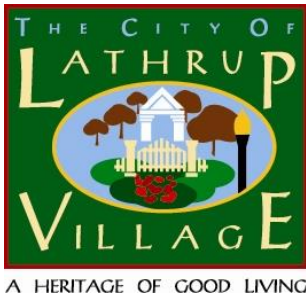


Historic District Commission Agenda

Wednesday, August 13, 2025 at 5:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Meeting Minutes**
 - A. 2-19-25 - HDC Minutes
5. **Public Comment on Agenda Items** (limited to 3 minutes)
6. **New Business**
 - A. Request to Approve HDC Bylaws
 - B. Request to Approve Exterior Mural Installation - 27400 Southfield Road (City Hall)
7. **Old Business and Tabled Items**
8. **Other Matters for Discussion**
9. **Adjournment**



Historic District Commission Minutes

Wednesday, February 19, 2025, at 6:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order

The meeting called to order at 6:05 PM

2. Roll Call

Present: Johnson, Roberts, Warner, Kenez, Khamo

Absent: N/A

3. Approval of Agenda

Moved by Warner, seconded by Roberts to approve the agenda as presented.

Yes: Johnson, Roberts, Warner, Kenez, Khamo

No: N/A

Motion Carried

4. Approval of Meeting Minutes

A. 12-12-24 - HDC Minutes

Moved by Roberts, seconded by Kenez to approve the minutes with the following amendments:

- Change Addison to Anderson under the second public comment
- Reorder the action items to reflect the City Hall Meter Tower first and the Annie Lathrup School proposal second

Yes: Johnson, Roberts, Warner, Kenez, Khamo

No: N/A

Motion Carried

5. Public Comment on Agenda Items (limited to 3 minutes)

Diane Anderson – Lathrup Village Historical Society was created for historical preservation, and money was allegedly accepted from the Surnow Company for archival purposes. The Historical Society should never accept money from the Surnows.

6. Old Business

A. Request to Approve 27700 Southfield Road - Annie Lathrup School Partial Demolition & Rehabilitation

- Jill Bahm – Giffels Webster – Provided a presentation on the City's history with the master plan and how the Village Center district was created.

- HDC Members asked clarifying questions to Ms. Bahm, which included Village Center setback requirements, Southfield Road Boulevard redevelopment, Master Planning, and Historic District Ordinance involvement in the Master Plan.
- Surnow Company & Biddison Architecture – Presented an updated plan to the HDC for the 27700 Southfield Road Partial Demolition & Rehabilitation project.
 - Surnow provided some history of previous developments the company undertook within Lathrup Village and shared why they have settled on this current site plan rendition.
 - Kevin (Biddison) shared some of the changes that have been made to the plan versus the last version that was presented to the HDC.

Moved by Warner, seconded by Johnson to approve the 27700 Southfield Road – Annie Lathrup School partial Demolition & Rehabilitation proposal.

Yes: Johnson, Roberts, Warner, Kenez, Khamo

No: N/A

Motion Carried

An additional discussion took place between the HDC members and the Surnow Company about the site and potential layouts and what additional modifications could be made to meet the HDC Ordinance.

Moved by Roberts, seconded by Johnson to approve the 27700 Southfield Road – Annie Lathrup School partial Demolition & Rehabilitation plan.

- Johnson – torn by the decision. On one hand, the historical original school is being saved, but the additional mass of new structures due to the economics of the project is worrisome.
- Roberts – modifications Surnow made have made improvements to the plan. However, the massing/position of the building still does not appear to comply.
- Warner – Surnow has made a lot of the requested HDC changes based on the last meeting.

Moved by Kenez, seconded by Johnson to table the initial motion until after an additional public comment period.

Yes: Johnson, Roberts, Warner, Kenez, Khamo

No: N/A

Motion Carried

Moved by Khamo, seconded Roberts, to amend the agenda to allow public comment before official action.

Yes: Johnson, Roberts, Warner, Kenez, Khamo

No: N/A

Motion Carried

Public Comment

- Jonathan Terra – Is underground parking practical at this site? Could the site be turned 90 degrees to fit the site?
- Diane Anderson – Are the chimneys being saved? Has Surnow applied for historic grants to maintain the building? Has the Historical Society taken money from the Surnow company? Comments on Jeffrey Surnow and how he treated members of the public like “garbage” in the past.
- Lauren Bares – It's terrible that Surnow's deceased father was brought up during the meeting. Has seen what Surnow Company has done with other historic buildings in neighboring communities and hopes the HDC considers their vote carefully.
- Tim Hillman – Thank you for the input this evening. Hopes HDC members share additional information on why they vote a certain way.

- Autumn Sousanis – HDC Ordinance Section 40-29(e)(8). It's a looming structure against the road. This project will dominate the feel of the City and the historic district.
- Bob Beras – The community can keep fighting but the Surnow Company must make some money on this project. The charm of Lathrup Village is the neighborhood, not the current state of the school. There is a vocal minority that is making a lot of complaints regarding this project.

Moved by Warner, seconded by Johnson to take the vote off the table

Yes: Johnson, Roberts, Warner, Kenez, Khamo

No: N/A

Motion Carried

Moved by Roberts, seconded by Johnson to approve the 27700 Southfield Road – Annie Lathrup School partial Demolition & Rehabilitation plan.

Warner – While Section 40-29(e)(8) remains a concern, when only one item does not meet the ordinance requirements, it shows the developer is making an effort. This is a rare project and if the project saves the truly historical portion of the site, then it should continue to move forward.

Khamo – The ultimate concern is the building being torn down and that may be a possibility. The size (Section 40-29(e)(8)) is still a concern.

Johnson – Believes the petitioners have acted in good faith and the true historical building stays intact. To achieve 9 out of 10 elements of compliance is an achievement. The HDC must stop the potential of the building being demolished.

Roberts – 9 out of 10 elements appear to be met. The economics make sense, and the original school stays intact.

Kenez – The preservation of the building was a major concern. Maintaining the integrity of the area will be needed to showcase the property. Wants to see the relationship in the Village Center district expand if this project proceeds.

Yes: Johnson, Roberts, Warner, Kenez, Khamo

No: N/A

Motion Carried

8. **Other Matters for Discussion – N/A**

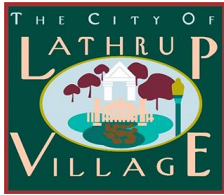
9. **Adjournment**

Moved by Kenez, seconded by Roberts to adjourn at 8:09 PM.

