



## Agenda

### Royal Oak Historic District Study Committee Meeting

Thursday, May 16, 2024, 7:00 p.m.

City Hall Conference Room 116

203 South Troy Street

Royal Oak, MI 48067

Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the city clerk's office at 248-246-3050 at least two (2) business days prior to the meeting.

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#### Pages

1.	Call to Order	
2.	Roll Call	
3.	Approval of Agenda	
4.	Approval of Minutes	3
5.	Public Comment	
6.	Historic Preservation Observations in Royal Oak	
	a. Lost	
	a. Forest Avenue Presentation by Eric Romain	
	b. Endangered	
	a. Forest Avenue Presentation by Eric Romain	
7.	Unfinished Business	
	a. Historic Context Report Status	6
	City Attorney Nic Grochowski served a letter informing Chronicle they are in breach of their contract with the city for the study and requested the 50-percent paid be refunded.	
8.	New Business	
	a. Marketing Preservation	
	a. City Website Updates, Corrections, and Additions	
	a. May 20th Work Session	
	b. HDSC Google Drive Review: Single Sign Up	
	c. Clio Software and Royal Oak Minute	

b.	Potential New Work	
a.	WPA Murals at Dondero	
b.	Hartle Property on Sunnybrook	
c.	Oakwood School	
d.	Architect Frederick Madison House on Woodcrest	
e.	Lockwood Neighborhood	
	a.    Presentation by Eric Romain	
c.	Vinsetta Bridges Historic District Task Force	
	a.    Treatment Program Update of Investigation and Process	7
d.	Michigan World War II Memorial Historic Trail	
9.	Historic District Study Committee Ordinance and Bylaws	15
10.	Summer Meeting Schedule	
11.	Historic Group Reports	
	a.    Historic District Commission	
	b.    Historical Commission	
12.	Committee Member Comments	
	a.    Michigan Historic Preservation Network 2024 Annual Conference Member Jeff Ridley will update the HDSC on the May 9-11, 2024 conference he attended in Kalamazoo.	
13.	Adjournment	



# Royal Oak

Minutes

## Royal Oak Historic District Study Committee Meeting

April 18, 2024, 7:00 p.m.  
City Hall Conference Room 116  
203 South Troy Street  
Royal Oak, MI 48067

Present: Chairperson Tammis Donaldson  
Patrick Andras  
Chris Kraska  
Jeffrey Ridley  
Eric Romain  
Leslie Snow  
Leo Derdelakos

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### 1. Call to Order

The meeting was called to order at by Chair Tammis Donaldson at 7:02 pm.

### 2. Roll Call

### 3. Approval of April 18, 2024 Meeting Agenda

Approval of the April 18, 2024 meeting agenda.

Eric Romain's Lockwood presentation will be delayed until the May meeting.

Addition of Oakdale and Sunnybrook Home discussions.

#### **Resolution Number: Motion Adopted**

Moved by: Leslie Snow

Seconded by: Patrick Andras

Motion to approve the April 18, 2024 meeting agenda.

Motion Adopted

### 4. Approval of March 21 2024 Meeting Minutes

Approval of the March 21, 2024 meeting minutes.

#### **Resolution Number: Motion Adopted**

Moved by: Jeffrey Ridley  
Seconded by: Leo Derdelakos

Motion to approve the March 21, 2024 meeting minutes.

Motion Adopted

## **5. Public Comment**

None.

## **6. Historic Preservation Observations in Royal Oak**

### **6.a Lost**

### **6.b Endangered**

6.b.1 1413 Crooks Road (1927)

Endangered building for sale. Threatened and under watch.

## **7. Unfinished Business**

### **7.a Vinsetta Bridges Historic District**

7.a.1 Task Force

### **7.b Historic Context Report Status**

City Attorney may have to get involved because group is not getting a response back with the report that was promised.

### **7.c Marketing Presentation**

7.c.1 City Website Updates, Corrections and Additions

Some members of the group will find a time to meet up with staff liaison Carol Schwanger to discuss city website corrections and marketing.

Group could potentially be interested in a content calendar for scheduling social media posts.

7.c.1.1 2023 Annual Report

Done and turned in. Group is wondering if they should coordinate with HDC.

7.c.2 HDSC Google Drive Review: Move to Single Sign-in

Group members will check to see if they each have access to the login.

