



**City of Plymouth  
Historic District Commission  
Regular Meeting Minutes  
Wednesday, February 1, 2023 - 6:00 p.m.  
(Meeting held at Plymouth Cultural Center- 525 Farmer St.)**

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City of Plymouth  
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Plymouth, Michigan 48170-1637

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**Plymouth City Hall**

**1. CALL TO ORDER**

- a. Chair Colleen Polin called the meeting to order at 6:00 p.m.

Present: Chair Polin, Members Jeremy Borys, Stan Cole, Meghan Covino, Gania Kandalaft, and John Townsend

Absent: Josh Mrzowski

Also present: Economic Development Director John Buzuvis and City Commission Liaison Linda Filipczak

**2. CITIZEN COMMENTS**

There were no citizen comments

**3. APPROVAL OF THE MINUTES**

Townsend offered a motion, seconded by Borys, to approve the minutes of the January 4, 2023, regular meeting minutes.

MOTION PASSED 6-0

**4. APPROVAL OF THE AGENDA**

Borys offered a motion, seconded by Covino, to approve the agenda for Wednesday, February 1, 2023.

MOTION PASSED 6-0

**5. COMMISSIONER COMMENTS**

There were no commissioner comments

**6. OLD BUSINESS**

There was no old business.

**7. NEW BUSINESS**

- a. Michigan Historic Preservation Network Training-Kristine Kidorf

Kidorf gave an in-depth presentation covering the Secretary of Interior Standards for Rehabilitation, local ordinances, preservation briefs, strategies for information people they are in the district and options enforcement of standards, delegation of certain approvals to staff, design guidelines, etc. See attached PowerPoint.

**8. REPORTS AND CORRESPONDENCE**

None

**9. ADJOURNMENT**

Covino offered a motion to adjourn at 8:06 p.m. Townsend seconded the motion.

MOTION PASSED 6-0

# PLYMOUTH HISTORIC DISTRICT COMMISSIONER TRAINING

February 1, 2023

"History never looks like history when you  
are living through it." John W. Gardner



Kristine Kidorf  
Kidorf Preservation Consulting  
Detroit

# WHY IS REVIEW SO IMPORTANT?

Knowing what the consequences of work will be in the planning phase provides the basis for more informed judgments about the irreplaceable material record. **What we choose to repair, replace, or demolish ultimately determines how the property is understood by today's and tomorrow's viewers.** Signs fall down and interpreters aren't always there. So essentially, the work itself is the explanation.



**YOUR JOB AS A  
HISTORIC  
DISTRICT  
COMMISSIONER**

- Review all exterior changes in local historic districts.
- Issue Certificates of Appropriateness, Notices to Proceed, or Denials
- Develop design guidelines
- Promote preservation in your community

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# MAKING THE DECISION WHAT TO CONSIDER – PA 169

US Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (36 CFR part 67).

Design review standards and guidelines if they exist.

The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.

The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area.

The general compatibility of the design, arrangement, texture, and materials proposed to be used.

Other factors, such as aesthetic value, that the Commission finds relevant.

# UNDERSTANDING THE HISTORIC PROPERTY

- Refer to the study committee report
- Importance – history, architecture, contributing?
- Character Defining Features – architectural, landscape
- Condition



## CONTRIBUTING VERSUS NON- CONTRIBUTING

- Age – was it constructed during the district's period of significance?
  - Defined by study committee report – the range of dates that the important story occurred
- Integrity-does the property retain its original location, setting, design, materials, workmanship, feeling, and association?
- A **noncontributing** building, site, structure, or object does not add to the historic associations, historic architectural qualities, or archeological values for which a property is significant because:
  - It was not present during the period of significance, or does not relate to the documented significance of the property; or
  - Due to alterations, disturbances, additions, or other changes, it no longer possesses historic integrity or is capable of yielding important information about the period; or

CHARACTER  
DEFINING  
FEATURES



CHARACTER  
DEFINING  
FEATURES



# CHARACTER DEFINING FEATURES



# MAKING THE DECISION

- Certificate of Appropriateness
- Denial
- Notice to Proceed
- Postpone to a date certain

# ABOUT THE STANDARDS

- **Preservation** - places a high premium on the retention of all historic fabric through conservation, maintenance and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.
- **Rehabilitation** - places a high premium on the retention of all historic fabric through conservation, maintenance and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.
- **Restoration** - focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.
- **Reconstruction** - establishes limited opportunities to re-create a non-surviving site, landscape, building, structure, or object in all new materials.