Yes: Johnson, Roberts, Warner, Kenez, Khamo

No: N/A

Motion Carried



City of Lathrup Village
 27400 Southfield Road
 Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

TO: Historic District Commission
 FROM: Mike Greene – City Administrator
 DATE: August 13, 2025
 RE: HDC Bylaws

Background Brief: Throughout the City's Redevelopment Ready Communities (RRC) certification process, the City has been required to submit bylaws of all the City's boards/commissions. While reviewing files, we were unable to find an approved copy of the HDC bylaws. To be consistent across all boards/commissions and to meet our requirements for RRC certification, we are seeking HDC approval of operating bylaws.

Board bylaws serve as the internal operating manual for a group, defining its structure, governance procedures, and the roles and responsibilities of its board members and officers. They ensure smooth functioning, legal compliance, and adherence to the organization's mission and purpose.

The enclosed bylaws are straightforward and reiterate/summarize much of what is included in the HDC ordinance. Bylaws are living documents and can be amended after approval by a majority vote of the HDC.

Previous Action: N/A

Economic Impact: N/A

Recommendation: It is my recommendation to approve the HDC bylaws.

Recommended Motion:

Moved by commissioner _____, seconded by commissioner _____
 to approve the Historic District Commission bylaws.

Kelly Garrett
Mayor

Bruce Kantor
Mayor Pro-Tem

Jalen Jennings
Council Member

Jason Hammond
Council Member

Maria Mannarino
Council Member

CITY OF LATHRUP VILLAGE HISTORIC DISTRICT COMMISSION BYLAWS

ARTICLE I – AUTHORITY

These Bylaws are adopted according to the authority granted under the Michigan Local Historic Districts Act (Public Act 169 of 1970, as amended), the Michigan Open Meetings Act (Public Act 267 of 1976, as amended), and Chapter 40, Articles II and III of the City of Lathrup Village Code of Ordinances.

ARTICLE II – TITLE

The governing body shall be known as the **Historic District Commission of the City of Lathrup Village** (hereinafter referred to as the “Commission” or “HDC”).

ARTICLE III – MEMBERSHIP

Section 1. Composition.

The Commission shall consist of seven (7) members, all of whom shall be residents of the City of Lathrup Village, appointed by the Mayor and approved by the City Council.

Section 2. Special Qualifications.

- At least two (2) members shall be appointed from a list of residents submitted by duly organized and existing preservation societies located in the City.
- At least one (1) member shall be a duly registered architect in the State of Michigan, if such a person resides in the City and is available for appointment.

Section 3. Terms of Office.

Members shall serve three (3) year terms and may be reappointed in accordance with City ordinance. Vacancies occurring other than through expiration of term shall be filled for the unexpired term by the Mayor, subject to Council approval.

Section 4. Removal.

Members may be removed for cause, following the procedures outlined by City ordinance and state law.

Section 5. Attendance.

- If a member has **three (3) unexcused absences** from regular meetings in a calendar year, the Commission may recommend removal to the City Council.
- An absence is considered **unexcused** if the member fails to notify City staff or the Chair prior to the meeting and is not present.
- Absences shall be recorded in the minutes as excused or unexcused.

ARTICLE IV – OFFICERS

Section 1. Officers.

The officers of the Commission shall be Chairperson, Vice-Chairperson, and Secretary.

Section 2. Election and Term.

At the first meeting of each even-numbered year, Officers shall be elected by the Commission and shall serve two (2) year terms or until their successors are elected.

Section 3. Duties.

- **Chairperson:** Presides at all meetings, signs Certificates of Appropriateness, and executes documents on behalf of the Commission.
- **Vice-Chairperson:** Performs the duties of the Chairperson in their absence.
- **Secretary:** Maintains official records, minutes, and correspondence of the Commission.

ARTICLE V – MEETINGS**Section 1. Regular Meetings.**

The Commission shall meet **as needed** to fulfill its duties, with notice given in compliance with the Michigan Open Meetings Act.

Section 2. Special Meetings.

May be called by the Chairperson, Vice-Chairperson, or any two (2) members of the Commission, with written notice provided to all members at least 24 hours in advance.

Section 3. Quorum and Voting.

A quorum shall consist of four (4) members. An affirmative vote of the majority of members present is required for official action.

ARTICLE VI – ORDER OF BUSINESS

The normal order of business shall be:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Public Comment
5. Old Business
6. New Business
7. Reports (Committees and Staff)
8. Adjournment

ARTICLE VII – POWERS AND DUTIES

The powers and duties of the Commission shall be those established in **Sections 40-28 and 40-29 of the City of Lathrup Village Code of Ordinances**, including but not limited to:

- Administering and implementing provisions of the Historic Preservation Ordinance.
- Reviewing and acting upon applications for Certificates of Appropriateness.
- Investigating and reporting on requests for modification of historic districts.

ARTICLE VIII – CONFLICT OF INTEREST AND EX PARTE COMMUNICATION**Section 1. Conflict of Interest.**

No member shall participate in a matter in which they have a direct financial interest or other conflict as defined by law. Members with conflict shall disclose it and recuse themselves from discussion and voting.

Section 2. Ex Parte Communication.

Members shall avoid off-the-record communications regarding matters pending before the Commission. Any such communications shall be disclosed at the next meeting prior to deliberation of the item.

ARTICLE IX – AMENDMENTS

These Bylaws may be amended by the affirmative vote of four (4) members, provided that notice of the proposed amendment is given at a preceding meeting.

PART II - CODE OF ORDINANCES
Chapter 40 HISTORICAL PRESERVATION

Chapter 40 HISTORICAL PRESERVATION

ARTICLE I. IN GENERAL

Secs. 40-1—40-20. Reserved.

ARTICLE II. HISTORIC DISTRICTS

Sec. 40-21. Statement of purpose.

The purpose of this article is to:

- (1) Safeguard the heritage of the city by preserving the cultural, social, economic, political and architectural elements having historic significance;
- (2) Stabilize and improve property values in such districts;
- (3) Foster and promote property values in such districts;
- (4) Promote the use of local history for education, pleasure and the welfare of the citizens of the city;
- (5) Encourage the collection of records and objects which interpret the history of this city and cooperate in the establishment and operation of a museum or other appropriate center for custody and display of such items.

(Ord. No. 99-339, pt. I, 6-7-99)

Sec. 40-22. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Alteration means any excavation, new construction, reconstruction or exterior modification, removal or addition of any exterior feature, including change of an unexposed surface material.

Commission means the historic district commission.

