



# 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, June 12, 2025

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**

*Chair Rochlen called the meeting to order at 7:00 PM stating:*

*Welcome to the Thursday, June 12, 2025, 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**

*Historic Preservation Coordinator and Principal Planner Jill Thacher called the roll*

**Present:** 5 - Chair David Rochlen, Kathryn Fortener, Jennifer Ross, Benjamin Calderon, and Steve Kaplan

**Absent:** 1 - Chip Smith

*Others present:*

*Historic Preservation Coordinator and Principal Planner, Jill Thacher  
City Planner, Mariana Melin-Corcoran*

#### **C. APPROVAL OF AGENDA**

The agenda was unanimously approved as presented.

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

*Seeing no speakers Chair Rochlen closed the Public Comment*

**E. UNFINISHED BUSINESS**

**E-1. 25-1135 HDC25-0057; 526 Fifth St, Garage ADU; OWSHD**

**Attachments:** 526 Fifth Street SR and attachments 061225.pdf

**STAFF PRESENTATION:**

*Historic Preservation Coordinator and Principal Planner, Jill Thacher presented the staff report.*

**REVIEW COMMITTEE REPORT AND RECOMMENDATIONS:**

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

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

**PUBLIC HEARING:**

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

*[For a complete record of the discussion, please see available video format].*

**Moved by Commissioner Ross seconded by Commissioner Kaplan**

**I move that the Commission issue a certificate of appropriateness for the application at 526 Fifth Street, a contributing property in the Old West Side Historic District, to remove the wood siding and trim, reinsulate and install sheathing, and replace the siding with cedar siding that matches all dimensions of the original historic wood siding on the historic portion of the house and with staff approval required for the siding on the non historic portion of the house along with window trim dimensions, and to remove a non-contributing garage and construct a new garage with a second-floor accessory dwelling unit, 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 2, 5, 9 and 10 and the guidelines for building site, district or neighborhood setting and wood; and the Ann Arbor Historic District Design Guidelines for residential accessory structures, and wood siding, trim and architectural details.

**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.]

On a voice vote the vote was as follows with the Chair declaring the motion carried. **Vote 5-0.**

**Yeas:** 5 - Chair Rochlen, Secretary Fortener, Ross, Calderon, and Kaplan

**Nays:** 0

**Absent:** 1 - Smith

**F. HEARINGS**

- F-1.**      [25-1136](#)      HDC25-0058; 553 South Seventh Street; Rear Addition; OWSHD [POSTPONED]

**Attachments:**      553 S Seventh SR and Attachments.pdf

*Chair Rochlen noted the item has been postponed.*

***PUBLIC HEARING:***

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

- F-2.**      [25-1137](#)      HDC25-0062; 618 South First Street; Switch Door Window; OWSHD

**Attachments:**      618 S First SR and Attachments.pdf

***STAFF PRESENTATION:***

*Historic Preservation Coordinator and Principal Planner, Jill Thacher presented the staff report.*

***REVIEW COMMITTEE REPORT AND RECOMMENDATIONS:***

*Commissioners Ben Calderon and Steve Kaplan visited the site as part*

*of their review. They reported their findings and recommendations to the Commission.*

*The applicant was present via Zoom to respond to the Commission's enquiries.*

**PUBLIC HEARING:**

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

**Moved by Commissioner Fortener seconded by Commissioner Calderon that**

**I move that the Commission issue a certificate of appropriateness for the application at 618 South First Street, a contributing property in the Old West Side Historic District, to install three vents, remove a rear door and replace it with a window, remove a pair of vinyl windows in original openings and replace them with French doors, and use 4" wood trim for both. The proposed 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 2, 5, and 9, and the guidelines for windows, accessibility, and entries and porches, as well as the Ann Arbor Historic District Design Guidelines, particularly as they pertain to residential porches.**

