



WASHTENAW COUNTY
HISTORIC DISTRICT COMMISSION
www.washtenaw.org/preservation
MEETING AGENDA

DATE: Thursday, May 14, 2026
TIME: 5:30 pm – 7:00pm
PLACE: Eastern County Government Center
Office of Community & Economic Development – 2nd Floor
415 W. Michigan Avenue, Ypsilanti, MI

1. **Call to Order**– Chair
2. **Roll Call** – Secretary
3. **Approval of Agenda** – Chair
4. **Approval of Minutes** – Chair
 - a. April 23, 2026
5. **Public Comment**
6. **Treasurer Report**
7. **New Business**
 - a. Certificate of Appropriateness Request – 4081 Thornoaks Drive – Thornoaks Historic District
 - b. Certificate of Appropriateness Request – 4101 Thornoaks Drive – Thornoaks Historic District – Resubmission
8. **Old Business**
 - a. 2026 Historic District Commission Workplan
 - i. Review and Assessment of 2025 Goals
9. **Subcommittee and Project Updates**
 - a. Heritage Tourism
 - i. Historical Marker Replacement
 - b. Designation/Resource Support
10. **Staff Report**

Adjournment

Next Meeting: June 4, 2026 at 5:30

**Washtenaw County Historic District Commission
Meeting Minutes**

DATE:	Thursday, April 23, 2026
TIME:	5:30 pm-7:00pm
PLACE	Eastern County Government Center Office of Community & Economic Development- 2 nd floor 415 W. Michigan Ave, Ypsilanti, MI

Call to Order

- Chair Ralph called the Washtenaw County Historic District Commission meeting to order at 5:36 PM

Roll Call

- Secretary Clarke conducted roll call:
 - **Commissioners present:** Clarke, Cochran, Covington, Jerome, Ralph, Rapley, Stevenson
 - **Commissioners absent with notice:** Remensnyder
 - **Staff present:** Joe Frost
 - **Members of the public:** None

Approval of the Agenda of the Current Meeting:

Chair Ralph asked if there were any corrections to the agenda There were none. Commissioner Jerome moved to approve the agenda. Commissioner Covington seconded the motion. The motion passed unanimously.

Approval of the Minutes of Previous Meeting: March 5, 2026:

Chair Ralph asked if there were any corrections to the minutes. There were none. Commissioner Clarke moved to approve the minutes as presented. Commissioner Cochran seconded the motion. The motion passed unanimously.

Citizen Participation: None

Commissioner follow-up to citizen participation: none

Treasurer Report: None

Business:

- a. Certificate of Appropriateness Request – 4051 Thornoaks Drive – Thornoaks Historic District

Chair Ralph moved that the Washtenaw County Historic District Commission approve a Certificate of Appropriateness for all work described and depicted by the work review application for Case HDC 2026-004 submitted by the applicant. The applicant has demonstrated the work will comply with the U.S. Secretary of the Interior Standards, specifically standards 6 and 9. Commissioner Rapley seconded the motion. The motion passed unanimously.

b. Certificate of Appropriateness Request – 4081 E. Huron River Service Dr. – Thornoaks Historic District

Commissioner Jerome moved that the Washtenaw County Historic District Commission deny a Certificate of Appropriateness for all work described and depicted by the work review application for Case HDC 2026-005 submitted by the applicant. The applicant has not demonstrated the work will comply with U.S. Secretary of the Interior Standards for Rehabilitation, standard numbers 2, 5, and 6. Commissioner Clarke seconded the motion. The motion passed unanimously.

- c. Staff lead a discussion about the Historic District Commission’s authority and the historic designation process. Staff shared a copy of the HDC Ordinance in the meeting packet, presented and overview of the HDC, and a graphic of the historic designation process. Commissioner had some questions and staff answered. Commissioners suggested developing a resource for communities and property owners to help educate on this process. No action was taken.

Old Business:

- a. 2026 Historic District Commission Workplan/2026 Goals
- a. Staff presented a summary of 2026 goals. Commissioners encouraged staff to reshape and refine goals to what is tangible and can be advocated for. As presented this list is more of a task list and needs to be presented in a way that inspires program success. Staff will update.

Subcommittee Updates:

- A. Heritage Tourism – no report
- B. Designation/Resource Support – no report
- C. Woodlawn Cemetery Project – no report
- D. Woodlawn Cemetery Study Committee – no report

Staff Report

Staff Joe Frost prepared a report, but staff report was not shared due to time constraints.