Demolition means the raising or destruction, whether entirely or in part, of a resource and includes, but is not limited to demolition by neglect.

Demolition by neglect means neglect in maintaining, repairing or securing a resource that results in deterioration of an exterior feature of the resource or the loss of structural integrity of the resource.

Historic district means any area or areas created under this article for the purpose of this article as a historic district. Such areas not necessarily having contiguous boundaries. The area included in a noncontiguous historic district shall be the structure on the property and 100 feet therefrom or the property boundary, whichever is less.

Historic preservation means the protection, conservation, rehabilitation, restoration or reconstruction of historic districts and the sites, buildings, structures and objects contained therein, through implementation of the provisions of this article.

Ordinary maintenance and repair means acts of repair and other acts to prevent a decline, deterioration, decay or damage of a structure without change of the exterior appearance. The painting and repainting of a structure to a color other than that present on June 15, 1999, shall be considered ordinary maintenance and repair.

Repair means to restore a decayed or damaged resource to a good or sound condition by any process. A repair that changes the external appearance of a resource constitutes work for purposes of this chapter.

Resource means one or more publicly or privately owned historic or nonhistoric buildings, structures, sites, objects, features or open spaces located within a historic district.

(Ord. No. 99-339, pt. I, 6-7-99)

Sec. 40-23. Historic districts enumerated.

Historic districts within the city are hereby created, which districts shall include the following described land and the structures situated thereon:

Location	Tax I.D. No.
27400 Southfield Road	Tax I.D. No.: 24-13-351-038
27700 Southfield Road	Tax I.D. No.: 24-13-303-021
27800 Southfield Road	Tax I.D. No.: 24-13-301-001

(Ord. No. 99-339, pt. I, 6-7-99; Ord. No. 416-10, pt. II, 12-20-2010)

Sec. 40-24. Notice of district designation.

Within 30 days after any land has been designated under this chapter as a part of a historic district, the city clerk shall cause a document to be recorded with the county register of deeds describing such land and indicating that it has been included within a historic district pursuant to the provisions of this article.

(Ord. No. 99-339, pt. I, 6-7-99)

Sec. 40-25. Modification of historic districts.

- (a) *Generally.* The boundaries of the historic district may be changed from time to time to add or delete any area, site or structure. Such changes shall be made by ordinance amendment adopted by the city council upon recommendation of the historic district commission.
- (b) *Initial determination of reasonableness.* Upon receipt of the historic district commission from any person owning property in the city to add any area, site or structure or to modify or delete any area, site or structure from a historic district, the historic district commission, after making a determination that there are reasonable grounds for such a request, shall recommend to the city council that an investigation to determine whether or not such request should be granted be commenced. Included in the recommendation shall be a proposed budget to conduct such investigation.
- (c) *Investigations; report.* As part of the modification investigation, the historic district commission shall conduct studies and research and make a written report on the cultural, social, economic, political, architectural or historical significance of the area, site or structure under consideration. The report shall contain a specific recommendation as to action to be taken on the request for modification.

- (d) *Transmittal of report; public hearing; final recommendations.* Copies of the report shall be transmitted for review and recommendation to the city council, the state historical commission and the state historical advisory council. Sixty days after the transmittal, the historic district commission shall hold a joint public hearing with the city council thereon after notice, which shall include a written notice to the owners of all properties to be included in such district. The commission shall submit a final report with its recommendations to the city council. Included in such report shall be the recommendation to draft the appropriate ordinance.
- (e) *Publication of public hearing notice.* The notice required by subsection (d) above shall be given by publication at least once in a newspaper having general circulation within the city at least 15 days prior to the date of the hearing, and by regular mail addressed to each owner at such addresses as appear on the city assessment rolls, at least seven days prior to the date of hearing.
- (f) *Initiation by commission.* The commission may initiate the modification procedures set out above only after the recommendation to the city council to do so has been approved by the city council.

(Ord. No. 99-339, pt. I, 6-7-99)

Sec. 40-26. Historic district commission creation; members; vacancies; compensation.

- (a) *Creation.* There is hereby created the city historic district commission, which shall consist of seven members who reside in the city. Members shall be appointed by the mayor and approved by the council, for terms of office [of] three years; provided, that two of the initial members shall be appointed for one year, two members for two years and three members for three years. Terms shall expire on December 31 of the year of expiration. The first appointment shall be for terms of less than one, two or three years, in order to expire on December 31. Members of the historic district commission shall be eligible for reappointment.
- (b) *Vacancy.* A vacancy occurring in the membership of the historic district commission for any cause shall be filled by a person appointed by the mayor and approved by the council for the duration of the unexpired term.
- (c) *Special membership requirements.* At least two members of the historic district commission shall be appointed from a list of residents submitted by a duly organized and existing preservation society or societies located in the city, and at least one member of the historic district commission shall be an architect duly registered in the state if such person resides in the city and is available for appointment.
- (d) *Compensation.* Members of the historic district commission shall serve with such compensation as may be provided by the resolution of the council.

(Ord. No. 99-339, pt. I, 6-7-99)

Sec. 40-27. Same—general rules of procedure.

- (a) *Officers.* The historic district commission shall elect from its membership a chairperson, vice-chairperson and secretary, whose terms of office shall be fixed by the commission.
- (b) *Chairperson.* The chairperson shall preside over the historic district commission and shall have the right to vote.
- (c) *Vice-chairperson.* The vice-chairperson shall, in the case of absence or disability of the chairperson, perform the duties of the chairperson.

- (d) *Secretary.* The secretary shall keep a record of all resolutions, proceedings and actions of the historic district commission and report regularly to the council, with copies to the planning commission. The secretary shall act as custodian of the maps and archives of the historic district commission.
- (e) *Quorum.* At least four members of the historic district commission shall constitute a quorum for the transaction of business.
- (f) *Affirmative votes.* The affirmative vote of four members of the historic district commission shall be required for the approval or disapproval of plans before it for review, or for the adoption of any resolution, motion or other action by the commission.
- (g) *Public record.* The historic district commission shall keep a record, which shall be open to the public view, of its resolutions, proceedings and actions.
- (h) *Annual report.* The historic district commission shall submit an annual report of its activities to the council, and shall submit such special reports as requested by the council.
- (i) *Adoption of rules.* The historic district commission shall adopt rules for the transaction of its meetings, of its business which shall provide for the time and place of its regular meetings.
- (j) *Open meetings.* All meetings of the historic district commission shall be open to the public, and any person or his duly constituted representative shall be entitled to appear and be heard on any matter applicable to the business at hand before the commission makes a decision.
- (k) *Special meetings.* The historic district commission shall provide for the calling of special meetings by the chairperson or by at least two members of the commission. All members of the commission shall receive written notification in advance of such special meeting.
- (l) *Notice of meetings.* Notices of all meetings, including agenda of matters to be considered, shall be transmitted to the council and any existing historical societies in the city on record in the city clerk's office.

