



HISTORIC DISTRICT COMMISSION

Quality Services for a Quality Community

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City of East Lansing
PLANNING BUILDING
AND DEVELOPMENT
410 Abbot Road
East Lansing, MI 48823

(517) 319-6930
www.cityofeastlansing.com

MINUTES

March 14, 2019 – 7:00 p.m.

54-B District Court, Courtroom #2

101 Linden Street

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

Absent: Wing (arrived at 7:04 p.m.)

Staff Present: Haywood

1) CALL TO ORDER

Chair Flores called the meeting to order at 7:01 p.m.

A) Roll Call

At the calling of the roll, Vice-Chair Wing was absent (arrived at 7:04 p.m.)

B) Approval of Agenda

Motion: Sousa moved to approve the agenda. Motion was seconded by Sampson.

Vote: All yeas. Motion carried unanimously.

C) Approval of Minutes – February 14, 2019

Motion: Sousa moved to approve February 14, 2019 minutes as presented. Motion was seconded by Fox Brown. **Vote:** All yeas. Motion carried unanimously.

2) COMMUNICATIONS

Alice Dreger 621 Sunset Lane, spoke regarding March 12, 2019 City Council work session/discussion only meeting at which the history and process of historic districts boundary studies were discussed. She said the meeting is available in audio format in addition to informational attachments on the City website www.cityofeastlansing.com. Dreger highlighted:

- Council member and City staff comments regarding history of historic district boundaries
- question of need for historic district boundaries
- overlay districts
- cost of property maintenance
- Heritage neighborhoods
- community/historic district homeowner input
- development within historic districts and downtown
- potential action to be taken on Oakwood Historic District Boundary study at April 9, 2019 City Council meeting

Commission discussed:

- Need for Historic District Commission presence on boundary study committees
- Need for education and awareness regarding advantages to historic preservation and its use as a planning tool
- Development within historic districts in City of East Lansing
- Rental overlay districts/historic districts/landlord maintenance of properties
- Attendance of City Council liaison at Historic District Commission meetings
- City goals and roles of Historic District Commission and Planning Commission
- Need for definition of downtown/neighborhood “belt” development

3) **COUNCIL LIAISON REPORT** – None

4) **PUBLIC HEARINGS**

A) **A public hearing will be held for the purpose of considering a request from Hanson’s Window on behalf of the property owner, for the property located at 165 Orchard Street, to replace 14 wooden windows with 14 vinyl windows.**

Jennifer Barber, 165 Orchard Street, homeowner/applicant; and Justin Pierce, representing Hanson’s Windows, 977 14 Mile Road, Troy, Michigan, spoke regarding request to replace 14 wooden windows with 14 vinyl windows. They highlighted:

- Prior owner replacement of windows with vinyl
- Sunroom requires functioning, insulated windows
- Requesting new windows to match already-replaced windows
- Improvement to home

Commission asked questions regarding:

- Unique look of muntins and divided light window panes
- Approval of previously replaced windows

Sousa commented regarding historic features which still exist in a structure, and said vinyl windows do not meet Secretary of Interior standards which guide Historic District Commission decisions.

Flores commented regarding integrity of the home which has been compromised by previous replacement of windows with vinyl. She commented regarding rehabilitation of windows or replacement with like-for-like/wood-for-wood, aluminum clad wood windows.

Sousa commented Historic District Commission has jurisdiction over parts of the home which can be viewed from public right-of-way.

Fox Brown commented vinyl windows are not acceptable per Historic District Commission guidelines.

Motion: Sousa moved to deny request from Hansons Window on behalf of the property owner, for the property located at 165 Orchard Street, to replace 14 wooden windows with 14 vinyl windows. Motion was seconded by Wing.

Commission discussed:

- Secretary of Interior standards #5 and #6
- Rehabilitating current wood windows, replacement with like-for-like aluminum clad wood windows, same pattern of divided lights and muntins
- Providing information to applicant regarding companies which make replacement windows to match original windows

Roll call vote: *Yeas* – Sousa, Sampson, Fox Brown, Cooley, Wing, Flores. *Nays* – none. Motion to deny request carried unanimously by a vote of 6 to 0.

B) A public hearing will be held for the purpose of considering a request from Michelle Miele, for the property located at 604 Sunset Lane, to replace the non-functional garage door with a new garage door with an opener.

Michelle Miele, 604 Sunset Lane, applicant, spoke regarding request to replace the non-functional garage door with a new garage door with an opener, and highlighted current condition/make-up of non-functioning garage door.

Commission asked questions/discussed:

- Original features of home
- Proposed functional garage door presented in Commission packet
- Garage door with or without windows

Wing commented regarding generic blank slate door and suggested compromise to approve an upgraded solid door.

Motion: Sousa moved to approve request for property located at 604 Sunset Lane to replace non-functional garage door with a new garage door with an opener, based on Secretary of Interior standard #9, with condition that the door has windows. Motion was seconded by Sampson.

Commission discussed window configuration.

Motion to amend: Sousa moved to amend main motion to stipulate staff approval of window fenestration in the garage prior to installation of the new garage door. Motion was seconded by Fox Brown. **Vote:** All yeas. Motion to amend carried unanimously.

Roll call vote on main motion, as amended: *Yeas* – Sousa, Sampson, Fox Brown, Cooley, Wing, Flores. *Nays* – none. Motion carried unanimously by a vote of 6 to 0.

