



Minutes
Historic District Commission Meeting
Thursday, June 01, 2023 at 6:00p.m.

City Hall, 203 South Troy Street, Royal Oak, MI 48067
Conference Room 116

1. Call to Order
2. Roll Call – Sean Dunlop, Patrick Sharrak, Theresa Scherwitz, Danielle Cadaret, Sam Russo, Kimberly Sansone, Muriel Versagi, Carol Schwanger, staff liaison
3. Approval of June 01, 2023, Agenda - approved
4. Public Comment – there was no public comment
5. Approval of Minutes
 - a. February 16, 2023 - Tabled
 - b. [May 11, 2023 – Sean Dunlop proposed to approve and Danielle Cadaret seconded.](#)
6. Certificate of Appropriateness Requests and Status Reports
 - a. L.A. Young 1016 North Altadena Avenue Installation of New Windows –
 - b. Danielle Cadaret made a motion to accept the proposed windows with the recommendation to consider replacing the dormer windows with double hung windows with three over one in like material to the proposed windows. The recommendation is consistent with the L.A. Young District date 2016. Theresa Scherwitz seconded the motion and the Commission voted and approved the motion.
 - i. [Submission for June 01 Meeting](#)
 - ii. [Submission for May 11 Meeting](#)
 - c. Orson Starr House Museum Status Report Side Porch Installation – Tabled
 - d. Knowles House Status Report Installation of New Windows - Dr. Jim Keillor and Joe Plesuchenko homeowners were present. Anderson Farmhouse window product information was provided. Action items are:
 - i. Photo of existing white window behind storm window.

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.

- ii. Rendering of new window.
 - iii. [Submission for June 01 Meeting](#)
 - iv. [Submission for May 11 Meeting](#)
 - e. McDowell House Status Report Two-story Addition to House Structure
 - i. Submission for June 01 Meeting
 - ii. [Submission for May 11 Meeting](#)
 - iii. Items needed:
 - 1. Description of project (scope of work) with list of materials impacted. Itemized list of what is to be replaced with new materials. Photos of new materials. Samples of new materials, especially stone.
7. Application and Submittal Process for Certificates of Appropriateness Continued Discussion. Sean to draft application. Commission noted the following items from (could have two boxes to indicate “not applicable”)
- a. Contact information
 - b. Description of project
 - c. Site Plan (Google Earth is acceptable)
 - d. Color photographs of existing building from all sides, and context.
 - e. Specifications for each product, pictures of materials adjacent to existing.
 - f. Visually communication (for example drawings, picture, rendering) of proposed change.
 - g. Physical samples, if required.
 - h. If sign – attachment details.
 - i. If windows – materials, product information
8. Attending Meetings Neighboring Cities Historic District Commissions Reports from HD Commissioners
9. Schedule Next Meeting Thursday June 22nd 6-8PM
10. The meeting was adjourned at 8:22PM.

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