(Ord. No. 99-339, pt I, 6-7-99)

Sec. 40-28. Duties, powers and restraints.

Except as otherwise provided, the historic district commission shall have the duties of administering and implementing the provisions of this article. The responsibility shall include the following duties and powers:

- (a) The commission shall have the duty to investigate and report on requests for modification of historic districts as provided in this article.
- (b) The commission shall have the duty to review and approve applications, including proposals and plans, for construction, alteration, repair or demolition in historic districts as more fully set forth in section 40-29.
- (c) The commission shall have the authority to request periodic inspections of all designated historic districts by the city administrator or his or her representative for violations of this article.
- (d) The commission shall have the duty to maintain a current listing of historic districts and a brief statement of the significance of each.
- (e) The commission shall have the authority to initiate modification procedures set out in this article on its own motion.
- (f) The commission shall have the authority to call on experts to aid in its deliberations within the limits of its budget, or upon the approval of the council.

- (g) In cases where there is imminent danger of the loss or irreparable alteration of a site or structure protected by this article, the commission shall have the authority to request the city to seek such injunctive relief as it deems necessary to preserve the site or structure.
- (h) The commission shall have such other powers as are reasonable and necessary for the efficient administration and implementation of this article.

(Ord. No. 99-339, pt. I, 6-7-99)

Sec. 40-29. Work affecting exterior appearance of structures; permission required; review procedure.

- (a) *Requests for permission.* Before 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 person proposing to take such action shall apply for and obtain permission to do so from the historic district commission.
- (b) *Application.* The application shall be on a form as prescribed by the city clerk. No fee shall be charged for the review and decision by the commission of any application. The application shall consist of two parts.
 - (1) A written proposal of the action for which commission approval is sought with an explanation of the reason for the requested action; and
 - (2) Plans and drawings sufficient to clearly illustrate the proposed actions and depicting the structure in question and its relation to adjacent structures.

The application shall be submitted to the city clerk before obtaining a building permit.

- (c) *Transmittal of application to commission; building division certification.* The application shall be transmitted to the building department and to the historic district commission immediately after filing with city clerk. No construction, alteration, repair, moving or demolition shall take place, nor a permit issued therefor, until the building department has certified to the commission that the plans and drawings meet the requirements of all applicable ordinances and regulations and the commission has acted on the application, as hereinafter provided.
- (d) *Criteria for determination.* The historic district commission shall review such applications giving specific consideration to the proposed action and proposed plans in light of the following criteria so that the decision will be consistent with the objectives set forth in this article:
 - (1) The historical or architectural value and significance of the structure and its relationship to the historical value of the surrounding area;
 - (2) The relationship of the exterior architectural features of the structure to the rest of the structure and of the surrounding areas;
 - (3) The general compatibility of the exterior design, arrangement, texture and materials proposed to be used;
 - (4) Those features of the particular structure identified in the report of the ad hoc historic districts study committee of the historic district commission which supported its recommendation of the site or structure for inclusion within a historic district.
- (e) *Guidelines for construction, restoration, etc.* Any and all construction, restoration, alteration, modification, maintenance, repair or rehabilitation of the exterior of any house and/or structure or a part thereof in a historic district shall be done in accordance with the following guidelines:

- (1) Every reasonable effort shall be made to provide a compatible use of a property which requires minimal alteration of the structure or site.
 - (2) The distinguishing original qualities or character of a structure or site shall not be destroyed. The removal or alteration of any historic material or distinctive features shall be avoided.
 - (3) All buildings shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
 - (4) Changes which may have taken place in the course of time are evidence of the history and development of a building and its environment. These changes may have acquired significance in their own right, and this significance should be recognized and respected.
 - (5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building shall be treated with sensitivity.
 - (6) Deteriorated architectural features shall be repaired rather than replaced whenever possible. If replacement is needed, the new material should match the material being replaced in color, composition, texture, design and other visual qualities. Repair or replacement of missing features should be based on accurate duplications of features or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other sources.
 - (7) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that damage the building materials shall not be undertaken.
 - (8) Contemporary design for alteration and additions to existing properties will not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material and such design is compatible with the size, scale, color, material and character of the property or neighborhood.
 - (9) Whenever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.
 - (10) The Secretary of the Interior's "Standards for Rehabilitation" as presently promulgated in the Code of Federal Regulations or as they may be amended in the future. Copies of said "Standards for Rehabilitation" shall be maintained in the office of the city clerk and shall be subject to an examination by the public during normal business hours.
- (f) *Decision of commission.* Upon its review, the commission shall first approve the proposal and secondly approve the plans if, in its judgment, the criteria enumerated above are not adversely affected by the request. The commission may approve the proposal but reject the specific plans, if it is determined that the plans are detrimental to the values embodied in the criteria. In that event, the applicant may submit revised, amended or new plans for the commission's review and approval. Denial of any applications shall be based only on the considerations set forth in subsections (d) and (e).
- (g) *Review and limited exterior features.* The commission shall pass only on the exterior features of a structure and shall not consider interior arrangement or use of the structure.
- (h) *Grounds for approving application.* In addition to approval of an application pursuant to subsection (e) above, an application for repair or alteration affecting the exterior appearance of a structure within a historic district or for its moving or demolition shall be approved by the commission if any of the following conditions prevail, and if, in the opinion of the commission, the proposed changes will materially improve or correct these conditions:
- (1) The structure constitutes a hazard to the safety of the public or occupants.

