



City of Plymouth
Historic District Commission Study Session/Training Meeting Minutes

201 S. Main Street Plymouth, MI 48170
Wednesday October 16, 2019, 7:00 PM

1. ROLL CALL

Chair Polin called the meeting to order at 7:00 PM.

PRESENT: Colleen Polin, Stan Cole, Joshua Mrozowski, Jeremy Borys, Linda Filipczak, John Townsend

NOT PRESENT: Linda May

Also present was Community Development Director John Buzuvis, Mayor Pro-Tem Suzi Deal, Ellen Thackery-Michigan Historic Preservation Network (MHPN), and Jill Thacker- City Planner and HDC Coordinator for City of Ann Arbor, MI

2. Historic District Commissioner Training

Ellen Thackery and Jill Thacker Presented Training Materials and Led a Training and Discussion covering the following topics:

- What is historic preservation and why it's important
 - Places and buildings tell story of people and communities
- Roles and Responsibilities of Historic District Commissioners
 - Protect the historic fabric of a community
 - Apply Secretary of Interior Standards for Rehabilitation as well as supporting materials such as Preservation Briefs etc.
 - Make legally defensible decisions based on consistent process, standards and objective review of applications/projects
- Historic District Enabling Legislation- Public Act 169
 - Defines parameters of HDC jurisdiction
 - Discussed applying jurisdiction in a reasonable and consistent way
- Applications of Secretary of Interior Standards for Historic Preservation, Rehabilitation, Restoration and Reconstruction
 - Focus on rehabilitation standards for existing resources
- Certificates of Appropriateness
 - Administrative approvals
 - Design Guidelines- develop guidelines to improve process for applicants, staff and HDC members (outside consultant vs. internal development)
 - Repair vs. Replace what is the difference and procedures
 - Paint Colors- consider not regulating as many communities do not regulate paint colors
 - Follow-up and enforcement processes for work done
 - Verification of how compliance with approved work is confirmed

-
- Notice to Proceed
 - When and how to issue a Notice to Proceed (Saxton's discussion)
- Case Studies
 - Reviewed case studies of previous decisions
- Historic District Commission Study
 - How often should it be updated and who does it
- Trainer and HDC members took part in a scenario-based question and answer session

3. ADJOURNMENT-9:45pm