## CERTIFICATE OF APPROPRIATENESS

- Does the work meet “The Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings?”

# THE SECRETARY OF THE INTERIOR'S STANDARDS

(1) A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.



# THE SECRETARY OF THE INTERIOR'S STANDARDS

(2) The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.



## THE SECRETARY OF THE INTERIOR'S STANDARDS

(3) Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.



## THE SECRETARY OF THE INTERIOR'S STANDARDS

- (4) Changes to a property that have acquired historic significance in their own right will be retained and preserved.



# THE SECRETARY OF THE INTERIOR'S STANDARDS

- (5) Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.



## THE SECRETARY OF THE INTERIOR'S STANDARDS

(6) Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.



# REPAIR VERSUS REPLACE

- One of most difficult for all HDCs
- Is the element a contributing feature?
- Is it deteriorated beyond repair?
- Does the replacement match the existing in
  - Shape, size, profile, materials?



# THE SECRETARY OF THE INTERIOR'S STANDARDS

(7) Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

(8) Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

# THE SECRETARY OF THE INTERIOR'S STANDARDS

(9) New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.



# THE SECRETARY OF THE INTERIOR'S STANDARDS

(10) New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



# DENIAL

- The work does not meet “The Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings”
- Issue a denial
- Applicant can re-apply with new information/changed application; or
- Appeal to the State Historic Preservation Review Board

# NOTICE TO PROCEED

- Application does not meet “The Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings”
- Meets condition for a Notice to Proceed
  - (1) **The resource constitutes a hazard to the safety of the public or the structure’s occupants.**
  - (2) **The resource is a deterrent to a major improvement program that will be of substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing and environmental clearances.**
  - (3) **Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God, or other events beyond the owner’s control created the hardship, and all feasible alternatives to eliminate the hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the district, have been attempted and exhausted by the owner.**
  - (4) **Retaining the resource is not in the interest of the majority of the community.**

# NOTICE TO PROCEED – HAZARD TO PUBLIC SAFETY

What would be required to determine if this structure is a hazard to the safety of the public or the occupants?



# NOTICE TO PROCEED - DETERRENT TO MAJOR IMPROVEMENT PROGRAM

Demolish these buildings to construct a new senior housing complex?



# NOTICE TO PROCEED - ECONOMIC HARDSHIP

Refer to document from SHPO and Ordinance

Key Points:

1. Economic Hardship – SOI Standards
2. Economic Feasibility – Ordinance specific – prevents reasonable use
3. Financial Hardship – Justification for demolition



## SHPO

State Historic Preservation Office  
Michigan Historical Center  
Department of History, Arts and Libraries

### ECONOMIC HARDSHIP, FEASIBILITY AND RELATED STANDARDS IN HISTORIC PRESERVATION LAW

Authored by

Dragomir Cosanici and Nicholas L. Bozen

Office of Regulatory Affairs, Department of History, Arts and Libraries

With enactment of the National Historic Preservation Act of 1966,<sup>1</sup> the legal stage was set for the effective preservation of historic resources in the United States. Catching the wave of the new federal impetus to protect historic properties, the State Legislature enacted Michigan's Local Historic Districts Act (the LHDA) in 1970.<sup>2</sup> The then new LHDA called for the creation of local historic districts and commissions to protect historic properties, and required the owners of properties within districts to apply to, and receive permission from, local commissions prior to performing work on their properties. When permission is denied, these same owners may challenge the commissions' decisions pursuant to provisions in the LHDA.<sup>3</sup> At times, those challenges focus on economic feasibility and hardship issues. This article addresses the confusion that frequently surrounds the application of the various economic and/or finance

# NOTICE TO PROCEED - ECONOMIC HARDSHIP

What kind of evidence do you need to justify Financial  
Hardship – in demolition?



# NOTICE TO PROCEED – INTEREST IN THE MAJORITY OF THE COMMUNITY

- When designated declared a community interest
- Major improvement programs like road improvements



# MAKING THE DECISION POSTPONE TO A DATE CERTAIN

Can postpone the application for the following:

- More information about the application.
- Clarify information provided.
- Cannot get a motion passed

Be careful of 60 days, get a written extension  
from the applicant.

# BEFORE THE MEETING

Ensure applications are complete – develop application guidelines

Ensure given proper notification for meetings – Agenda set ahead

Ensure reviewing applications within 60 day time frame

Do your homework! Review the applications BEFORE you get to the meeting! Visit the site.