- (2) The structure is a deterrent to a major improvement program which will be of substantial benefit to the community.
- (3) Retention of the structure would cause undue financial hardship to the owner.
- (4) Retention of the structure would not be in the interest of the majority of the community.
- (i) *Filing certificate of approval or rejection.* After due consideration, the commission shall file with the building department its certificate of approval or rejection of the application submitted to it for review. Such certificate shall be signed by the chairperson or secretary of the commission. The commission, in issuing its certificate, shall state the reasons and grounds for its action in its minutes and on the date of its certificate.
- (j) *Compliance with approved plan.* After a certificate of approval has been issued and the building or demolition permit granted to the applicant, the building department shall take such action as is necessary to require compliance with the approved building plan.
- (k) *Certificate of rejection; no permits issued; resubmittal after modification of plan.* A certificate of rejection shall be binding upon the building department and no permit shall be issued in such case. In the case of rejection, either before or after a rejection, the commission shall endeavor to work out a feasible plan for preservation with the applicant and may give suggestions regarding changes in the application it deems desirable to the applicant. The applicant may take modifications to his or her plans and shall have the right to resubmit his or her application at any time after doing so.
- (l) *Failure of commission to act.* 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.
- (m) *Plan for preservation of structures.* In case an application for repair or alteration affecting the exterior appearance of a structure or for moving or demolition of a structure which the commission deems so valuable to the city, state or nation that the loss thereof will adversely affect the public purpose of the city, state or nation, the commission shall endeavor to work out with the owner an economically feasible plan for the preservation of the structure.
- (n) *Demolition or moving of structures.* It shall be the public policy of this city to discourage the demolition, demolition by neglect or moving of structures within a historic district which are of historic or architectural value.
- (o) *Hazardous structures.* If any structure within a historic district has deteriorated to the extent that the building department believes the structure should be demolished under chapter 14, sections 14-251 through 14-259, proceedings under such article may be commenced. Not less than fifteen days' notice of the hearing to be held by the council on the determination that the building is unsafe, shall be given to the historic district commission by the building department. The commission shall be deemed to be an interested party for the purposes of the hearing before the council and may make recommendations to the council concerning the architectural and historical value of the structure to be considered.

(Ord. No. 99-339, pt. I, 6-7-99)

Sec. 40-30. Gifts, funding.

- (a) *State law and federal grants.* The historic district commission shall have the power to accept and administer gifts, grants or bequests for historic restoration purposes from the state or federal government.
- (b) *Public and private gifts.* The historic district commission shall have the power to accept and administer public and private gifts, grants or bequests for historical purposes.

- (c) *Administration of funds.* The city treasurer shall hold to the funds as trustee of the historic district commission for all gifts, grants and bequests. Authorized expenditures shall be certified to the treasurer by the secretary or other officer designated by the commission. The commission shall annually report to the council any money it receives or expends. As to all funds to be made available by the council, the historic district commission shall annually submit a budget as a commission of the city.
- (d) *Titles to real property.* Notwithstanding anything herein to the contrary, the title to all real property accepted and administered by the historic district commission shall be received and held in the name of the city.

(Ord. No. 99-339, pt. I, 6-7-99)

Sec. 40-31. Acquisition of historic property.

If all efforts by the historic district commission to preserve a historic structure fail, or if it is determined by the commission that public ownership is most suitable, the council may acquire such property, if deemed to be in the public interest, using public funds, gifts for historical purposes, grants from the state or federal government for acquisition of historic properties, or proceeds from revenue bonds issued for historical purposes. Such acquisition shall be based on the written recommendation of the historic district commission. The commission shall maintain publicly owned historic structures using its own funds, if not specifically earmarked for other purposes, or those public funds committed for this use by the council.

(Ord. No. 99-339, pt. I, 6-7-99)

Sec. 40-32. Ordinary maintenance and repair.

- (a) Nothing in this article shall be construed to prevent ordinary maintenance and repair of any structure within this historic district; nor to prevent construction, alteration, repair, moving or demolition of any structure under permit issued by the building department prior to June 15, 1999.
- (b) A structure in any historic district shall be maintained by the owner or person in control thereof so as to prevent deterioration of exterior walls of vertical support, roofs or horizontal members, exterior chimneys, exterior plaster mortar, any documented exterior architectural feature, and to prevent deterioration by the weather due to the inadequate weatherproofing of exterior walls, roofs and foundations, including the necessity of replacing broken windows and doors.

(Ord. No. 99-339, pt. I, 6-7-99)

Sec. 40-33. Duty to maintain and repair.

- (a) *Prevention of deterioration.* Every resource in any historic district shall be maintained by the owner or person in control thereof, so as to:
 - (1) Prevent deterioration of exterior walls or vertical supports, roofs, or horizontal members, exterior chimneys, exterior plaster or mortar, any documented exterior architectural feature; and
 - (2) Prevent deterioration by the weather due to inadequate weatherproofing of exterior walls, roofs, and foundations, including the necessity of replacing broken windows and doors, if the deterioration has or is likely to cause structural weakness or to otherwise affect the continuation of the resource as a historic resource.
- (b) *Demolition by neglect.* Upon a finding by the commission that a historic resource within a historic district or a proposed historic district subject to its review and approval is threatened with demolition by neglect, the commission may do either of the following:

- (1) *Require repair.* Require the owner of the resource to repair all conditions contributing to demolition by neglect; or
- (2) *Repair by city.* If the owner does not make repairs within a reasonable time, the city or its agents may enter the property and make such repairs as are necessary to prevent demolition by neglect. The costs of the work shall be charged to the owner, and may be levied by the city as a special assessment against the property. The city or its agents may enter the property for purposes of this sub-paragraph only after obtaining an order from the circuit court.

(Ord. No. 99-339, pt. I, 6-7-99)

Sec. 40-34. Work done without a permit.

- (a) *Restoration by owner.* When work has been done upon a resource without a permit, and the commission finds that the work does not qualify for a certificate of appropriateness, the commission may require the owner to restore the resource to the condition the resource was in before the inappropriate work or to modify the work so that it qualifies for a certificate of appropriateness.
- (b) *Court order.* If the owner does not comply with the restoration requirements within a reasonable time, the city may seek an order from the circuit court to require the owner to restore the resource to its former condition or to modify the work so that it qualifies for a certificate of appropriateness.
- (c) *Restoration by city.* If the owner does not comply or cannot comply with the order of the court, the city or its agents may enter the property and conduct work necessary to restore the resource to its former condition or to modify the work so that it qualifies for a certificate of appropriateness in accordance with the courts order. The costs of the work shall be charged to the owner, and may be levied by the city as a special assessment against the property.
- (d) *Entry onto the property.* When acting pursuant to an order of the circuit court, the city or its agents may enter a property for purposes of this sub-section.

(Ord. No. 99-339, pt. I, 6-7-99)

Sec. 40-35. Appeal from commission decisions.