Adjournment: Meeting was adjourned at 7:22pm.

The next HDC meeting is scheduled for June 4, 2026 at 5:30 p.m. at Eastern County Government Center Office of Community & Economic Development 2nd floor 415 W. Michigan Ave, Ypsilanti, MI



WASHTENAW COUNTY HISTORIC DISTRICT COMMISSION

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Certificate of Appropriateness – MEMO

Case No. HDC – 2026-006

May 13, 2026

Historic District: Thornoaks Historic District
Address: 4081 Thornoaks Drive, Ann Arbor, MI
Owner: James and Natalie Matthews
Applicant: Natalie Matthews
Year Constructed: 1959
Style: Mid Century Modern

Summary of Request

In Kind Roof Replacement - See application

When reviewing plans for work, the historic district commission shall follow the U.S. Secretary of Interior's Standards for Rehabilitation.

Motion to Grant Certificate of Appropriateness

Should the HDC recommend approval of the Certificate of Appropriateness, **staff recommends the HDC adopt the following motion:**

“I move that the Washtenaw County Historic District Commission approve a Certificate of Appropriateness for all work described and depicted by the work review application for Case HDC 2026-006 submitted by the applicant. The applicant has demonstrated the work will comply with U.S. Secretary of the Interior Standards for Rehabilitation (1) through (6), and (9), as well as Section 4, subsection B of the Washtenaw County Historic Preservation Ordinance.”



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WASHTENAW COUNTY
HISTORIC DISTRICT COMMISSION
APPLICATION FOR COMMISSION REVIEW

Historic District: Thorn Oaks Drive, Ann Arbor

Date of Application: 5/6/2026

Name of Owner: Natalie Matthews
Address: 4081 Thorn Oaks Dr., Ann Arbor MI 48104
Telephone Number: 313-654-2452
Other (fax, e-mail, etc.):

Name of Applicant: Natalie Matthews - I am applying - however the roofing company performing the repair is
Relation to owner: ↑
Address:
Telephone Number:
Other (fax, e-mail, etc.): Neighborhood Roofing, which has performed work on roofs in this same neighborhood before

Briefly summarize proposed work (If needed, include additional information on separate sheet):

My roof was damaged from an ice dam with subsequent flooding & leakage in multiple places - we are URGENTLY requesting review of our case so that we can replace our damaged roof ASAP. We have a flat roof in accordance with the original MCM design, and we will be replacing the roof in identical MCM style. The company performing "in-kind"

Please submit existing condition photographs, copies of diagrams, construction plans, site maps, product and building specifications, and/or any additional information clarifying the details of the proposed work. Electronic submission of related materials is preferred. If the attachments are not submitted electronically or are bound, please submit 8 copies of each attachment.

Signature(s) of Applicant(s): [Signature] Date: 5/6/26

Remit via email or hardcopy to:

Joe Frost, Historic Preservation Specialist
Office of Community & Economic Development
Washtenaw County Government
415 W. Michigan Avenue
Ypsilanti, Michigan 48197
(734)544-2954 voice
historicpreservation@washtenaw.org

the work is Neighborhood Roofing Company and my point person of contact is Tom whose # is: 734-994-6500. They have performed work on multiple roofs in my same neighborhood and will keep to the same in-kind MCM style. The work is scheduled to start 6/8/26 so we are hoping for expedited approval for permit & initiation of work.

Matthews_4081 Thornoaks_04 Upper Flat Roof

Proposal Date 5/6/26
 Prepared By Tom Meadows
 Sent To Primary email: nmat@umich.edu

Low Slope

S	RC	P	RR
15.00	0	0	

60 mil Black EPDM Low Slope Roof System

Tear off and disposal of existing roofing on low sloped/flat roof areas. Existing roof system appears to be (2) layers.

Install tapered insulation sloped at 1/4" per foot to direct water to scuppers and promote drainage

*Install **Black 60 mil EPDM** or **White 060 TPO** single-ply membrane, over ISO insulation board using factory approved **FULLY ADHERED** method. Extend over edge to provide waterproof edge.*

Install all roof edge trim, terminations, flashings and tie-ins as needed.

Includes 10 Year Labor Warranty

Potential Additional Charges not included in the above Pricing / Proposal

Additional rotted, delaminated or molded roof decking (OSB) on an 8:12 or less pitch = \$75.00 per sheet, on greater than 8:12 pitch = \$100.00 per sheet, ROOF BOARDS = \$8.00 per linear foot. (10 LF minimum).