5) OLD BUSINESS

A) **A resubmission for the purpose of reconsidering a request from Jim Woodend, for the property at 208 and 210 Orchard Street, to demolish and remove a two-car garage in the back of the property with additional information.**

Wing said based on by-laws and rules, the applicant must resubmit a new Certificate of Appropriateness for Historic District Commission to consider this request. She said last month HDC voted to deny the application to demolish the garage, and there is not another application to consider.

Jim Woodend, applicant, said after last month's meeting Jake Parcell told him he did not need to file a new Certificate of Appropriateness form, but just needed to submit additional information.

Wing said her concern is with the internal process of providing information to Commission members.

Haywood quoted City Code Chapter 20, Article III, Section 20-68(b) which reads:

(b) An applicant aggrieved by a decision of the commission may make modifications to the application and shall have the right to resubmit the application within 60 days of the commission decision without the payment of any additional fee.

Haywood said this application has been amended, but Commission does not have the full application in packet for this meeting.

Flores reviewed updated documents/information provided by Jim Woodend, applicant.

Sousa asked applicant if this new information was for fixing garage, rather than demolition. Woodend said no. He said he did not feel he had adequate information at the last meeting regarding cost of repairing the structure compared to the value of the structure, and in his appeal process he is providing information received from roofing/repair companies.

Wing asked what would happen to the space if garage were demolished. Woodend said it would be an open cement slab for parking, and he described parking area.

Wing asked if taking down the structure to allow for an additional parking space would be in violation of parking for this property.

Haywood said the two parking spaces could continue to be used. He asked Woodend regarding curb cut and access to an additional parking space. Woodend said there is no curb. Haywood said analysis would have to be made regarding backyard coverage calculations and setbacks. Woodend said the cement would cover the same footprint, and commented on current rental license occupancy.

Commission discussed:

- Process going forward
- Application upon which Commission would be voting
- History of application/previous outcome
- Structure as resource within the Historic District
- City Code Section 20-66(4) referencing “cause undue financial hardship to the owner”
- Applicant’s relayed comments from building inspection

Motion to reconsider: Sousa moved to reconsider application from February 14, 2019. Motion was seconded by Cooley. **Vote:** *Yeas* – Sousa, Sampson, Fox Brown, Cooley, Flores. *Nays* – Wing. Motion to reconsider carried by a vote of 5 to 1.

Commission discussed:

- Contributing vs non-contributing resource within historic district
- Practicality of structure vs historical perspective
- Value of repairing garage
- Timing of when house and garage were built
- Location on alley

Motion: Cooley moved to approve application from February 14, 2019, a request from Jim Woodend, for the property at 208 and 210 Orchard Street, to demolish and remove a two-car garage in the back of the property. Motion was seconded by Sousa.

Roll call vote: *Yeas* – Sousa, Sampson, Fox Brown, Cooley, Flores. *Nays* – Wing. Motion to approve demolition carried by a vote of 5 to 1.

Wing asked applicant to verify an additional allowed parking space prior to use.

6) NEW BUSINESS

A) Review of the Administratively Approved Certificates of Appropriateness.

Commission discussed:

- City Council discussion at March 12 work session regarding role of Historic Districts
- 2019 is 30th year anniversary of creation of historic districts within City of East Lansing
- Preservation of neighborhoods due to creation of historic districts
- Administratively approved certificates of appropriateness as presented in March 14 Historic District Commission agenda packet

- Restoration of windows at 810 E. Grand River Avenue
- Opportunity to see applications during HDC review process
- Need for quarterly review by Historic District Commission

B) Review of the by-laws.

Motion: Sousa moved to defer review of by-laws until April 11, 2019 Historic District Commission meeting. Motion was seconded by Wing. **Vote:** All yeas. Motion carried unanimously.

C) Memo regarding upcoming goal setting and policy updates for Certified Local Government reporting.

Commission discussed goals for Historic District Commission:

- House of the Month designation
- Celebration of 30 years of historic preservation in City of East Lansing
- Continuing/additional training for HDC members
- Annual letter to historic district property owners describing responsibilities and benefits of living within an historic district

Haywood summarized Commission goal setting into broad categories of Promotion and Training.

7) **COMMISSIONER REPORTS** – None

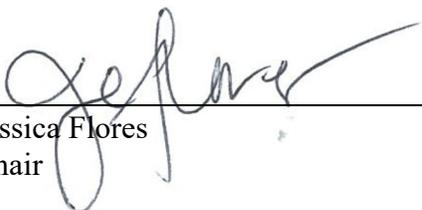
8) **STAFF REPORTS** – None

9) **ASSIGNMENTS** – None

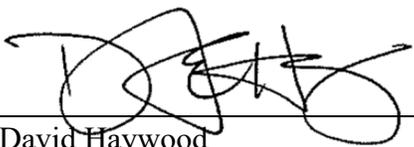
10) **ADJOURNMENT**

Prior to adjournment, Alice Dreger commented regarding information which could be presented at March 26 City Council meeting highlighting property improvements within historic districts.

Motion: Sousa moved to adjourn. The motion was seconded by Sampson. **Vote:** All yeas. Motion carried unanimously. The meeting was adjourned at 8:48 p.m.



 Jessica Flores
 Chair



 David Haywood
 Secretary