



City of Lathrup Village
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TO: Historic District Commission
FROM: Mike Greene – City Administrator
DATE: December 12th, 2024
RE: HDC Procedural Summary

Background Brief: The Historic District Commission (HDC) has numerous new members, so this memo aims to give a procedural summary of the HDC.

Pursuant to the Historic Districts ordinance, work involving the alteration, repair and work on the exterior of a historic structure requires Historic District Commission approval. Specifically, the proposed repurposing of the Annie Lathrup School involves work affecting the exterior appearance of an existing historic district structure, rather than a modification of a historic district. Note that modifications of historic districts are governed by Sec. 40-25, while work or alterations are governed by Sec. 40-29.

Accordingly, Sec. 40-29 is applicable. This section requires that permission be obtained from the historic district commission prior to construction, alteration, repair, moving or demolition affecting the exterior appearance of a structure or the construction of a new structure or part thereof within the historic district. The process is as follows:

- Application must be made to the city clerk including a written proposal with an explanation of the reason for the requested action and plans and drawings illustrating the proposed actions.
- The application must be transmitted to both the building department and the historic district commission. The building department must certify to the commission that the site plans meet ordinance requirements.
- The historic district commission must review the application pursuant to the criteria and guidelines provided in Sec. 40-29 (d) & (e).
- The historic district commission shall approve first, the proposal and second, the plans.
- The commission may approve the proposal but reject the specific plans, if it is determined that the plans do not meet the criteria. In that event, the applicant may submit revised plans for the commission's review and approval.
- Denial of any applications shall be based only on the considerations set forth in Sec. 40-29 (d) & (e).
- Upon final decision, the historic district commission shall issue a certificate of approval or rejection.
- The decision of the historic district commission may be appealed to City Council.

****Special considerations:**

- The failure of the commission to act within a maximum of 60 days after the date of application filed with it, unless an extension is agreed upon mutually by the applicant and the commission, shall be deemed to constitute approval. The December 12 meeting is considered action by the commission.
- If the Historic District Commission approves a proposed project, its decision is final without any further City Council approval needed. If the ultimate decision of the commission is to reject the application and plans, the City Council may hear an appeal of that decision and make a final determination.
- The Historic District Commission meeting must be a public meeting, but no public hearing is required for this process.

Kelly Garrett
Mayor

Bruce Kantor
Mayor Pro-Tem

Jalen Jennings
Council Member

Dalton Barksdale
Council Member

Jason Hammond
Council Member