



HISTORIC DISTRICT COMMISSION

Quality Services for a Quality Community

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Jessica Flores

Vice Chair
Diane Wing

Adam Cooley
Marcella Fox-Brown
Carrie Sampson
Aron Sousa
VACANT

City Council Liaison
Ruth Beier

Staff Liaison
Jake Parcell

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MINUTES

January 10, 2019 – 7:00 p.m.

54-B District Court, Courtroom #2
101 Linden Street

Present: Cooley, Flores, Fox Brown, Sampson, Sousa, and Wing

Absent: None

Staff Present: Parcell

1) CALL TO ORDER

Chairperson Flores called the meeting to order at 7:00 p.m. Comment was made to correct date on agenda to January 10, 2019.

A) Roll Call

At the calling of the roll, all Commissioners were present.

B) Approval of Agenda

Motion: Sousa moved to add election of officers to tonight's agenda. Motion was seconded by Wing. **Vote:** All yeas. Motion carried unanimously.

Motion: Sousa moved to approve the agenda which includes election of officers. Motion was seconded by Wing. **Vote:** All yeas. Motion carried unanimously.

C) Approval of Minutes – December 13, 2018

Motion: Sampson moved to approve December 13, 2018 minutes, with date corrected to December 13, 2018. Motion was seconded by Sousa. **Vote:** All yeas. Motion carried unanimously.

D) Election of Officers

Motion: Sousa moved to nominate Flores as Chairperson of Historic District Commission for 2019. Motion was seconded by Wing.

Roll call vote: *Yeas:* Sousa, Sampson, Fox Brown, Cooley, Wing, Flores. *Nays:* None. Motion carried unanimously.

Motion: Sousa moved to nominate Wing as Vice-Chairperson of Historic District Commission for 2019. Motion was seconded by Flores.

Roll call vote: *Yeas:* Sousa, Sampson, Fox Brown, Cooley, Wing, Flores. *Nays:* None. Motion carried unanimously.

2) **COMMUNICATIONS** – None

3) **COUNCIL LIAISON REPORT** – None

4) **PUBLIC HEARINGS**

A) **A public hearing will be held for the purpose of considering a request from Brian Wiley, for the property located at 426 Park Lane, to replace all windows with high-grade vinyl windows.**

Parcell highlighted window replacement request for 426 Park Lane as outlined in January 4, 2019 staff report. He said Brian Wiley is representative of CRMC (Community Resource Management Company) which owns/rents homes in East Lansing.

Brian Wiley, 251 W. Grand River Avenue, representing CRMC, provided sample window and window photographs and said CRMC is undertaking window replacement projects in homes in both non historic and historic districts. Wiley commented regarding reasons for renovation and replacement with sample window including number of homes, cost, appearance, and energy efficiency.

Wing asked if 426 Park Lane has storm windows. Wiley said yes. He also said manufacturer can provide custom window color/muntin designed for each house.

Flores commented regarding maintenance of storm window and screen, and natural wood as insulator. She said from images provided she cannot see level of deterioration in glazing and/or caulking which would warrant replacement.

Wiley said windows have been maintained and commented regarding energy bills and appearance. He said replacement would be done to replicate historic look.

Flores said Historic District Commission can provide guidance on maintaining original wood windows which would avoid replacement of vinyl windows in 10-15 years. She said HDC role is to recommend rehabilitation before replacement and protect character of neighborhood. She said without proof of deterioration it is difficult to recommend replacement.

Wiley commented regarding constant time/effort cost of maintaining wood windows.

Motion: Wing moved to deny application for 426 Park Lane to replace all windows with high-grade vinyl windows, and recommended:

- further proof of degradation of windows
- description of replacement windows in greater detail
- storm windows be placed on current windows instead of full replacement

Motion was seconded by Sousa.

Roll call vote to deny application: *Yeas:* Sousa, Sampson, Fox Brown, Cooley, Wing, Flores.
Nays: None. Motion to deny application carried unanimously.

B) A public hearing will be held for the purpose of considering a request from Brian Wiley, for the property located at 430 Park Lane, to replace all windows with high-grade vinyl windows.

Parcell highlighted window replacement request for 430 Park Lane as outlined in January 4, 2019 staff report. He said this is a neighboring house to the previous application and said applicant has additional photos.

