
**PITTSFIELD CHARTER TOWNSHIP HISTORIC DISTRICT COMMISSION
REGULAR MEETING MINUTES**

April 5, 2023

Pittsfield Township Administration Building
6201 W. Michigan Avenue
Ann Arbor, MI 48108

MEMBERS PRESENT: Donegan, Ferguson, LeClair, McDowell, Paas, Scribner,
Wall

MEMBERS EXCUSED: Commissioners Harwood and Richards

OTHERS PRESENT: Matt Best

1.0 Call Meeting to Order/Determination of a Quorum

Chair Paas called the meeting to order at 5:30 p.m. A quorum was present.

2.0 Roll Call

Members Present: Donegan, Ferguson, LeClair, McDowell, Paas, Scribner,
Wall

Members Absent: Commissioners Harwood and Richards

3.0 Chair Paas led the Commission in the Pledge of Allegiance.

4.0 Open Meetings Act/Public Comment

Under the Open Meetings Act, any person may come forward at this time to address the Commission. Anyone who wishes to speak is requested but not required to state his/her name and address for the record.

No one spoke.

5.0 Approval of Agenda

Motion by Commissioner LeClair, supported by Vice Chair Wall to approve the agenda as presented.

MOTION CARRIED

6.0 Approval of Minutes for February 1, 2023

Motion by Commissioner McDowell, supported by Commissioner Donegan to approve the minutes as amended. **10.3** Grant for **\$39, 925** requested and received \$18,000.00. **11.1** Second paragraph... change dark grey to **medium** grey, pre-finished enamel roof...

MOTION CARRIED

7.0 Scheduled Guests

7.1 Matthew Best, Director of Municipal Services – Pittsfield Township

Mr. Best spoke later in the meeting.

8.0 Expenditures Report – Invoice for Notice of Adoption Ordinance No. 339

Motion by Commissioner Donegan, supported by Commissioner McDowell to remit payment to MLive Media Group, in the amount of \$77.38, for the Notice of Adoption Ordinance No. 339 for the Byrd Center Historic District.

MOTION CARRIED

Vice Chair Wall explained the wages on the Expenditures Report.

9.0 Officer Report

9.1 Status of Byrd Center Historic District – Paas

Chair Paas reported that the Application for Certificate of Appropriateness for a powder coated medium grey roof for the barn was approved for the Byrd Center Historic District.

The contractor for that renovation has pulled the permit and the work can proceed on the barn roof.

10.0 Old Business

10.1 Sutherland-Wilson: Grant and Renovation Plan

Chair Paas reviewed the details of the Grant Application and Renovation Plan for the Sutherland-Wilson homestead.

Pittsfield Township will proceed with the work that is included in the grant, as well as all the outbuildings that need to be repaired and renovated to satisfy the requirements of the grant.

The Township has hired an engineering firm, ABX Design, LLC., to analyze the structural issues of the buildings. The two buildings that are included in the grant proposal are the Carriage House and the Ice House. According to the ABX engineering report, the carriage house and other buildings have structural issues that need to be repaired. The Township has prepared proposals for bids for the renovation and repairs that are included in the grant proposal.

Chair Paas read aloud the Grant regarding the Ice House and Carriage House restoration. The cost of repair to the Ice House is approximately \$41,000.00 and the cost of repair to the Carriage House is under \$25,000.00.

Chair Paas discussed the structural evaluation of the Sutherland-Wilson Farm as outlined in the ABX Design engineering report.

Commissioner Ferguson inquired about posting signage at the Carriage House stating "Caution/ Unsafe to Enter" and sealing off its entrance due to the instability of the structure. Mr. Best will have the Parks and Recreation department put up the caution signs.

Vice Chair Wall inquired about the safety of the property during the Open Houses that are held on Sundays at the Sutherland-Wilson Farm. Mr. Best will put up a physical barrier at the Carriage House as a caution for the public not to enter during the open houses.

Matt Best, Director of Municipal Services for Pittsfield Township, spoke with the Commission regarding his charge to assist the Historic District Commission with the steps needed, as outlined by the Board of Trustees, to get the restoration project started and completed properly. The Structural Evaluation Report outlines the repairs that need to take place before any practical restoration can take place.

Mr. Best shared that the Township staff is working on quotes for the cost of repairs and is preparing a list of all the work that needs to be done. The Carriage House and Ice House must be repaired as stated in the grant.

Historic District Commission Meeting
April 5, 2023

Matt Best will take the plan for the renovation project of the Sutherland-Wilson Farm to the Board of Trustees for their support in moving forward. Chair Paas and Vice Chair Wall will work with Mr. Best and communicate the information to the Historical Society. The Historical Society and the Historic District Commission will work together to present their request for funding to the Board of Trustees.

10.2 Form a HDC Committee to Visit Historic Districts

Chair Paas recommended forming a committee to visit Historic Districts. Commissioner Scribner suggested starting with Historic Districts that are similar to Pittsfield Township. Commissioner McDowell will research other Historic Districts to visit and bring information to the meeting in May.

11.0 New Business

11.1 Next Meeting May 3, 2023

Commissioner Scribner suggested forming a three-person committee to be a Historic District subcommittee to review the current Historic Districts in Pittsfield Township. This subcommittee would visit the Historic Districts annually to ensure that the properties are in good standing. The Commission will discuss this suggestion further in the future.

12.0 Adjournment

Motion by Commissioner Ferguson, Supported by Commissioner Scribner to adjourn the meeting at 7:05 p.m.

MOTION CARRIED