Additional replacement of damaged rotted FASCIA BOARDS = \$15.00/ LF using Windsor I Prime Painted fascia. (10 LF minimum)

Additional bath or kitchen fan roof top terminations can be vented through the roof = \$200 per vent.

Additional ventilation baffles may need to be added to keep insulation from blocking adequate / balanced ventilation = \$7.00 per baffle.

Additional Ridgeguard may need to be added to ridge vent in order to maintain pest control performance = \$18.00 per linear foot of ridge.

Any additional work, other than what is described above, will be charged at a rate of \$100.00 per man hour plus materials and will require homeowner and/or agent approval before proceeding.

Additional Work / Options / Notes		Additional Cost
A	Pricing in this proposal is based on the following conditions being met. 1) This proposal is signed within 5 calendar days of the "proposal date". 2) a deposit is provided or approved financing is completed by the due date given. 3) all work is completed by February 28, 2026 (weather permitting).	
B	Additional cost to remove and replace roof system on lower flat roof area with same roof system as noted above. Tapered insulation slope to be 1/8" per foot due to window height along wall.	
C		
D		
E		
F		
G		
H		

All pricing shown is based on all financing plans or credit card for all payments



WASHTENAW COUNTY HISTORIC DISTRICT COMMISSION

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Certificate of Appropriateness – MEMO

Case No. HDC – 2026-002

May 14, 2026 - Resubmittal

Historic District: Thornoaks Historic District

Address: 4101 Thornoaks Dr., Ann Arbor, MI

Owner: Nick Roumel and Gail Altenburg

Applicant: John Powers, Powers Builds, LLC

Year Constructed: 1959

Style: Mid Century Modern

Summary of Request

Resubmittal following Partial Denial – See updated photos in staff presentation.

Applicant is resubmitting following a partial denial earlier this year. Applicant is proposing several options to siding orientation for the historic district commissioner's consideration.

The original scope of work included removing and replacing vertical siding. The vertical side has water and woodpecker damage. This application proposed to replace the damaged siding with 2 3/4" revere horizontal cedar siding to match existing horizontal siding on the property.

Sample motions for HDC consideration:

Motion to Grant Certificate of Appropriateness

Should the HDC recommend approval of the Certificate of Appropriateness, **staff recommends the HDC adopt the following motion:**

"I move that the Washtenaw County Historic District Commission approve a Certificate of Appropriateness for all work described and depicted by the work review application for Case HDC 2026-002 submitted by the applicant. The applicant has demonstrated the work will comply with U.S. Secretary of the Interior Standards for Rehabilitation, as well as Section 4, subsection B of the Washtenaw County Historic Preservation Ordinance."

Motion to Deny COA:

The HDC may consider motions to deny the application:

"I move that the Historic District Commission deny a Certificate of Appropriateness for all work described and depicted by the work review application for Case HDC 2026-002 submitted by the applicant. The applicant has not demonstrated the work will comply with U.S. Secretary of the Interior Standards for Rehabilitation, standard number(s) ____ as well as Section 4, subsection B of Washtenaw County's historic preservation district ordinance."

(When making a motion to deny an application, a “Yes” vote to this motion is a vote to deny)

The HDC may consider motions to postpone review of the application:

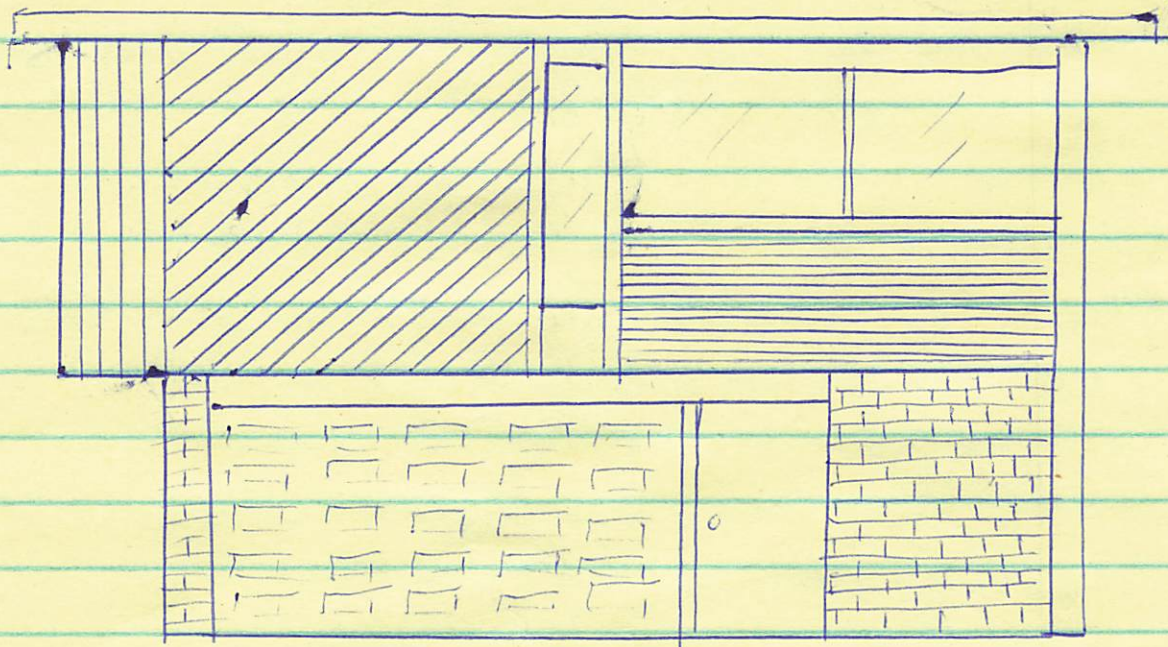
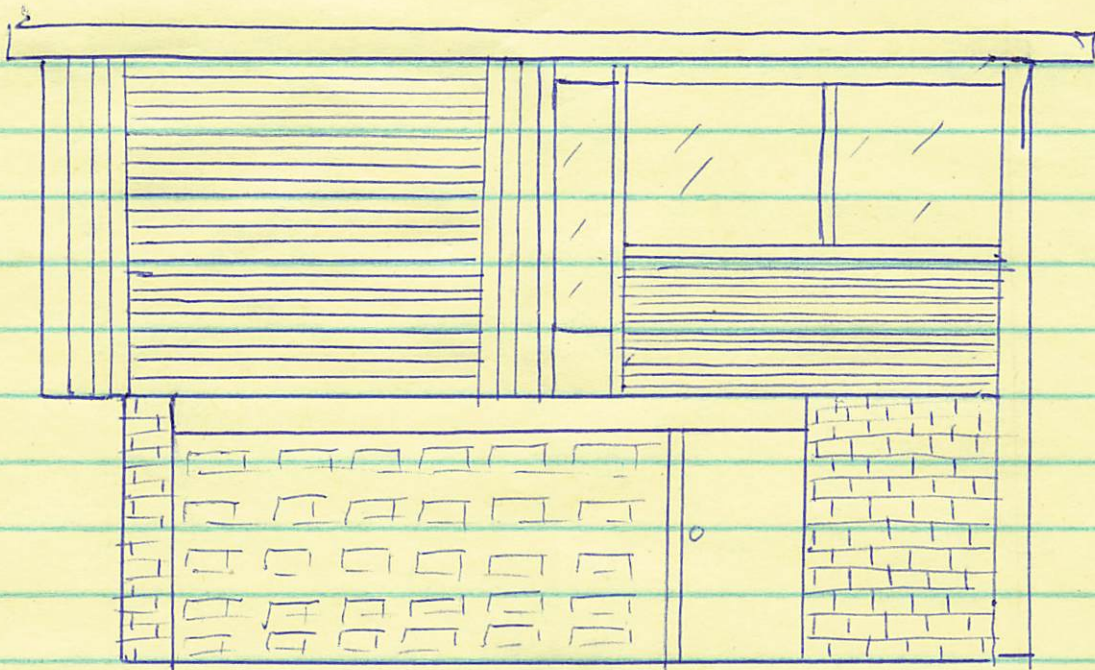
“I move that the Historic District Commission postpone review of Case HDC 2026-002 submitted by the applicant until the next regular meeting scheduled for June 4, 2026.”

