



CITY OF ANN ARBOR, MICHIGAN

301 E. Huron Street, P.O. Box 8647, Ann Arbor, Michigan 48107-8647

www.a2gov.org

Planning & Development Services - Planning (734) 794-6265

Community Services Area

MEMORANDUM

To: Historic District Commissioners

From: Jill Thacher, Historic Preservation Coordinator
Mariana Melin-Corcoran, Associate Planner

Date: October 10, 2024

Re: Design Guideline Updates + Introduction Chapter

The *Ann Arbor Historic District Design Guidelines* were adopted on December 13, 2012. They have been a vital part of decision making for the Historic District Commission but are in need of updates. The HDC has adopted several additional “working guidelines” that have effectively become policy but not been incorporated into the *Design Guidelines* document. There are also areas where historic preservation thinking has evolved or changed, like the use of alternate materials, that need to be reflected.

The process that staff intends to use to complete these updates is as follows:

1. Staff will review a chapter of the *Design Guidelines* and make recommended changes.
2. The changes will be transmitted to the HDC at their regular business meeting.
3. Commissioners will have until the following month’s HDC meeting to review staff’s recommendations and propose changes or additions. This may occur in one editable PDF document provided by staff (preferable) or raised at the meeting. A discussion of the month’s changes will be on each HDC meeting agenda.
4. Staff will incorporate agreed upon changes.

This process will be repeated with a new chapter introduced each month. All changes will be tracked against the current *Design Guidelines* for the benefit of those required to review and approve the final document: the Historic District Commission, Ann Arbor City Council, and State Historic Preservation Office, in that order.

The project is projected to be completed in the summer of 2025.

When Reviewing, please keep the following in mind:

- Don't pay attention to formatting. It's messed up in the review document (because we translated from In Design to Word). Formatting will be done at the completion of a chapter or the entire document.
- Please be ready to discuss your thoughts on the Introduction at the November HDC meeting.
- A link to the staff reviewed chapter is on the agenda for the public, but please check your email for a Word file that is editable by the group. Add comments/questions directly in this document so they can be seen by other commissioners and reviewed at the next HDC meeting. The document will open in a Word Web App if you don't have Word installed on your computer.
- There are prompts in the document where staff has specifically requested commissioner input.
- Images: consider whether any should be updated or have a different caption.

This is the first chapter in this process – if you have suggestions for making the review go more smoothly, let us know!