

**MEETING MINUTES
CITY OF FARMINGTON HILLS
HISTORIC DISTRICT COMMISSION
November 14, 2018**

CALLED MEETING TO ORDER: CHAIRMAN KEN KLEMMER 7:30 p.m.

HDC MEMBERS PRESENT: Ken Klemmer, Bryan Brincat, Steve Olson, Paul Sewick and Lisa Martin

Angeline Lawrence, HDC Liaison
Valerie Knol, City Council Liaison

FH-HC MEMBERS PRESENT: James Hulett, Earl. Baxtresser, Lee Cox, John. Willyard
and John Scott
Brian Golden, Consultant

MEMBERS ABSENT: Michael Hegarty, Dylan Gomula

APPROVAL OF AGENDA:

**MOTION BY: OLSON
SUPPORT BY: BRINCAT**

TO APPROVE AGENDA OF NOVEMBER 14, 2018

MOTION CARRIED: 10-0-0

NEW BUSINESS:

A. PROCEDURE FOR EXPENDITURES AND REIMBURSEMENTS FOR COMMISSION BUSINESS

Staff Liaison Angeline Lawrence provided the procedures for expenditures and reimbursements. She stated all future expenditures must be presented to the Commissioners for pre-approval. Once approval is given, the minutes, the cost and/or invoice must be submitted to staff before a check request is submitted for approval by the Planning Director. Smaller purchases will be made with the p-card.

Commissioners inquired about the amount of funds required for three (3) bids. Staff will follow up with answers regarding the amount requiring three bids.

B. ANNUAL BUDGETS AND FUNDING FOR HDC AND FH-HC

Staff presented budgets for both commissions. Commissioners inquired about the cut-off date for spending funds and how the budget is determined each year. Funds must be spent or allocated by the end of June. City Council Liaison Valerie Knol explained the budget process. She stated that a budget review is conducted for each department and commission on a yearly basis.

Staff Liaison Angeline Lawrence also presented a 2014 statement for the Historical Commission that was used for publishing books. Ms. Lawrence will check with the accounting department regarding guidelines to use the funds for a different purpose than publishing.

C. JOINT PROJECTS FOR HDC AND FH-HC

(i) Maintenance of Historic Markers

Commissioners voiced concerns about paying for historic markers damaged by others. The funds come out of the Commissions' budgets although a private citizen or a city employee may have caused the damage. FH-HC Commissioners requested rocks to be placed around signs such as the Workers Camp Marker on 12 mile, but were told it is something that DPW workers cannot do.

Other issues discussed included correcting the content of markers, shipping marker orders together to save costs, and surveying condition of existing markers. HDC Chair Ken Klemmer stated a few markers exist with incorrect information at Glen Oaks and Pasadena Park. He also stated that the Sign Company can grind off letters and replace them, but it is still costly. Lastly, HDC completed a historic marker assessment 4 years ago with an update completed one year ago.

(ii) History of Orange Risdon Map

FH-HC consultant Brian Golden stated that he promoted the sale of the map all over the County, but has not received any sales within the last 60 days. A copy is on display at the Heritage History Center. The cost is \$100.

HDC commissioners stated that it is affordable for cities, but some people have an issue with the large size. Many people want a smaller version of the map.

Commissioners asked whether the city sold anything online, if we could use a social media page to promote map, and where was the original map purchased. FH-HC Commissioner John Willard stated he purchased the map from someone selling vintage books. It was in poor condition, but he had it restored.

HDC Chair Ken Klemmer suggested the scanned map be sold online with link to an order form. FH-HC consultant Brian Golden asked about the copy of the scanned map. Commissioner Olson stated that the city has a high resolution cd with scanned map.

Motion to promote smaller version of map by selling it online.

MOTION BY: OLSON

SUPPORT BY: BRINCAT

TO APPROVE PROMOTION OF ORANGE RISDON MAP BY SELLING IT ONLINE WITH A LINK TO AN ORDER FORM.

MOTION CARRIED: 10-0-0

(iii) Capturing Oral Histories

Commissioner Lisa Martin provided background about her experience on the Franklin Historic District when they captured the oral histories of older residents. She stated a lot of older residents are passing on and wanted to get oral histories of older residents.

Commissioners' comments included the requirement of a transcript by the Michigan Oral History Association, the need for a budget or volunteers, and difficulty in identifying people to interview.

Commissioner Olson mentioned the use of Story Corps, which is a mobile booth used by people to capture their oral histories. He also suggested that HDC & FH-HC host a party at Spicer House and invite residents from a guest list. Interviews could be conducted via appointment or at a gathering with refreshments. Photos can be taken to capture the event.

Commissioners discussed other groups to be involved such as Farmington Historical Society and Farmington Genealogists society. Commissioner Klemmer stated that a joint study committee be created to help identify people who are residents. He suggested holding the event in the spring.

Motion to create a joint study committee with HDC and the FH-HC selected members to obtain relevant oral resident histories using Story Corps and to coordinate an event.