- (a) *Administrative appeal to city council.* An applicant aggrieved by a decision of the commission concerning a permit application shall have the right to appeal the decision to the city council provided the appeal is requested in writing and presented to the city clerk within 21 days after the meeting in which the final decision of the commission was rendered. The city council shall consider the appeal within 30 days of its filing.
- (b) *Administrative appeal to Michigan Historical Commission.* An applicant aggrieved by a decision of the commission and the city council concerning a permit application may file an appeal in accordance with section 5(2) of 1970 PA 169, as amended, with the State Historical Preservation Review Board of the Michigan Historical Commission. The appeal shall be filed within 60 days after the city council's decision is furnished to the applicant.
- (c) *Judicial review.* Any citizen or duly organized historic preservation organization in the city, as well as resource property owners, jointly or severally aggrieved by a decision of the historic district commission may, in accordance with section 11 of the 1970 PA, 169, as amended, appeal the decision to the circuit court, except that a permit applicant aggrieved by a decision rendered herein may not appeal to the court without first exhausting the right to appeal to the city council and then to appeal to the state historic preservation review board.

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(Supp. No. 18)

(Ord. No. 99-339, pt. I, 6-7-99)

Sec. 40-36. Violations.

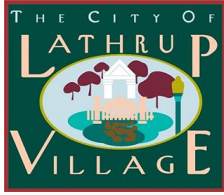
- (a) *Civil fine.* Any person who violates this chapter is responsible for a civil infraction and may be fined not more than \$5,000.00.
- (b) *Restoration.* Any person who violates this chapter may be ordered by the court to pay the cost to restore or replicate a resource unlawfully constructed, added to, altered, repaired, moved, excavated, or demolished.

(Ord. No. 99-339, pt. I, 6-7-99)

Sec. 40-37. Determination of property values.

The assessor for the city, to the extent permitted by state law, shall not consider the designation of a historic district in determining the true cash value of property for assessments purposes.

(Ord. No. 99-339, pt. I, 6-7-99)



City of Lathrup Village
 27400 Southfield Road
 Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

TO: Historic District Commission
 FROM: Mike Greene – City Administrator
 DATE: August 13, 2025
 RE: DIA Mural

Background Brief: The City is seeking to install a painted mural on the south side of the City Hall facility (near the employee entrance). During the August 2024 City Council meeting, the City Council approved applying for the Detroit Institute of Arts (DIA) Partners in Public Art Program (PIPA) for the City of Lathrup Village. The Detroit Institute of Arts' Partners in Public Art (PIPA) program is a collaboration with municipalities and organizations throughout southeast Michigan to co-create community-driven, highly visible public works of art.

This program helps people explore their sense of community through a collaborative design and creation process, producing works of public art that express the unique stories and interests of each community.

The City was officially notified of being approved as part of the program in fall 2024. The City then worked with the DIA to publish a public survey seeking feedback on the theme/style for a potential mural to be located on City Hall. Utilizing that feedback, the City worked with a DIA-approved artist to visualize a mural. After a number of concepts and revisions, the enclosed mural design has been reviewed by the City Council and approved by the DIA.

From the artist:

This illustration offers a serene vision of community and coexistence, centered around a golden tree that radiates warmth and vitality. Surrounding the tree are beloved symbols of harmony and renewal: a white dove in -flight, a deer in stillness, songbirds perched in its branches, and a rabbit nestled among the blooms. The house beneath the tree signifies stability and home, while the surrounding wild-flowers and sunflowers nod to resilience and joy that flourish in a nurtured environment. The balanced composition and rich, earthy colors create a folk-art feel, grounding the scene in both tradition and storytelling. Altogether, the piece celebrates the quiet power of nature, peace, and belonging, reminding us that community thrives when rooted in kindness and care.

Based on City Attorney feedback, the definition of “alteration” under our ordinance includes any exterior modification, and it is advised to seek HDC approval before proceeding.

Previous Action: N/A

Economic Impact: N/A

Recommendation: It is my recommendation to approve the DIA PIPA Mural.

Recommended Motion:

Moved by commissioner _____, seconded by commissioner _____
 to approve the DIA PIPA Mural at 27400 Southfield Road.

Kelly Garrett
Mayor

Bruce Kantor
Mayor Pro-Tem

Jalen Jennings
Council Member

Jason Hammond
Council Member

Maria Mannarino
Council Member



City of Lathrup Village
Historical District Commission
27400 Southfield Road
Lathrup Village, MI 48076

Phone: (248) 557-2600
Fax: (248) 557-2602

Office Use Only

Date Submitted: _____

HDC Review #: _____

Date of Review: _____

Application for Historical District Commission Review

I (We) the undersigned, do hereby make application to the Historical District Commission for approval of the request described below in accordance with Sec. 40-29. Work affecting exterior appearance of structures; permission required; review procedure of the Lathrup Village Code of Ordinances.

This application must be completed and returned along with any necessary plans. All requested information and all plans necessary must be provided prior to being placed on the agenda. Additional pages containing other information the application feels will aid the Commission in reaching its decision should be attached. **Ten Copies of all required information will need to be provided by the applicant.**

Property Description

Subject Property Address:	27400 Southfield Road, Lathrup Village, MI 48076		
Subject Property Parcel Number:	24-13-35-1038		

Applicant's Information

Name:	City of Lathrup Village		
Address:	27400 Southfield Road	State:	MI
		Zip Code:	48076
Phone Number:	248-557-2600	Fax:	
Email Address:	mgreene@lathrupvillage.org		
Interest in Property:			
Signature:		Date:	

Property Owner's Information

Name:	City of Lathrup Village		
Address:	27400 Southfield Road	State:	MI
		Zip Code:	48076
Phone Number:	248-557-2600	Fax:	
Email Address:			
Signature:		Date:	

Description of Alterations to Property

Installation of Detroit Institute of Arts, Partners in Public Art, painted mural on the south side of the building (near the employee entrance).

Item	Required	Not Required	Date Provided
Site Place drawn to scale		<input checked="" type="checkbox"/>	
Photographs of property affected by proposed alterations	X	<input type="checkbox"/>	
Property Survey		<input checked="" type="checkbox"/>	
Copies of Building Plans indicating alterations		<input checked="" type="checkbox"/>	

Per the Lathrup Village Code of Ordinances, I/We, the Applicant, agree to obtain any necessary permits and/or inspections required by the current Michigan Building or the Residential Code.

