



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

301 E. Huron Street  
Ann Arbor, MI 48104  
[http://a2gov.legistar.com/  
Calendar.aspx](http://a2gov.legistar.com/Calendar.aspx)

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Thursday, April 10, 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, April 10, 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 Chip Smith

**Absent:** 1 - Steve Kaplan

*Others present:*

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

**C. APPROVAL OF AGENDA**

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*The agenda was unanimously approved as presented.*

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

*Seeing no speakers Chair Rochlen closed the Public Comment*

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

**ROLL CALL**

**Commissioner Kaplan entered the meeting at 7:05 pm.**

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

**E. UNFINISHED BUSINESS**

*None.*

**F. HEARINGS**

**F-1. 25-0741** HDC25-0036; 526 Fifth St, Balcony, Basement Entrance; OWSHD

**Attachments:** 526 Fifth SR w Attachments.pdf

**STAFF PRESENTATION:**

*Historic Preservation Coordinator and Principal Planner, Jill Thacher presented the staff report. [See attached in agenda packet]*

**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.*

**PUBLIC HEARING:**

*The applicant was present in person to respond to the Commission's enquiries. Noting no speakers, the Chair declared the public hearing closed*

**Moved by Commissioner Smith seconded by Commissioner Fortener that**

I move that the Commission approve the application at 526 Fifth Street, a contributing property in the Old West Side Historic District, to construct a basement stairwell with Bilco doors and a covered deck, 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 building site, district or neighborhood setting, and entrances and porches, and the Ann Arbor Historic District Design Guidelines for residential doors and residential landscape features.

**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 6-0.

**Yea:** 6 - Chair Rochlen, Secretary Fortener, Ross, Calderon, Smith, and Kaplan

**Nays:** 0

**G. NEW BUISNESS**

**G-1. 25-0742 Design Guidelines Assignment and Review**

**STAFF PRESENTATION:**

*City Planner Mariana Melin-Corcoran presented the Design Guidelines for Chapter 5, 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.]*

**G-2. 25-0743 Annual Retreat Scheduling**

**COMMISSION DISCUSSION:**

*The Commission discussed dates for the Historic District Commission*

*Annual Retreat***H. APPROVAL OF MINUTES**

H-1. [\*\*25-0745\*\*](#) Historic District Commission Meeting Minutes of March 13, 2025

**Attachments:** March 13, 2025 HDC Meeting Minutes.pdf

**The March 13, 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. [\*\*25-0746\*\*](#) Review Committee: Monday, May 5, 2025, at 5pm, for the Thursday, May 8, 2025, Regular Meeting

*Commissioners Ben Calderon and Steve Kaplan volunteered for the Monday, May 5, 2025 HDC Review Committee.*

**K. REPORTS FROM STAFF**

*Historic Preservation Coordinator and Principal Planner, Jill Thacher reported there was a new applicant for the HDC vacancy.*

*City Planner Mariana Melin-Corcoran reported for the Annual Report regarding denied applications, none were denied. Half the applications were postponed a couple of times and then approved.*

**L. CONCERNS OF COMMISSIONERS**

*None.*

**M. COMMUNICATIONS**

M-1. [\*\*25-0747\*\*](#) Various Communication to the HDC

*Received and filed.*

**N. ADJOURNMENT**

*The meeting was unanimously adjourned at 8:15 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.