## **8. Potential Study Projects**

Cliff Marco - homeowner on Sunnybrook, is concerned about nice homes being torn down and multiple homes being put in their place. Seeing about beginning the process for getting a neighbor on his block a historical home designation.

**8.a WPA Murals at Royal Oak Middle School former Dondero High School**

Vice Principle trying to get three students at the middle school involved in the study.

**8.b 703 Woodcrest Updates**

**8.c Lockwood Presentation by Eric Romain**

Table until the May 16 2024 meeting.

**9. New Business**

**10. Historic Group Reports**

**10.a Historic District Commission**

HDC is looking forward to diving into the work with its Vinsetta bridge task force.

**10.b Historical Commission**

Met on April 2. Continuing on with the merge of the Historical Society and Historical Commission.

**11. Committee Member Comments**

**12. Adjournment**

The meeting was adjourned at 8:41 PM.

April 25, 2024

**VIA CERTIFIED MAIL**

Commonwealth Heritage Group  
Attn: Account Manager for City of Royal Oak Historical Survey  
3215 Central Street  
Dexter, MI 48130

**Re: Notice of Breach of Contract, Notice of Termination and Demand for Return of Payments**

Dear Account Manager:

Please be advised that Commonwealth Heritage Group (hereafter "Commonwealth") is in breach of the terms of the March 8, 2023, cost estimate proposal for historical survey development for the City of Royal Oak (hereafter "City"). That cost estimate proposal was incorporated by reference in the professional services agreement general terms and conditions (hereafter "Agreement") also dated March 8, 2023.

Per the terms stated in the estimate and proposal, this Agreement was part of a multi-phase project that would begin with Commonwealth preparing a "city-wide historic context" for the City. The schedule specifically enumerated in the Agreement, specified that Commonwealth would submit a draft report to the City by August 4, 2023, with various review and revision benchmarks following thereafter. The City agreed to the terms and proposed schedule and provided initial payment required by Commonwealth to begin the project. Since that time, Commonwealth has provided none of the services bargained-for in the Agreement and all report preparation and review deadlines enumerated in the Agreement have long passed.

Based on the above-stated breach on the part of Commonwealth, the City hereby provides notice of intent to terminate the Agreement in its entirety. Moreover, as Commonwealth has provided no services to the City pursuant to the Agreement and, as all deadlines have expired, the City further demands the return of any and all payments made pursuant to the Agreement, currently \$37,272.17, within 30 days of the date of this letter.

Termination of this Agreement and repayment to the City shall be in addition to any other remedies available pursuant to the Agreement and/or applicable law. It is in the best interest of the parties to resolve this matter as soon as practicable. If the City receives no response by Friday, May 31, 2024, the City will pursue any and all available legal and equitable remedies.

Very truly yours,



Niccolas Grochowski  
City Attorney

**Vinsetta Bridges Task Force – 1<sup>st</sup> Task force meet up May 1<sup>st</sup> at the Mayfield bridge; 5:30p**

**Date: April 29, 2024**

From the NPS preservation briefs (scanned by the NPS and not very clear):

<https://www.nps.gov/orgs/1739/upload/preservation-brief-15-concrete.pdf>

<https://www.nps.gov/orgs/1739/upload/preservation-brief-36-cultural-landscapes.pdf>

**SHPO**

I don't know that a full-blown HSR document is needed as that is typically a very comprehensive document that walks through the history of a property, changes to it over time, etc. I would think for this that a more straightforward treatment plan would be sufficient.

Alan Higgins – State Historic Preservation Office

**Reached out to:**

**Amy Baker** AIA, LEED AP, CSI, CDT, SCIP (Royal Oak resident and specification writer)

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Robert A. Warren III, President

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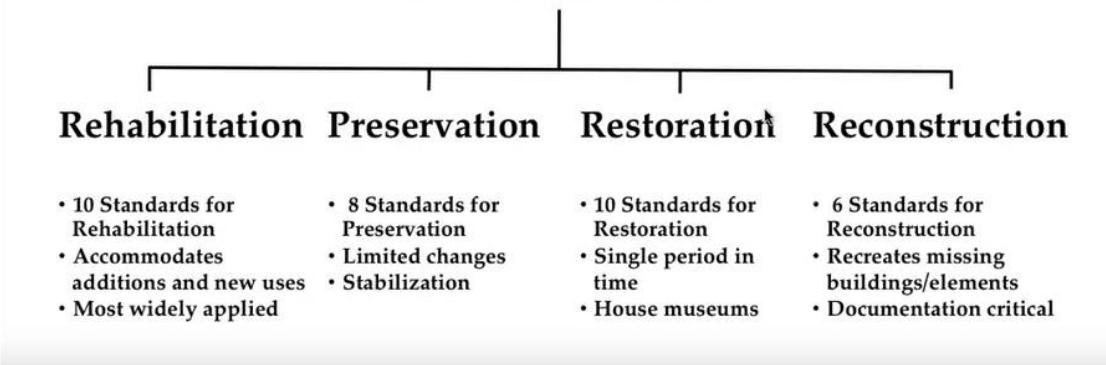
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# Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties

## 4 Treatments



### Rehabilitation as a Treatment

**Rehabilitation** is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

### Standards for Rehabilitation

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.
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.
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.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
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.
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.
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 will 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.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## **Reconstruction as a Treatment**

**Reconstruction** is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

## **Standards for Reconstruction**

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color and texture.
5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.

## Research

<https://archive.org/details/SmallConcreteBridgesAndCulverts>

<https://onlinepubs.trb.org/onlinepubs/shrp/SRP-S-360.pdf>

[https://www.concrete.org/Portals/0/Files/PDF/ACI\\_History\\_Book.pdf](https://www.concrete.org/Portals/0/Files/PDF/ACI_History_Book.pdf)

[https://www.getty.edu/conservation/publications\\_resources/pdf\\_publications/pdf/concrete\\_biblio.pdf](https://www.getty.edu/conservation/publications_resources/pdf_publications/pdf/concrete_biblio.pdf)

<https://www.concrete.org/>

The ACI keeps coming up in my historical concrete searches. Base in Farmington Hills. Maybe a good contact for historical concrete investigations.

## **First Steps:**

1. Create as built drawings of each bridge.
  - a. Recommend a laser scan and CAD drawing.
    - i. Possible firm; RAW3. [www.raw3design.com](http://www.raw3design.com)
      1. around \$2,950.00 for all four bridges – above ground
2. Create a treatment plan for each bridge

## POTENTIAL HISTORIC DISTRICTS

Due to the nature of the Windshield Survey, potential historic district evaluations were based primarily upon visual appearances. This limitation means that site-specific historic associations, such as associated with persons events, are simply not evident. The survey method is, however, effective in identifying areas of potential architectural significance for further investigation. Additionally, by looking at the entire community, buildings that may initially appear to be unique, but occur in other areas of the city, are noted.

There are two potential types of historic districts that could be developed based on the built environment of Royal Oak. Most common is that featuring a designated geographic area in which 80 percent of the buildings contribute to the established contexts for the local historic district (Figure 45). Potential historic districts may be as small as one building or as large as an entire city. In the case of Royal Oak a city-wide historic district would be unwieldy, and ultimately ineffective.

Protection for properties outside a proposed geographic area may also be determined based on the development of a thematic nomination. The use of a theme to establish potential historic districts creates a non-contagious district in which it would be possible to meet the 80/20 rule, while designating geographically diffuse properties.

One potential non-contagious district could include each of the early large churches of Royal Oak as a single district. Themes or contexts would be developed based on the significant role the churches played in the settlement and development of the community. Since many of the current church structures do not meet the NRHP required minimum age of 50 years, the potential district could be designated with those that do comply. The district can be revised as additional buildings reach the required age gradient.

A second potential non-contagious historic district would include those properties associated with the original Starr Corners settlement. The district would consist of the Almon Starr House, the houses at 2839 and 3122 Crooks Road, as well as any additional buildings or structures



identified during the documentation process. These buildings share several themes, including exploration and settlement and an association with persons important in Royal Oak history.

Further research may reveal additional properties that would best designated as a potential non-contagious historic district. Possible areas for consideration may include a single historic district consisting of houses associated with early pioneers in Royal Oak, or buildings erected by important contractors working in the city.

Areas identified for the greatest potential in geographically based local historic districts are predominately located in and around the earliest platted areas of Royal Oak. The original 42-block village plat provides a key location for consideration of a potential commercial historic district. Although the most comprehensive protective measures would be permitted through the creation of a single large downtown commercial district, this may not be the best way to approach the protection of Royal Oak's existing commercial center. Certain areas have experienced a great loss of the original building fabric either through demolition or extensive remodeling. These would potentially impact the integrity of the entire proposed historic district. It may be that the most effective designation of the largely 1920s downtown structures would be through the creation of several smaller districts centered upon Washington Street and Main Street. Outlying commercial structures found to be historically significant would be considered as contributing resources within their local neighborhoods.

