



Minutes

Royal Oak Historic District Commission Meeting

February 15, 2024, 6:00 p.m.
City Hall, Room 122
203 S. Troy Street
Royal Oak, Michigan 48067

Present: Patrick Sharrak
Theresa Scherwitz
Paul Bastian
Dazzmin Dabish
Danielle Cadaret
Sean Dunlop

1. Call to Order

The meeting was called to order by Chair Patrick Sharrak at 6:00p.m.

2. Roll Call

3. Approval of Agenda

Motion to approve the February 15, 2024, historic district commission meeting agenda.

Moved by: Theresa Scherwitz

Seconded by: Sean Dunlop

The agenda was approved as presented.

Motion Adopted

4. Public Comment

There was no public comment.

5. Approval of Minutes

Motion to approve the October 19, 2023, historic district commission meeting minutes.

Moved by: Sean Dunlop

Seconded by: Theresa Scherwitz

October 19, 2023, historic district meeting minutes were approved.

Motion Adopted

6. Welcome New Historic District Commissioners

New historic district commissioners Dazzman Dabish and Paul Bastien were introduced by Chair Sharrak and welcomed to the HDC. Current members went around the table giving their background, tenure on the HDC and what inspired them to join.

Chair Sharrak wants a strong focus on education and encouraged all members to become more familiar with the National Parks Service Standards for historic preservation.

7. Election of Officers for the 2024 Historic District Commission

Moved by: Theresa Scherwitz

Seconded by: Paul Bastian

Patrick Sharrak was elected chairperson for the 2024 meeting year.

Motion Adopted

Moved by: Theresa Scherwitz

Seconded by: Patrick Sharrak

Sean Dunlap was elected vice-chairperson for the 2024 meeting year.

Motion Adopted

Moved by: Theresa Scherwitz

Seconded by: Sean Dunlop

Paul Bastien was elected secretary for the 2024 meeting year.

Motion Adopted

The position of treasurer was left open.

8. Certificate of Appropriateness Requests and Status Reports

8.a L.A. Young Historic District 1021 North Altadena Avenue Installation of New Windows Status

Chair Sharrak gave a synopsis of the new windows at the L.A. Young Historic District 1021 North Altadena Avenue. The property owner is installing just two windows that are the same style as the rest of the home. The certificate of appropriateness approved administratively.

8.b Orson Starr House Museum Historic District Request to Install Side Porch Project Status

The matter was tabled as there were no updates.

8.c Knowles House Historic District Installation of New Windows Status

The property-owners of the Knowles House Historic District met with Chair Sharrak and Historic District Study Committee Chair Tammis Donaldson. They were presented with renderings from vendors who can supply windows more to the style and construction materials of the existing windows in the home, rather than using vinyl replacement. Property-owners were pleased with the information and will explore these options and contact Chair Sharrak when ready to proceed with the project.

8.d Vinsetta Bridges Proposed Historic District Ordinance First Reading to City Commission Status

Staff liaison Schwanger reported the first reading of the ordinance will be at the February 29, 2024, city commission meeting at 7:30p.m. at city hall. All are welcome to attend the meeting.

9. New Business

9.a Historic Preservation Promotion Discussion and Proposed Projects "Why Preserve"

Chair Sharrak introduced the subject of creating promotional and educational materials for a "why preserve" campaign to bring awareness to the actual procedures for approvals for designated properties to help quell the bad reputation property-owners have of preservation. People often express they do not want HDC telling them what they can do with their property. The historic district commission refined the procedures in 2023 adding a one-stop check list for property-owners/contractors which is given when permits are applied for at community development department. This was successful as the last certificate of appropriateness was reviewed and approved in one meeting. Possible solutions are an upgrade to the historic groups page on the city website; explore questions to be answered and establish messaging and delivery systems. There was additional discussion on working jointly with the historic district study committee on this project. Paul Bastian offered to assist on this project.

9.b New and Current Historic District Commissioners Attend HSC Meetings in Neighboring City and Training Opportunities

Chair Sharrak advised each new member of the commission is requested to attend a historic district commission in neighboring community. This was implemented in 2023 and proved to be helpful for developing best practices.

9.c Michigan Historic Preservation Network Annual Conference

Carol Schwanger, staff liaison, announced the dates and location of this year's Michigan Historic Preservation Network Conference. Any historic district commissioners interested in attending were instructed to contact Carol.

9.d Historic District Commission Annual Report to City Commission April 2024

Chair Sharrak and Theresa Scherwitz will review the previous year's annual reports and prepare the 2023 annual report to present to the city commission at the April 8 or April 22 city commission meetings.

9.e Historic Preservation Organizations in Royal Oak

Discussion regarding the four organizations in the city and their purposes. Three are City organizations with members appointed by the City Commission and were created by state statute and/or city ordinances: HDC, historic district study committee, and historical commission. The fourth is the Royal Oak Historical Society, a private non-profit 501 (c) (3).

9.f New Meeting Agenda Management System

Staff Liaison Schwanger announced the city is implementing a new agenda (meeting) management system. It will give a consistent look to all City boards, commissions, and committees agendas and minutes while allowing more efficiency preparing and conducting meetings.

10. Unfinished Business

10.a Schedule Next Meeting

The next meeting of the historic district commission will be Thursday, April 18, 2024, at 6:00p.m. in the Friends Auditorium at the Royal Oak Public Library.

11. Adjournment

Motion to adjourn at 7:40p.m.

Moved by: Sean Dunlop

Seconded by: Patrick Sharrak

Motion Adopted