**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.]**

**On a voice vote the vote was as follows with the Chair declaring the motion carried. Vote 5-0.**

**Yeas:** 5 - Chair Rochlen, Secretary Fortener, Ross, Calderon, and Kaplan

**Nays:** 0

**Absent:** 1 - Smith

**F-3.      [25-1138](#)    HDC25-0069; 502 East Ann Street; Replace Window; DSHD**

**Attachments:** 502 E Ann SR and Attachments.pdf

**STAFF PRESENTATION:**

*City Planner, Mariana Melin-Corcoran presented the staff report.*

**REVIEW COMMITTEE REPORT AND RECOMMENDATIONS:**

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

*The applicant was not present to respond to the Commission's enquiries.*

**PUBLIC HEARING:**

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

**Moved by Commissioner Kaplan seconded by Commissioner Ross that**

**I move that the Commission issue a certificate of appropriateness for the application at 502 East Ann Street, a contributing property in the Division Street Historic District, to remove a third-floor rear window, enlarge the opening, and install a replacement window on the conditions that 1) the replacement window is wood or clad wood and 2) the new trim is wood and slightly differentiated from the historic trim and the trim dimensions are submitted to staff prior to building permit approval. As conditioned, 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 2, 5, and 9, and the guidelines for building site and windows, as well as the Ann Arbor Historic District Design Guidelines for windows.**

**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.]**

**On a voice vote the vote was as follows with the Chair declaring the motion carried. Vote 5-0.**

**Yeas: 5 - Chair Rochlen, Secretary Fortener, Ross, Calderon, and Kaplan**

**Nays:** 0

**Absent:** 1 - Smith

**F-4.**      [25-1139](#)      HDC25-0074; 514 West Washington Street; Second Floor Addition;  
OWSHD

**Attachments:**      514 W Washington SR and Attachments.pdf

**STAFF PRESENTATION:**

*City Planner, Mariana Melin-Corcoran presented the staff report.*

**REVIEW COMMITTEE REPORT AND RECOMMENDATIONS:**

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

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

**PUBLIC HEARING:**

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

**Moved by Commissioner Kaplan seconded by Commissioner Calderon that**

**I move that the Commission issue a certificate of appropriateness for the application at 514 West Washington Street, a contributing property in the Old West Side Historic District to construct a second-story addition on the rear. 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 2, 9, and 10 and the guidelines for additions, building site, and roofs; and the Ann Arbor Historic District Design Guidelines for additions and roofs.**

**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.]**

**On a voice vote the vote was as follows with the Chair declaring the motion carried. Vote 5-0.**

**Yeas:** 5 - Chair Rochlen, Secretary Fortener, Ross, Calderon, and Kaplan

**Nays:** 0

**Absent:** 1 - Smith

**G. NEW BUSINESS**

**G-1. [25-1140](#) Design Guidelines Review**

*STAFF PRESENTATION:*

*City Planner Mariana Melin-Corcoran presented the Design Guidelines for Chapter 7, Design Guidelines for Historic Commercial Properties.*

*COMMISSION DISCUSSION:*

*The Commission took into consideration the presented item and discussed the matter.*

*[For a complete record of the discussion, please see available video format.]*

**H. APPROVAL OF MINUTES**

**H-1. [25-1141](#) April 10, 2025 HDC Meeting Minutes**

**Attachments:** April 10, 2025 HDC Meeting Minutes.pdf

**The April 10, 2025 Historic District Commission meeting minutes were unanimously approved by the Commission and forwarded to City Council.**

**H-2. [25-1142](#) May 8, 2025 HDC Meeting Minutes**

**Attachments:** May 8, 2025 HDC Meeting Minutes.pdf

**The May 8, 2025 Historic District Commission meeting minutes were unanimously approved by the Commission and forwarded to City Council.**

**I. REPORTS FROM COMMISSIONERS**

*None.*

**J. ASSIGNMENTS**

- J-1.**      **25-1143**      Review Committee: Monday, July 7, 2025, at 5pm, for the Thursday, July 10, 2025, Regular Meeting
- Commissioners Ben Calderon and Steve Kaplan volunteered for the Monday, July 7, 2025 HDC Review Committee.**

**K. REPORTS FROM STAFF**

*None.*

**L. CONCERNS OF COMMISSIONERS**

*None.*

**M. COMMUNICATIONS**

- M-1.**      **25-1144**      Various Communication to the HDC
- Received and filed.*

**N. ADJOURNMENT**

**The meeting was unanimously adjourned at 9:05 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.