Although most of the potential districts in the City of Royal Oak are based on the development of the residential structures in the community, this should not exclude other resources within the boundaries of each district. The locations of schools, parks, and businesses within residential areas typically occurred because the neighborhood was present to support them. These supporting resources were a direct result of the establishment of the residential neighborhoods and therefore contribute to any potential historic district in which they are located.

The boundaries indicated in Figure 45 depicting the edges of potential historic districts should not be considered permanent until further researched. While every effort was made to indicate

the greatest extent of each potential historic district, these areas will need to be refined in order to meet the required 80 percent contributing requirement. Shaded areas within potential historic districts require further study to arrive at a final boundary. Such areas include resources erected less than 50 years ago, but which would contribute to the districts upon achieving sufficient age.

Typical boundary characteristics such as natural features, major thoroughfares, and distinctive changes in the built environment, were taken into consideration when the suggested boundaries were determined. One potential source that would assist the final determination of boundaries are the original plats. Areas platted at the same time tend to be developed at roughly the same time, and likely followed regulations pertaining to building sizes and set backs that define the physical character of the neighborhoods. The addition of contexts of significance will further refine the boundaries of each potential historic district.

Almost every street in the City of Royal Oak boasts at least one potential historic resource that has achieved the minimum age requirement of 50 years. Of particular note are the large number of bungalow housing types popular at the time of Royal Oaks greatest building boom. Most areas include at least one example of this building form. All meet the minimum age requirement, but most lack sufficient architectural significance for individual designation at either local or federal levels. In some instances, however, these buildings appear to have sufficient significance for either individual listing or as contributing elements in a potential thematic historic district. A list of buildings identified as potentially significant, but located outside identified potential historic districts, is presented in Appendix B.

## CITY OF ROYAL OAK

**Board Name**

**Approved Date Approved by City Commission**

### I. NAME

The name of this board/Commission is the **Board Name**.

### II. PURPOSE

As established by **Chapter #/Resolution** of City of Royal Oak Code of Ordinances, the purpose of the **Board Name** shall be to **insert the purpose stated in the ordinance/resolution.**

**List any other enabling local or state legislation as appropriate.**

### III. MEMBERSHIP AND VACANCIES

a. The **Board Name** shall be made up of **#** total members. **Describe your membership...**

**Do you have a city commission representative?**

**Do you have a student member?**

**Are they appointed by the City Commission?**

**Do all have voting rights?**

**Are there membership restrictions (ex: RO Resident, relevant experience) as described in the ordinance?**

...One member shall be a staff ex officio member who does not have the ability to vote and is appointed by the City Manager or their designee.

b. All members shall be appointed by the City Commission consistent with Chapter 12, Appointments to Advisory Boards, Commissions and Committees, of the City of Royal Oak Code of Ordinances, also known as the Appointments Ordinance.

i. The staff ex-officio member shall notify the City Clerk of any vacancies on the Commission who will forward any vacancies to the City Commission for consideration to fill any vacancies.

ii. The **Board Name** members shall keep the City Clerk's office informed of changes in their names, addresses, phone number,

- email address or other basic contact information or anything that might change their status as a commission member.
- iii. Members appointed to fill a vacancy shall hold office for the original term of the vacancy as set by the City Commission and/or the Appointments Ordinance.
- iv. Members shall comply with ordinances relating to attendance as described in Chapter 12.

#### **IV. OFFICERS**

The **Board Name** shall elect a chair, vice chair, and any other officers deemed necessary.

- a. Chair: The chair shall preside over the meeting and serve as a voting member
- b. Vice-Chair: The vice-chair shall perform the duties of chair in their absence.
- c. Staff Ex-Officio: The staff ex-officio member, who is appointed by the City Manager or their designee, shall serve as the secretary and record the minutes.
- d. Officer at large: The officer at large shall perform the duties of chair in the absence of the chair and vice chair.

Term: All officers, except for the staff ex-officio member, shall serve a one (1) year term.