Permit or Inspection	Required	Not Required	Obtained Date
Building Permit		<input checked="" type="checkbox"/>	
Demolition Permit		<input checked="" type="checkbox"/>	
Electrical Permit		<input checked="" type="checkbox"/>	
Heating/Mechanical Permit		<input checked="" type="checkbox"/>	
Plumbing Permit		<input checked="" type="checkbox"/>	
Fire/Smoke Alarm System Inspection		<input checked="" type="checkbox"/>	

Applicant Signature 

Date **July 22, 25**

Additional Notes (If Necessary)

[illegible]



ANDREA SZUKA '25 *Under a Starry Sky!*

MEMORANDUM OF UNDERSTANDING BETWEEN

Lathrup Village & the Detroit Institute of Arts

Community Partner	Detroit Institute of Arts
Lathrup Village	Julie McFarland, Executive Director, Public Affairs & Community Engagement Detroit Institute of Arts 5200 Woodward Avenue, Detroit, Michigan 48202 jmcfarland@dia.org

Definitions

- Community Partner: Lathrup Village
- DIA: Detroit Institute of Arts
- Location: Lathrup Village City Hall, 27400 Southfield Road, Lathrup Village, MI 48076
- Project: Mural
- Term: 10 years from the date of completion.

We agree to the following:

Shared Partner Goals

- Engage the Lathrup Village community to help them explore and express their sense of community through the creation of a work of public art.
- Create a highly visible-mural.
- Visibility and awareness for partners and their offerings.

DIA Commitments

- Coordinate the overall project.
- Provide a Lead Artist to complete the Project.
- Provide payment to complete the project.
- Co-market events associated with the Project.
- Share any available photos and video of the creation of the Project with the Community Partner upon request.
- Aim to complete the Project by the end of 2025.

Community Partner Commitments

- Provide feedback on Project renderings in accordance with the Project timeline.
- Coordinate with all partners to promote the success of the Project, including taking the lead on any required approval processes.
- Co-market events associated with the Project.
- Share any photos and video of creation of the Project with the DIA.

- The partnership between the DIA and the community partner shall include a best effort for a ten-year life of the mural from completion to be kept and maintained by the community (see Maintenance section below).
- Take the lead on the unveiling celebration, which can include:
 - Microphone and audio equipment.
 - Music and refreshments.
 - Coordinate logistical accommodation for the event (ex. blocking off streets).
 - Marketing and press releases.
- Agree for a permanent work of art to be created at the Location.
- Understands that this is a community informed mural.
- Provide access to the Location—including nearby access to a restroom, water supply, and storage for the duration of creation the Project, if applicable—to project coordinators and artist(s).
- Allow for a permanent sign describing the partnership, that includes DIA logo, to be installed alongside the finished Project.

Ownership

- Ownership of the completed Project will reside with the Community.
- The Lead Artist shall retain all rights of intellectual property of the mural and preliminary designs.
- Should the Recipient intend to sell the property on which the mural is located, the Recipient agrees to encourage the new owner to keep and maintain the mural as a part of a property transfer agreement, as the mural is a part of the culture and history of the community.

Copyright and Reproductions

- The Lead Artist reserves all rights of copyright in the Project including the preliminary designs. The Lead Artist shall also receive authorship credit in connection with the mural on any reproductions of the mural.
- All parties agree that each party has the right to reproduce images of the Project for use in marketing and to include authorship credit of the Artist(s). If there is a desire to produce products for profit utilizing the image of the Project it will be decided upon and between the Lead Artist(s) and Community Partner.
- The DIA retains non-exclusive copyright for promotion and use of web.

Right of Publicity

- The Community Partner gives the DIA permission to use their (and any employee, executive or representative of either) name, identity, picture, portrait, and photograph, and the entirety, parts, or paraphrased quotes and comments about the Project in all forms and media and in all manners, including but not limited to exhibition, display, advertising, trade, and editorial uses, without violation of their (and any employee, executive or representative of either) rights of privacy, right of publicity, identity rights, or any other personal or proprietary rights the Community Partner may possess in connection with any use, promotion, or display of the mural, including the preliminary design.

Documentation

- All parties agree that documentation—including photography and video—of the Project during its creation will be shared with all parties upon request.

Non-Destruction and Alteration

- The Community Partner shall ensure that the Project is properly maintained with respect to the Lead Artist's original design.
- All murals are long-term temporary and no one, including the artist, has the right to assert the work as permanent.

Maintenance

- If the Project needs maintenance due to natural deterioration or otherwise, and according to the standards of the Community Partner, the Community Partner will first contact the Lead Artist before contacting other artists that could do this work to determine if the Lead Artist is interested and available to do this maintenance at an agreed upon rate.

Destruction

- Should an Act of God destroy a majority of the completed Project, the Community Partner bears no obligation to pay for the Project to be repaired or replaced, or to allow the repair or replacement of the Project to be paid for by another entity. Should an Act of God occur that destroys a minority of the completed Project, the Recipient commits to maintaining the Project as noted in the "Maintenance" section above.

Insurance and Liability

- Community Partner shall insure their own employees working at the Location.
- DIA shall insure their own employees working at the Location.
 - ☐ Contracted artists shall provide their own insurance as subject to their contract.
- DIA disclaims all liability for the acts or omissions of any individuals not employed by DIA, including contractors.

Project Description

Mural on the exterior south-facing wall of Lathrup Village City Hall at 27400 Southfield Rd., MI 48076.

Signatures

COMMUNITY PARTNER

NAME: _____

Lathrup Village Rep

Detroit Institute of Arts

NAME: _____

Julie McFarland, Executive Director of Community Engagement and Public Affairs



HDC BEST PRACTICES # 1 | AUGUST 2021 | MICHIGAN.GOV/SHPO

Changes to Existing Buildings: Murals and Historic Buildings

Like other public art, murals can contribute to the vibrancy and vitality of an area, support the cultural identity of a community, provide opportunities for interpreting history, and encourage public interaction and exploration. However, murals are not appropriate for all locations. A historic district commission (HDC) must carefully consider the role of murals in a local historic district to ensure that they complement and enhance rather than detract from or diminish the qualities of the district.

Each HDC must decide whether murals are appropriate for areas under its jurisdiction. Where murals are allowed, sensitive design approaches are key to achieving compatibility and harmony. Because each mural is an individual, expressive work intended for a specific location and every building has different constraints, each project requires careful review to ensure compatibility. In general, there are three aspects that should be considered when reviewing a mural project:

- **Compatibility with the Project Site:** The location, scale, and materials of the mural should be reviewed for compatibility with the project site.
- **Relationship to the Historic District:** The relationship to and visual impact on surrounding areas should be reviewed for compatibility with the district at-large.
- **Ongoing maintenance:** Selected media, techniques, and project location all impact the longevity of a mural, as do weather patterns, light intensity, and maintenance. Long-term maintenance should be considered for all projects.

