



# 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, November 13, 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.*

**B. ROLL CALL**

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

**Present:** 6 - Chair David Rochlen, Jennifer Ross, Chip Smith, Steve Kaplan, Sarah Nisbett, and Jenna Carter

**Absent:** 1 - Benjamin Calderon

*Others present:*

*Historic Preservation Coordinator and Principal Planner, Jill Thacher  
City Planner, Mariana Melin-Corcoran  
Administrative Assistant, Brittany Alexander*

**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**

None.

**F.**      **HEARINGS**

**F-1.**      **25-1878**      HDC25-0148; 408 W Liberty Street, dormer addition; OWSHD

**Attachments:**      408 W Liberty SR with Attachments.pdf, 251111 408 W  
LIBERTY HDC.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 Nisbett and 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.*

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

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

**I move that the Commission issue a certificate of appropriateness for the application at 408 W. Liberty Street, a contributing property in the Old West Side Historic District, to construct a small dormer on the west-facing roof to allow headroom for an attic staircase, 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, in particular the guidelines for roofs, and the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, in particular standards 9 and 10 and the guidelines for roofs, windows, and district or neighborhood setting.**

**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.**

**Yeas:** 6 - Chair Rochlen, Ross, Smith, Kaplan, Nisbett, and Carter

**Nays:** 0

**Absent:** 1 - Calderon

**F-2.      [25-1879](#)      HDC25-0154; 562 S Ashley Street, egress window; OWSHD**

**Attachments:**      562 S Ashley SR with Attachments.pdf

**STAFF PRESENTATION:**

*City Planner, Mariana Melin-Corcoran presented the staff report. [See attached in agenda packet]*

**REVIEW COMMITTEE REPORT AND RECOMMENDATIONS:**

*Commissioners Nisbett and Kaplan 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 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 562 S Ashley St, a contributing property in the Old West Side Historic District, to install a new basement egress window and well on the north elevation. 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 those for windows and safety codes, and the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, in particular standards 1, 2, and 9 and the guidelines for windows, neighborhood setting, and health and safety. With the condition that staff review the plans before**

permits are issued.

**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.

**Yeas:** 6 - Chair Rochlen, Ross, Smith, Kaplan, Nisbett, and Carter

**Nays:** 0

**Absent:** 1 - Calderon

**G. NEW BUSINESS**

**25-1881** Report from the nominating committee and election of officers

*Commissioner Smith gave the nominating committee report noting the election of Commissioner David Rochlen as Chair, Commissioner Steve Kaplan as Vice Chair, and Commissioner Benjamin Calderon as Secretary.*

The election of officers was unanimously approved by the commission.

**H. APPROVAL OF MINUTES**

**H-1. 25-1876** September 11, 2025 Historic District Commission Meeting Minutes

**Attachments:** 9-11-2025 HDC Meeting Minutes.pdf

The September 11, 2025 Historic District Commission meeting minutes were unanimously approved by the Commission and forwarded to City Council.

**H-2. 25-1877** October 9, 2025 HDC Meeting Minutes

**Attachments:** 10-9-2025 HDC Meeting Minutes.pdf

The October 9, 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.**       [25-1880](#)   Review Committee: Monday, December 8, 2025 at 12pm for the Thursday, December 11, 2025 Regular Meeting

*Commissioner Jenna Carter and Commissioner Steve Kaplan volunteered for the Monday, December 8, 2025 HDC Review Committee.*

**K.       REPORTS FROM STAFF**

*Historic Preservation Coordinator and Principal Planner, Jill Thacher noted that the Annual Retreat will be held directly after this meeting concludes.*

**L.       CONCERNS OF COMMISSIONERS**

*None.*

**M.       COMMUNICATIONS**

- M-1.**       [25-1882](#)   Various Communication to the HDC

*Received and filed.*

**N.       ADJOURNMENT**

**The meeting was unanimously adjourned at 7:46 PM.**

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

Brittany Alexander, 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.