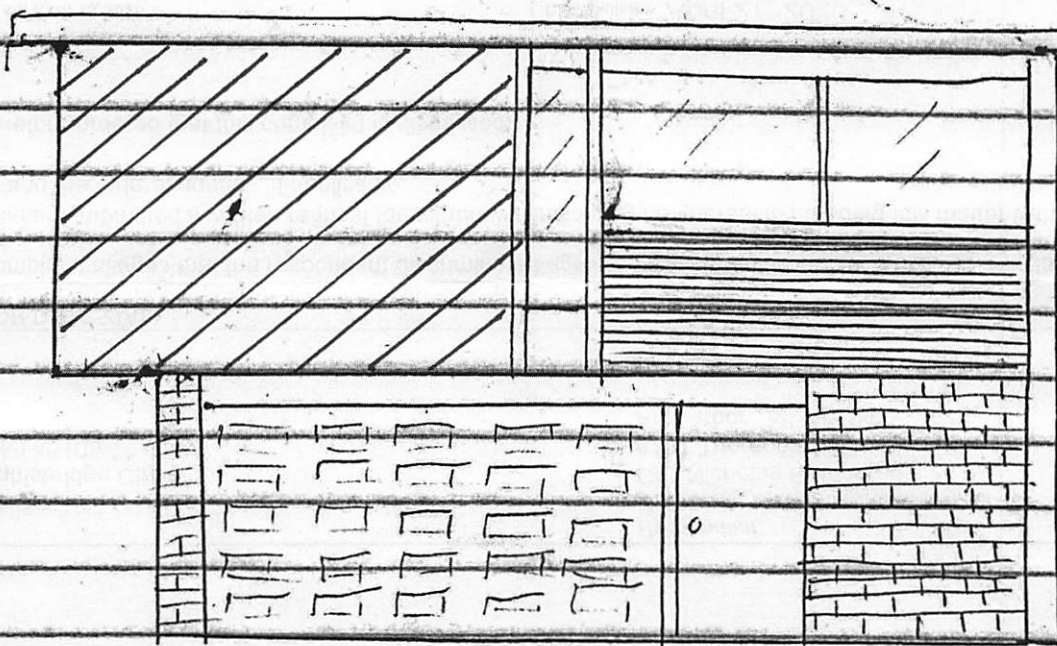
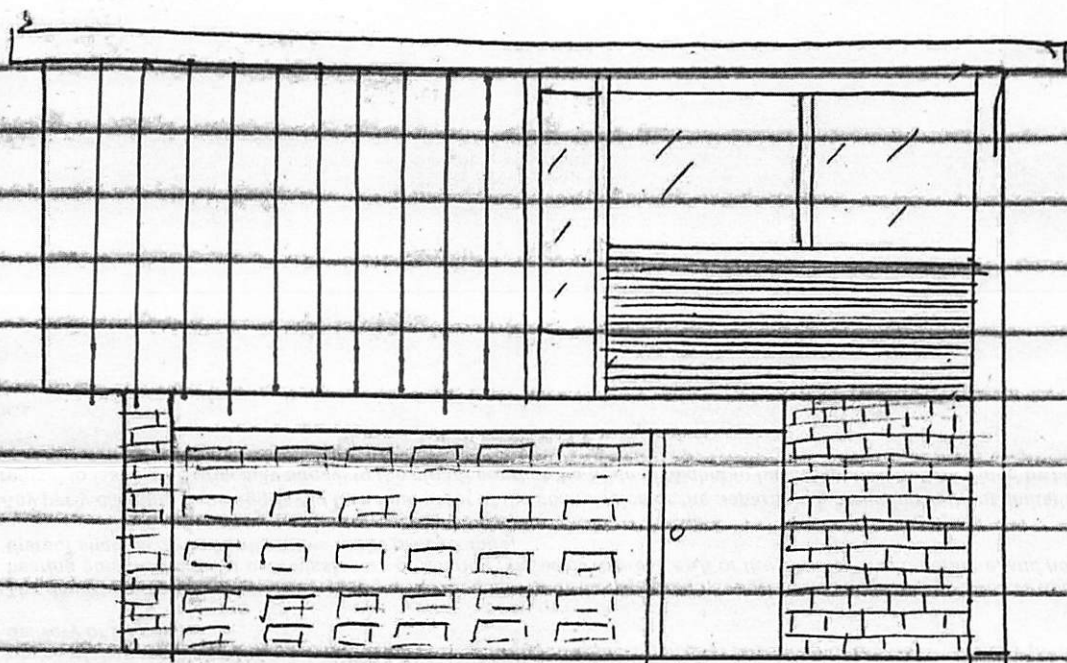
(When making a motion to postpone review, you should include any requests to the applicant within the motion, such as requiring the applicant to provide more information at the next meeting)











NOTICE OF DECEASED PERSONS

DEPARTMENT OF CHURCHES