Term Limit: **Include any term limit language from the ordinance/resolution.**

Qualifications to be an officer:

- a. **Insert any officer qualifications from the ordinance/resolution.**

The **Board Name** has the authority to remove a member from being an officer of the **Board Name** but does not have the authority to remove them from the **Board Name**. The **Board Name** may remove a member from being an officer, by motion, second, and the concurring affirmative vote of **Number (#)** members of the **Board Name**.

#### **V. NOMINATIONS AND ELECTIONS OF OFFICERS**

The **Board Name** shall hold the election of officers annually in **MONTH**, nominations for which shall be accepted at the **MONTH** meeting. Any member of the **Board Name** may

be nominated if they meet the requirements determined in Section IV, qualifications of officers.

Members may nominate themselves or any other appointed member of the **Board Name**.

The affirmative vote of the majority of members present for the election shall be required to be elected as an officer.

## **VI. CODE OF CONDUCT**

In general, the use of good judgment, based on high ethical principles, will guide the officers and members of **Board Name** with respect to lines of acceptable conduct. The successful operation and reputation of Royal Oak boards and commissions is built upon the principles of fair dealing and ethical conduct of members. Integrity and excellence require careful observance of the spirit and letter of all applicable laws and personal integrity. Failure to abide by these basic principles may result in removal from the **Board Name** by the City Commission.

## **VII. MEETINGS**

### a. Meeting Schedule

Regular Meetings. The **Board Name** shall adopt a schedule of regular meetings for the next year no later than the final meeting of the calendar year.

Special Meetings. Special meetings of the **Board Name** may be called by the chair or by two members of the **Board Name** in accordance with the Michigan Open Meetings Act. The **Board Name** shall notify the staff liaison of all special meetings reasonably in advance of the scheduled meeting so that the notice of the meeting shall be timely published as required by the Open Meetings Act.

All meetings of the **Board Name** shall be subject to the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, MCL 15.261 et seq.

### b. Order of Business. All meetings shall be conducted to conform to the following order:

1. Call to order
2. Roll Call
3. Agenda Approval
4. Public Comment
5. Minutes

6. Business Items
7. Adjournment

- c. Quorum. A minimum of the majority of members (50% plus one) of the **Board Name** shall constitute a quorum.
- d. Minutes. The staff ex-officio member shall be responsible for taking minutes and act as the records custodian for the **Board Name**.
- e. Action. All action by the **Board Name** shall be made by motion adopted by the concurring affirmative vote of majority of members present unless otherwise required by ordinance or state ordinance.
- f. Public Comment. The board shall follow the city commission's standard procedure for public comment. The chair has the ability to extend the three minutes per person limit.

## **VIII. PARLIAMENTARY AUTHORITY**

Parliamentary authority for the **Board Name** is governed by Robert's Rules of Order. In case of conflict between these bylaws and the Robert's Rules of Order, these bylaws control. In case of conflict between these bylaws and any city ordinance, the city ordinance controls. In case of conflict between city ordinance and state law, the state law controls.

## **IX. ADOPTION OR AMENDMENT OF BYLAWS**

- a. The **Board Name** makes a recommendation to adopt the bylaws to the Royal Oak City Commission. A recommendation to adopt, modify or repeal the bylaws shall be approved by two-thirds of the entire membership of the **Board Name**.
- b. The Royal Oak City Commission has the authority to approve, amend, or repeal these bylaws.
- c. The **Board Name** shall review these bylaws annually in February. If there is no proposed amendments then no action is needed.

## **X. GENERAL PROVISIONS**

No member of the board shall order or instruct city staff members to perform any service or duty. If a board feels that they are inadequately supported they can address that through the staff liaison and the city manager.

## **XI. MICHIGAN FREEDOM OF INFORMATION ACT COMPLIANCE MANDATORY**

The **Board Name** shall comply with the Michigan Freedom of Information Act (FOIA) [Public Act 422 of 1976, MCL § 15.231 et seq.] and the city's current FOIA policy. The City Clerk and Human Resource Director shall assist the **Board Name** in compliance.

## **XII. MICHIGAN OPEN MEETINGS ACT COMPLIANCE MANDATORY**

The **Board Name** shall comply with the Michigan Open Meetings Act (OMA) [Public Act 267 of 1976, MCL § 15.261 et seq.].

## **XIII. ACCESSIBILITY**

Anyone planning to attend a public meeting of the **Board Name** who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's office at 248-246-3050 or email [CityClerk@romi.gov](mailto:CityClerk@romi.gov) at least two (2) business days prior to the meeting so that the city can support the full participation of members of the community.