# PERCEPTION - DURING THE MEETING

- Ensure public can hear – speak loudly and clearly – use microphones if possible – no sidebar conversations!
- Ensure recording meeting, in case of appeal
- Ensure taking notes for minutes and in case technology fails
- Explain what's going to happen – script for chair
- Treat public with kindness and respect – they might be nervous!

# AFTER THE MEETING

- Written decisions sent to applicants
  - Why application approved or denied
  - If denied: reason, how to correct, how to appeal
  - Must be sent within 60 days
  - Good idea to send denials registered mail and 1<sup>st</sup> class
- Decisions are communicated to Building Department
- Minutes are prepared

# VIOLATIONS OF THE ORDINANCE

Property owners who do work before getting a permit or do not do what the Commission approved.

Law allows for the Commission to order work corrected if it does not meet “The Secretary of the Interior’s Standards.”

If work not corrected Commission can get a court order to enter property, correct work, and put a lien on the property.



# DEMOLITION BY NEGLECT

Neglect in maintaining, repairing, or securing a resource that results in deterioration of an exterior feature of the resource or the loss of structural integrity of the resource.

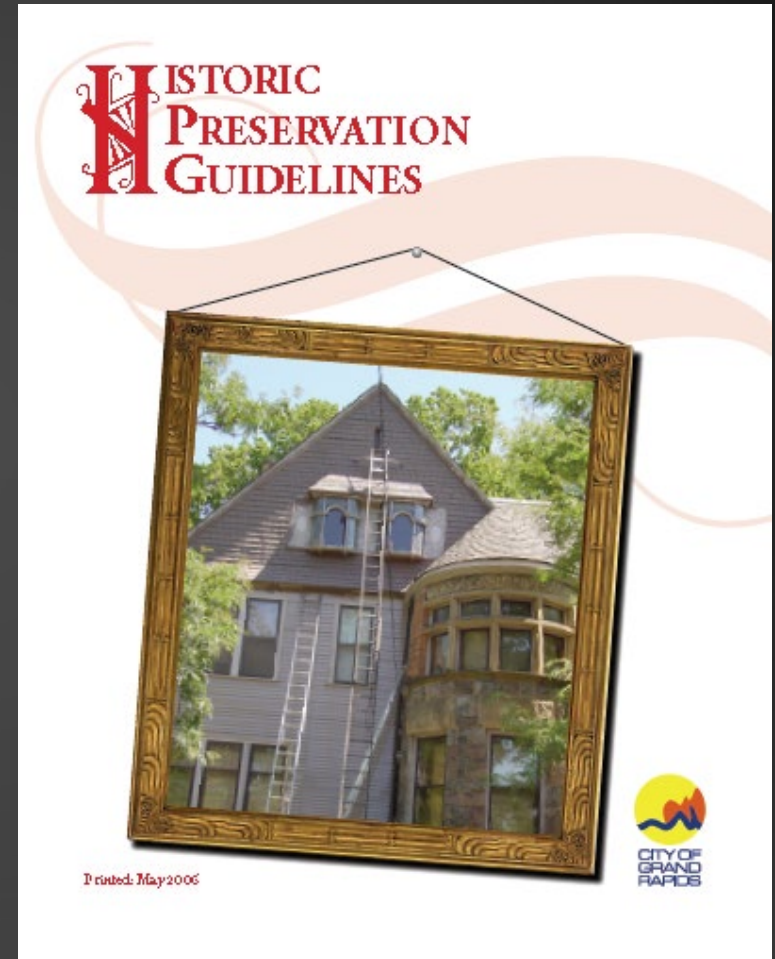
Commission can order repairs made.

If owner does not make repairs Commission can get a court order to enter property, make repairs, put a lien on the property.



# DESIGN GUIDELINES

- Helpful for common types of work
- Must be approved by the State Historic Preservation Office
- Make them easy for the public to understand
- Get comments from public before adopting so there is buy-in



# HELPFUL HDC EDUCATION HINTS

- Year-end wrap up – slide show of before & after of applications; evaluate HDC's work – what can be improved? Invite elected officials
- Send agendas with results to elected officials so they can see you're approving most applications
- Meet annually with elected officials
- Celebrate Preservation Month – ice cream social with HDC – Open House

# HDC STAFF DUTIES

- Varies from community to community
- Generally Staff is the day-to-day face of the Commission – directed by the municipality - answers questions, reviews applications, meeting agendas, field work, reports/recommendations, decision letters, violations, demo by neglect

# QUESTIONS?

- Thank you!
- Reminder – MHPN Conference
- May 11-13, 2023
- Mission Point, Mackinac Island
- [www.mhpn.org](http://www.mhpn.org)

