

MEMORANDUM

To: Historic District Commissioners

From: Jill Thacher, Historic Preservation Coordinator

Date: January 6, 2012

Re: Amendments to Staff Approvals List

Staff would like to propose amendments and additions to the Staff Approvals list as shown below. The revisions address common requests that staff thinks may be appropriate for administrative review instead of review by the full commission. All will be discussed at the January 12, 2012 HDC meeting. New language is underlined, and deletions are in ~~strikeout~~.

Proposed amendments:

- 7) Installation of new skylights ~~or solar panels~~ on non-character defining roof surfaces not visible from the street provided the skylights are flat, do not extend more than 8 inches above the roof surface, are similar to the color of the roof material and cover not more than 10% of the roof surface on which they are located; bare metal finishes, bubble or domed skylights are permitted only on flat or rear-facing roofs.
- 13) Gutter and downspout replacement with exactly matching design, materials, and placement; or new gutters and downspouts where none currently exist, in a style that is compatible with the historic character of the building.
- 18) The replacement of existing on-grade walkways, stairways, retaining walls, patios, and driveways in the same location in matching or compatible materials.

Proposed new staff approval items:

- 33) Installation of new solar panels on non-character defining roof surfaces not visible from the street.
- 34) Installation of compatible windows and doors in new openings on non-contributing buildings.

- 35) Installation of new residential patios at grade that are constructed of brick, stone, pavers, or similar compatible materials, that do not exceed 150 square feet, and are located at the rear of the building.
- 36) Installation of new metal chimneys that do not obscure, destroy, or otherwise compromise original trim or architectural features of the building, that are a dark color or match the roof, and that do not exceed the minimum height required by state building code.

A proposed motion suggested by staff is below.

I move that items 7, 13, and 18 from the Staff Approvals list be amended, and that items 33, 34, 35, and 36 be added to the Staff Approval List, as proposed, effective immediately.

Ann Arbor Historic District Commission

Staff Approval List

The Ann Arbor Historic District Commission hereby authorizes the Planning and Development Services Manager or their designee to approve the following work items on behalf of the Commission.

- 1) Replacement of **existing windows** that are deteriorated beyond repair per the Guidelines for Window Evaluation, Repair, and Replacement and that match the existing in size, type, location, material and muntin pattern; bare metal finishes, Low “E” reflective or tinted glazing are not permitted unless they match the existing.
- 2) Installation of new **storm windows** and **storm doors** that match the opening size and are not bare metal; that mullions and meeting rails of storm windows match the prime windows; and the design of the storm door is similar in style to the prime door.
- 3) Replacement of **non-original windows or doors**; or windows or doors in non-contributing resources; with new windows or doors that are an accurate restoration using historical, pictorial, and physical documentation, or a new design that is compatible with the openings and historic character of the building.
- 4) Installation of any **awnings** at any opening on the rear elevation of a structure for properties not situated on a corner lot.
- 5) Replacement of **existing awnings** in the same location and dimension.
- 6) Replacement of **existing signage** in the same size, dimension, and location.
- 7) Installation of new **skylights** or solar panels on non-character defining roof surfaces not visible from the street provided the skylights are flat, do not extend more than 8 inches above the roof surface, are similar to the color of the roof material and cover not more than 10% of the roof surface on which they are located; bare metal finishes, bubble or domed skylights are permitted only on flat or rear-facing roofs.
- 8) Replacement of **roofs** with a material exactly matching the existing top roofing layer or with the original roofing material or a replica of the missing or covered original roofing material.
- 9) Installation of new wood clapboard **siding** or artificial siding that replicates clapboard where the existing siding is artificial and provided the exposed vertical dimension of the new “clapboard” is no more than five inches or within one inch of the missing or covered original; no new material may cover nor require the removal of any original trim or architectural detail such as ornamental shingles, carved brackets, window hoods and the like.
- 10) Removal of **artificial siding** to repair and restore original siding.
- 11) Cleaning of **masonry** provided the application meets the requirements in Preservation Briefs 1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings and Preservation Briefs 6: Dangers of Abrasive Cleaning to Historic Buildings.
- 12) Reconstruction of **masonry** to exactly match the existing in color, size, texture, coursing, mortar profile, color, composition, and joint width.
- 13) **Gutter and downspout** replacement with exactly matching design, materials, and placement.
- 14) The installation of **satellite dishes** or antenna, provided the location is not visible from the street or sidewalk in the front, or if a corner lot, the street or sidewalk on the side.
- 15) Installation of new **handrails** that match the existing balustrade may be added to porch steps, or the replacement of non-original handrails with replicas of documented original handrails, or new compatible handrails.
- 16) Re-construction of existing **fire escapes** in a matching or smaller size.

- 17) The removal of dead, diseased or damaged **trees** with a written statement from a professional service or arborist.
- 18) The replacement of existing on-grade **walkways**, stairways, retaining walls and driveways in the same location in matching or compatible materials.
- 19) Replacement of **fences** of any kind except that chain link or metal security type fences may not be installed in the front open space or within the side open space on the street side of corner lots.
- 20) Installation of **glass block** in existing basement openings that are not on the front or street facing side elevations provided that the glass block is recessed to the same plane as the window.
- 21) Replacement of concrete **basement walls** provided that the exterior of the portions of the walls above grade are finished in a material matching the original or with a smooth parge coat.
- 22) Replacement of **basement windows** only when the portion of the basement wall containing the window is replaced: the new windows shall be an accurate restoration using historical, pictorial, and physical documentation; or wood or metal-clad wood windows that match the existing in size, type, location, material and muntin pattern.
- 23) Window and door **boarding** provided that the boarding-up is temporary and for the protection of the building; and the boarding is painted to look like windows or a dark color such as black or brown. Boarding used for ventilation techniques allowing air flow into the building should be similarly painted a dark color.
- 24) Installation of **artwork** that is non-permanently attached to a building exterior provided that it measures less than 25 square feet in total area, does not damage or destroy historic materials, does not obscure historic or architectural features, and is not visible from the street or sidewalk.
- 25) Installation of new **fences** provided they meet the requirements of the *Historic District Design Guidelines*.
- 26) Reconstruction of existing **historic porches** or porch elements provided the materials and design exactly match the existing materials and design.
- 27) Reconstruction of existing **non-historic porches** to match the existing design or the historic design that is documented using historical, pictorial, or physical documentation, or a new design that is compatible with the historic character of the building.
- 28) Replacement of non-original **garage doors** with new doors that are compatible with the design of the garage and are located within the existing or historic opening.
- 29) Installation of air conditioning or **mechanical equipment** provided that the equipment is not visible from the street or sidewalk and does not destroy historic features.
- 30) Replacement of existing **playground** equipment in public parks.
- 31) Installation of external **lighting on signs**, provided the lighting meets the requirements of the *Historic District Design Guidelines*.
- 32) The replacement of existing **decks** in the same location in a matching or smaller size; or the expansion of decks on non-contributing resources provided the expansion is not greater than 25% of the existing deck area and does not negatively impact historic resources.

Adopted February 8, 2007, Effective April 4, 2007; Amended: June 14, 2007; November 8, 2007; January 14, 2010; May 13, 2010