon, Smith, and Kaplan

**Nays:** 0

**F-3.**      [23-2037](#)      HDC23-0211; 215 South Main Street, Addition to Downtown Building, MSHD

**Attachments:**      215 S Main SR December Addition.pdf, 215-217 S Main Attachments December 2023.pdf

**HEARINGS:**

*City Planner Chris Cheng presented the staff report. [See attached in agenda packet]*

**REVIEW COMMITTEE REPORT AND RECOMMENDATIONS:**

*Commissioners Ben Calderon and Kathy Fortener 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 Quijano seconded by Commissioner Smith**

**I move that the Commission issue a certificate of appropriateness for the application at 215-217 South Main Street, a contributing property in the Main Street Historic District, to construct two additional floors on top of the building and a five-story rear addition, 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 Ann Arbor Historic District Design Guidelines, especially for additions to commercial buildings, new construction, and the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, in particular standards 1, 2, 5, 6, 9 and 10 and the guidelines for alterations/additions for a new use, additions, district or neighborhood setting, building site, masonry, and setting.**

**On a voice vote the vote was as follows with the Chair declaring the motion carried. Vote 6-1.**

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

**Nays: 1 -** Ross

**G. NEW BUSINESS**

**G-1.     [23-2038](#)   Election of Officers**

**Nominations for Officers of the Historic District Commission were as follows:**

**Commissioner Calderon nominated:**

- Commissioner Rochlen as Chair**
- Commissioner Quijano as Vice Chair**
- Commissioner Fortener as Secretary**

**Commissioner Rochlen accepted the nomination**

**Commissioner Quijano declined the nomination**

**-Commissioner Rochlen nominated Commissioner Fortener for Vice Chair**

**-Commissioner Rochlen nominated Commissioner Ross for Secretary**

**Commissioner Ross declined the nomination**

**-Commissioner Rochlen nominated Commissioner Kaplan for Secretary**

**Commissioner Fortener accepted the nomination**

**Commissioner Kaplan accepted the nomination**

**Moved by Commissioner Calderon seconded by Commissioner Smith**

**To nominate Commissioner Rochlen as Chair of the Historic District Commission**

**To nominate Commissioner Fortener as Vice Chair of the Historic District Commission**

**To nominate Commissioner Kaplan as Secretary of the Historic District Commission**

**On a voice vote the vote was as follows with the Chair declaring the motion carried. Vote 7-0.**

**Yeas:   7 -   Chair Rochlen, Vice Chair Quijano, Secretary Fortener, Ross, Calderon, Smith, and Kaplan**

**Nays:   0**

**G-2.**      [23-2039](#)    2024 HDC Meeting Calendar

**Attachments:**    2024 HDC MEETING SCHEDULE-DRAFT.pdf

**The 2024 Historic District Commission meeting calendar was approved unanimously.**

**H.**      **APPROVAL OF MINUTES**

**H-1.**      [23-2040](#)    November 9, 2023 HDC Meeting Minutes

**Attachments:**    November 9, 2023 HDC Meeting Minutes.pdf

**The November 9, 2023 Historic District Commission meeting minutes were unanimously approved as amended by the Commission, and forwarded to City Council.**

**I.**      **REPORTS FROM COMMISSIONERS**

*None.*

**J.**      **ASSIGNMENTS**

**J-1.**      [23-2041](#)    Review Committee: Monday, January 8, 2024 at noon, for the Thursday, January 11, 2024 Regular Meeting

*Commissioner Kaplan and Commissioner Quijano [permitted she will be at the January 11, 2024 HDC meeting] Commissioner Ross [if Commissioner Quijano cannot] volunteered for the Monday, January 8, 2024 HDC Review Committee.*

**K.**      **REPORTS FROM STAFF**

*None.*

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

*None.*

**M.**      **COMMUNICATIONS**

**M-1.**      [23-2042](#)    Various Communication to the HDC

**Received and filed.**

**N.**      **ADJOURNMENT**

**The meeting was unanimously adjourned at 8:17 pm.**

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

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>.

The complete record of this meeting is available in video format at <https://a2gov.org/watchctn>, or is available for a nominal fee by contacting CTN at (734) 794-6150.