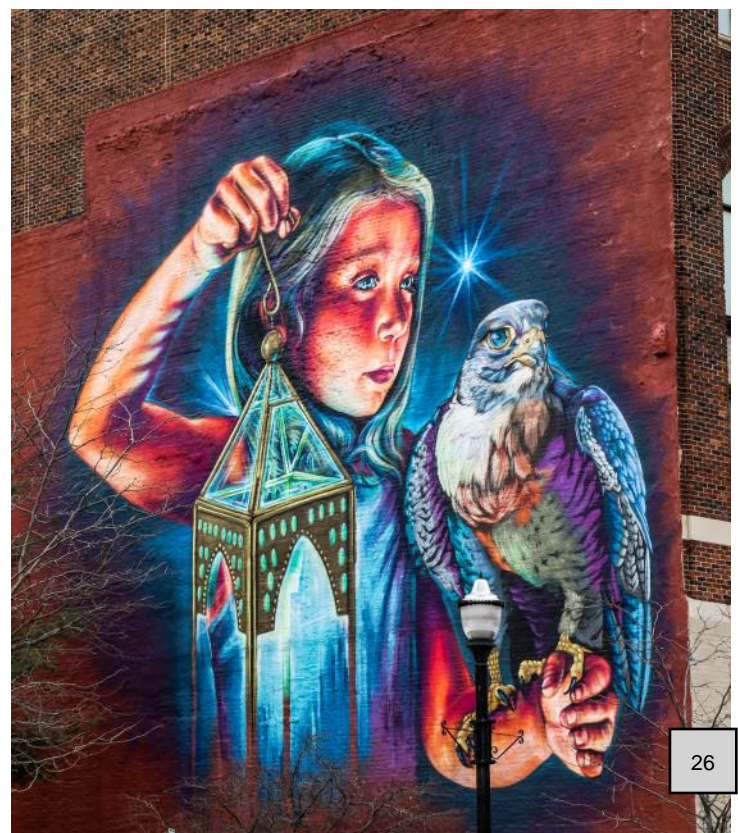
A Note on Historic Murals

Murals were historically used on the sides of buildings to advertise a business, product, or service. These remain in many communities as faded remnants (“ghost signs”) and contribute to the history of the area. Obscuring, altering, or removing exposed historic murals is not appropriate. Likewise, extensive touchups or overpainting such murals to make them look new creates a false sense of history and is generally not appropriate.

HDC Design Review Responsibilities

SHPO’s “HDC Best Practices” series is intended to encourage informed decision-making and promote best practices in historic preservation in consideration of the “Secretary of the Interior’s Standards for Rehabilitation” (Standards). All content is provided for informational purposes only.

In accordance with Public Act 169 of 1970, as amended, the local historic district commission should evaluate the merits of each proposed project in its jurisdiction in consideration of the particulars of the project, the local context, potential impacts to historic resources and the overall district, the Standards, and local historic district design guidelines, if applicable.



Mural Location

1. Locate murals only on masonry buildings that have historically been painted. Painting contributing masonry buildings that were not historically painted is not appropriate and does not meet the Standards.
2. Use smooth wall planes. Locating a mural on a building with siding features such as bevel, lap, or board and batten detailing or split-faced stone is not appropriate.
3. Locate murals on side, rear, or alley elevations only. Murals on the primary street façade of a building are not appropriate. However, temporary storefront window murals may be appropriate. Murals on secondary street façades of a corner building should be carefully considered for visual impact on wraparound storefront elements, where present.
4. A mural is most appropriate for non-contributing buildings. However, potential impacts to the overall district must still be considered.

Mural Design, Scale, and Compatibility

1. Design a mural so that it does not obscure, detract from, or cause damage to character-defining features. Murals should not impair one's ability to interpret the historic character of the building or the overall area.
2. Carefully scale a mural to the property on which it is located so that its proportions and size are compatible with the building. A mural should complement, not compete with or overwhelm the architecture or character-defining features of a building.

3. A mural is most appropriate for blank walls or areas of a wall where there is no fenestration (window and door openings) so that it does not distract from the visual integrity and spatial organization of the building.
4. Accent lighting compatible with the scale, style, materials, and context of the building may be appropriate so long as any lighting is shaded, shielded, or directed to minimize glare and impacts to neighboring properties.
5. Consider the visibility and prominence of a mural from adjacent locations within the historic district. A mural should be sensitive to the overall context.

Mural Materials

1. A mural should utilize treatments and materials that promote the district as an area of high-quality design. For example, properly prepare surfaces and use appropriate masonry primers and exterior grade paints to ensure proper adhesion. Power washing or blasting to prepare surfaces is not appropriate and murals should not be used in lieu of repointing a deteriorated wall.
2. Luminescent, neon, and reflective paints and finishes are not appropriate and can pose a safety hazard.
3. Avoid affixing dimensional and imitative materials such as artificial stone, sidings, and metals.
4. Encourage murals on removable materials such as canvas or a wood frame as an alternative to directly painting on a building. Anchor the framing through mortar joints (not the masonry face) and install the framing with a small gap between the building so that water can weep between the mural surface and the wall.



MURALS AND MAINTENANCE PLANS

Murals that are not appropriately maintained can quickly become a visual nuisance. As such, long-term maintenance needs should be carefully considered when choosing a project location. For example, murals that face direct sunlight will fade and peel quicker, and murals in heavily trafficked areas may be subject to smog and chemicals that can alter paint colors. Maintenance plans that provide guidance on ongoing upkeep and, if applicable, future removal are encouraged as part of any mural project.



MURALS VS. SIGNS

Although a HDC does not regulate content, careful distinction must be made to make sure a mural does not require review as a sign. As a best practice, murals should not include commercial product names, service names, business names, symbolic logos, and other such information that can be perceived as an endorsement or advertisement.



WHAT SHOULD THE HDC ASK FOR IN A REVIEW?

Because of their unique nature, murals have special considerations. It may be appropriate to require applicants seeking a COA for a mural to submit additional detail with the COA application. Such information may include:

- Written approval from the property owner (if the applicant is not the owner)
- An agreement between the artist and property owner identifying responsibilities
- A scaled drawing showing the proposed location and size of the mural
- A color drawing or rendering of the proposed mural
- Photos of the subject property, the proposed mural location, and views from adjacent streets and neighboring properties
- A maintenance plan that includes ongoing treatments/obligations for the life of the mural