MOTION BY: MARTIN
SUPPORT BY: HULETT

TO APPROVE CREATION OF A JOINT STUDY COMMITTEE WITH HDC AND THE FH-HC SELECTED MEMBERS TO CAPTURE ORAL HISTORIES OF RESIDENT USING STORY CORPS AND TO COORDINATE AN EVENT.

MOTION CARRIED: 10-0-0

Joint Study Committee to meet in January 2019 an hour prior to regular HDC and FH-HC meetings. Need members from both commissions.

Motion to add Lisa Martin, Paul Sewick, Bryan Brincat of the Historic District Commission, and James Hulett and Brian Golden of the Historical Commission to the Joint Study Committee for Oral Histories.

MOTION BY: OLSON
SUPPORT BY: MARTIN

TO APPROVE ADDITION OF LISA MARTIN, PAUL SEWICK AND BRIAN BRINCAT OF THE HISTORIC DISTRICT COMMISSION AND JAMES HULETT AND BRIAN GOLDEN OF THE HISTORICAL COMMISSION TO THE JOINT STUDY COMMITTEE FOR ORAL HISTORIES.

MOTION CARRIED: 10-0-0

- (iv) Spring 2019 Reconnaissance Survey
Staff handed out results of 2013 Reconnaissance Survey. Commissioner Klemmer stated that the HDC wanted to select the next group of homes for historic district designation.

Commissioners asked which sections were past surveys conducted and what characteristics are the HDC looking for in homes.

Commissioner Klemmer stated that homes should have architectural and historically significant. Homes built in the 70s or mid-century modern. Other commissioners stated homes on High meadow and 13 mile, homes designed by Frank Lloyd Wright, and homes in sections 11 and 12 have interesting architecture.

HDC did not receive any other volunteers.

OLD BUSINESS

A. DISCUSSION OF HDC COMMISSIONER APPLICANTS

Staff recapped the two candidates who attended the October Commission meeting. John Trafelet and Jason Cerbin provided brief introductions and backgrounds of their work experience.

Commissioner Klemmer suggested nominating one person to serve on the commission and the second to be an alternate.

Motion to nominate John Trafelet as Commissioner and Jason Cerbin to serve as an alternate.

MOTION BY: MARTIN
SUPPORT BY: BRINCAT

TO APPROVE NOMINATION OF JOHN TRAFELET TO FILL THE VACANT COMMISSIONER SEAT AND JASON CERBIN TO SERVE AS AN ALTERNATE.

MOTION CARRIED: 5-0-0

B. STATUS OF REVISED NARRATIVES FOR HD#513 HENRY BACH AND HD#307 HAMILTON JONES HOUSE

Narratives were finalized and will be submitted to home owners for approval. Commissioner Klemmer stated that the Bach House narrative was approved by property owner and is ready for marker to be ordered. Commissioner Sewick will provide staff another copy of narrative for property owner approval.

POINTS OF INTEREST/UPDATES

A. SURVEY RESULTS FROM PLASTER REPAIR WORKSHOP PARTICIPANTS

Staff also presented the highlights from the survey conducted after the workshops and completed by attendees. Most attendees prefer hands on and demonstration workshops. They are willing to pay \$50-\$100 for a workshop.

B. WEATHERIZATION WORKSHOP

Staff provided update of weatherization workshop held in October. The event was attended by 6 people who were highly engaged in the discussion. Commissioner Olson attended the weatherization workshop.

He stated that the information was good. He also suggested finding out if the City owned a thermal camera that HDC could use to offer energy audits to homeowners for a small cost. He also stated if the city does not own one, Apple iPhone has an app for \$500 to add on to your phone. He requested staff to check.

C. ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS HD#319 BADE HIRED MAN'S HOUSE

Staff presented application for a summary of the proposal for replacement of asphalt/fiberglass shingled roof. Application was approved by staff October 24, 2018.

CORRESPONDENCE:

Staff provided various magazines and mail.

PUBLIC COMMENT:

None

COMMISSIONER COMMENTS:

Commissioner Klemmer provided an update regarding the Heritage Conference – Sacred Spaces, Special Places in Pontiac, MI at the All Saints' Episcopal Church that he and Staff Liaison Angeline Lawrence attended. The conference focused on how to make cemeteries sustainable. It included a tour of the Oak Hill cemetery, which contained six (6) historic mausoleums dating from the 1890s; a huge variety of trees and it is the highest point in the city.

APPROVAL OF MINUTES:

Minutes from October 10, 2018 meeting were approved with a change in the minutes from siding to vapor barrier regarding C of A 18-4 HD#504 Kirby White House.

TO APPROVE THE MINUTES OF THE OCTOBER 10, 2018 HISTORIC DISTRICT COMMISSION WITH CORRECTION FROM SIDING TO VAPOR BARRIER FOR C OF A 18-4 HD#504 KIRBY WHITE HOUSE.

**MOTION BY: BRINCAT
SUPPORT BY: MARTIN**

MOTION CARRIED 5-0-0

ADJOURNMENT:

Chairman Klemmer declared the meeting adjourned at 9:15 p.m.

KEN KLEMMER – CHAIR

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