Brian Wiley, 251 W. Grand River Avenue, representing CRMC, provided additional photos of windows at 430 Park Lane, and said these windows are not in as good shape as those at 426 Park Lane. He said some windows have pulley rope missing and commented regarding unevenness in top and bottom sash. He also commented regarding window maintenance over the years, paint, and condition of wood.

Flores commented regarding paint application, use of wood epoxy, and possible moisture issues.

Wing asked if all windows are original. Wiley said no.

Motion: Wing moved to deny application for 430 Park Lane to replace all windows with high-grade vinyl windows, and recommended:

- replacement or rehabilitation of storm windows
- description of replacement windows in greater detail

Motion was seconded by Sousa.

Roll call vote to deny application: *Yeas:* Sousa, Sampson, Fox Brown, Cooley, Wing, Flores.
Nays: None. Motion to deny application carried unanimously.

Parcell said after denials, applicant now has 60 days to appeal the decision with an application that amends issues discussed this evening. He said applicant can discuss alternative avenues with Parcell, Flores, and Wing and review entire larger project to possibly find solutions. Parcell said applicant may appeal or set up a meeting within 60 day time period.

- C) **A public hearing will be held for the purpose of considering a request from Daniel Bollman, for the property located at 368 Orchard Street, to re-roof the sloped portions of the roof and repair the fascia and soffit, and to eliminate the integral eavestroughs and replace with external eavestroughs and downspouts.**

Parcell said 368 Orchard Street is Orchard Street Pumphouse, a City designated landmark historic structure. He commented on integral eavestroughs which have caused damage to fascia and soffit over time, as outlined in January 4, 2019 staff report. He said this is a City-owned property and unsigned application will be signed by City Manager George Lahanas or City representative.

Daniel Bollman, 511 Bailey Street, on behalf of 368 Orchard Street Pumphouse, highlighted damage which has been done to the structure, and described proposed replacement of shingles and roofing materials, as well as fascia and soffit repair. He spoke regarding retaining original material where possible and matching materials when replaced.

Bollman answered Commission questions regarding distributed drawings, current state of Pumphouse roof, and recommended/not recommended need for gutter and downspout. He said the intent is to recreate the profile as closely as possible.

Flores opened the public hearing.

Seeing no one come forward, Flores closed the public hearing.

Motion: Sousa moved to approve request for property at 368 Orchard Street to re-roof the sloped portions of the roof and repair the fascia and soffit, and to eliminate the integral eavestroughs and replace with external eavestroughs and downspouts, based on Secretary of Interior Standards #1, #2, and #10. Motion was seconded by Wing.

Wing said all replacement should be like-for-like wood, and all trim must match. Parcell said replacement will be with like materials.

Vote: *Yeas:* Sousa, Sampson, Fox Brown, Cooley, Wing, Flores. *Nays:* None. Motion carried unanimously.

5) **OLD BUSINESS** – None

6) **NEW BUSINESS** – None

7) **COMMISSIONER REPORTS**

Sousa commented regarding any meaningful historic design in Park Place development. Flores commented regarding use of post office boxes. Parcell commented regarding placement of Dublin Square door in courtyard. Sousa asked if developer Paul Vlahakis could be invited to next HDC meeting to allow Commissioners opportunity to re-approach/discuss historic design. Parcell said he will invite Vlahakis to next meeting.

8) STAFF REPORTS

Parcell introduced new Historic District Commissioner Adam Cooley who was appointed Tuesday at City Council meeting. Cooley said he lives in Chesterfield Hills, works at Michigan State University, and is looking forward to working with HDC. Flores thanked Cooley for his willingness to volunteer.

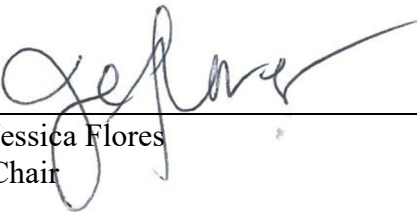
Parcell said he is looking to schedule HDC training sessions for Commissioners throughout the year.

Parcell said there is still one opening on Historic District Commission and asked interested persons to apply. Commission discussed potential names for follow-up.

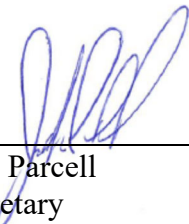
9) ASSIGNMENTS – None

10) ADJOURNMENT

Motion: Sousa moved to adjourn. Motion was seconded by Wing. **Vote:** All yeas. Motion carried unanimously. The meeting was adjourned at 8:05 p.m.



Jessica Flores
Chair



Jake Parcell
Secretary