

## Chapter 103 Historic Preservation

### 8:408. - Historic District Study Committee.

- (1) Before establishing a historic district, City Council shall by resolution appoint a study committee.
- (2) The study committee shall contain a majority of persons who have a clearly demonstrated interest in or knowledge of historic preservation, and shall contain representation from 1 or more local historic preservation organizations. At least 1 member shall reside or work in the affected area, and additional members may include representation from registered neighborhood associations and merchants' groups in the affected area. The term of office for study committee members shall end when City Council takes final action on the committee's recommendations or at such earlier date as the City Council by resolution directs.
- (3) The study committee shall do all of the following:
  - (a) Conduct a photographic inventory of resources within any proposed historic district following procedures established or approved by the SHPO.
  - (b) Conduct basic research of each proposed historic district and the historic resources located within that district.
  - (c) Determine the total number of historic and nonhistoric resources within a proposed historic district and the percentage of historic resources of that total. In evaluating the significance of historic resources, the study committee shall be guided by the selection criteria for evaluation issued by the United States Secretary of the Interior for inclusion of resources in the national register of historic places, as set forth in 36 CFR part 60, as amended, and criteria established or approved by the SHPO, if any.
  - (d) Prepare a preliminary historic district study committee report that addresses at a minimum all of the following:
    - (i) The charge of the study committee.
    - (ii) The composition of the study committee membership.
    - (iii) The historic district or districts studied.
    - (iv) The boundaries for each proposed historic district in writing and on maps.
    - (v) The history of each proposed historic district.
    - (vi) The significance of each district as a whole, as well as a sufficient number of its individual resources to fully represent the variety of resources found within the district, relative to the evaluation criteria.
  - (e) Transmit copies of the preliminary report for review and recommendations to the Historic District Commission, the planning commission, the SHPO, the Michigan Historical Commission, and the State Historic Preservation Review Board.
  - (f) Make copies of the preliminary report available to the public as required by [section 8:408\(7\)](#).
- (4) Not less than 60 calendar days after the transmittal of the preliminary report under subsection 3(e), the study committee shall hold a public hearing in compliance with the

Open Meetings Act. Public notice of the time, date, and place of the hearing shall be given in the manner required by the Open Meetings Act. Written notice shall be mailed by first-class mail not less than 14 calendar days before the hearing to the owners of properties within the proposed historic district, as listed on the tax rolls of the city.

- (5) After the date of the public hearing, the study committee and City Council shall have not more than 1 year, unless otherwise authorized or extended by City Council, to take the following actions:
  - (a) The study committee shall prepare and submit a final report with its recommendations and the recommendations, if any, of the Historic District Commission and the Planning Commission to the City Council. If the recommendation is to establish a historic district or districts, the final report shall include a draft of a proposed ordinance or ordinances.
  - (b) After receiving a final report that recommends the establishment of a historic district or districts, City Council, at its discretion, may introduce and pass or reject an ordinance or ordinances. If City Council passes an ordinance or ordinances establishing 1 or more historic districts, the City Clerk shall file a copy of that ordinance or ordinances, including a legal description of the property or properties located within the historic district or districts, with the Washtenaw County Register of Deeds.
- (6) If a majority of the property owners within a proposed contiguous historic district, as listed on the tax rolls of the city, submit a petition to City Council requesting the establishment of a contiguous historic district, then City Council shall not pass an ordinance establishing a historic district without waiting at least 60 days from the date of filing of the petition.
- (7) A writing prepared, owned, used, in the possession of, or retained by a study committee in the performance of an official function shall be made available to the public in compliance with the Michigan Freedom of Information Act.

(Ord. No. 4-07, § 3, 3-19-07)