



**Historic District Commission
Morley Building,
2nd Floor Conference Room
1 Tuscola St
Meeting Agenda
December 18, 2025, 4:30 PM**

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
 - a. Minutes from June 26, 2025
- IV. Approval of Agenda
- V. Public Comment
- VI. New Business
 - a. Proposed 2026 Meeting Schedule
 - b. J25-2848 HDC App – Roof – 501 Potter
- VII. Old Business
- VIII. Adjournment

The Secretary of the Interior's Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alterations of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of distinctive features, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
7. Chemical and physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations or related new construction shall not destroy the historic materials that characterize the property, The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

MOTIONS

- I move that the Commission issue a Certificate of Appropriateness for application number _____. The work as proposed meets "The Secretary of the Interior's Standards for Rehabilitation", in particular, standard number(s) _____.
- I move that the Commission issue a Certificate of Appropriateness for application number _____, provided the following conditions are met: (list conditions). The work would then meet "The Secretary of the Interior's Standards for Rehabilitation", in particular, standard number(s) _____.
- I move that the Commission deny application number _____. Because of the proposed work does not meet "The Secretary of the Interior's Standards for Rehabilitation", in particular standard number(s) _____.
- I move the Commission issue a Notice to Proceed for application number _____. The work is not appropriate; however, the following condition(s) prevail(s): _____ and the proposed application will materially correct the condition.
 - a. The resource constitutes a hazard to the safety of the public or the structure's occupants.
 - b. The resource is a deterrent to a major improvement program that will be of substantial benefit to the community and the applicant proposing the work has obtained all the necessary planning and zoning approvals, financing, and environmental clearances.
 - c. Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God, or other events beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.
 - d. Retaining the resource is not in the interest of the majority of the community.