

## CITY OF PONTIAC, MI

### HISTORIC COMMISSION MINUTES

Wednesday, October 18, 2023 – 6:00

P.M.

*City of Pontiac City Council Chambers*

#### **I. CALL TO ORDER: (6:05pm)**

#### **II. ATTENDANCE**

Present: Chair Rick David, Ken Burch, Regina Campbell, Fernando Bales, Jen Burk, Jim Allen, Rachael Clark  
(Quorum Reached)

Staff Members: Corey Christensen – Senior Planner / Paul Harang – Planner II

#### **III. OFFICIAL COMMUNICATIONS**

Senior Planner Christensen welcomed the members to the board and indicated no new updates.

#### **IV. AMENDMENTS TO & APPROVAL OF THE AGENDA**

A motion was made to approve the agenda by Commissioner Burk and seconded by Commissioner Campbell. Motion passed 7-0.

#### **V. ADOPTION OF MINUTES:**

A motion was made by Commissioner Clark and seconded by Commissioner Burk to adopt the minutes from September 12, 2023. Motion passed 7-0.

#### **VI. OLD BUSINESS:**

Senior Planner Christensen explained the concept of old business regarding past cases that required commission delegation or questions. The Senior Planner explained a Vice Chair will have to be nominated and appointed. Commissioner David posed the statement if any commissioner will be interested in the Vice Chair post. The commission discussed the appropriateness of electing a vice-chair at this meeting. Commissioner Campbell explains her background in real estate and working within Pontiac. Commissioner Campbell stressed interest in the Vice Chair post. Commissioner Burk posed a question to the Senior Planner on the role of the Vice Chair. The senior planner went over the duties of the role.

**Commissioner Burch made a motion to appoint Commissioner Campbell as Vice Chair. Commissioner Allen seconded the motion.**

**Yes 7-0**

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The motion passed unanimously.

**VII. NEW BUSINESS:**

Application #: HDC 23-041

Applicant: Brent Mchaffey – Renewal by Anderson

Request: Replace Windows

Address: 161 Iroquois Road

Senior Planner Christensen gave a presentation on the applicant's request. The applicant is requesting a Certificate of Appropriateness for the replacement of windows at 161 Iroquois Road. The applicant is proposing 16 new replacement windows within the dwelling. A bedroom window opening on the west façade fronting Iroquois Road will be expanded to accommodate a larger window for light. The windows will be black in color and consist of casement and gliding windows. The house was built in 1941. The current windows are double hung vinyl windows and are replacement windows and not original to the structure. The applicant is proposing fiberglass windows as replacements. Staff's presentation went over the details of the proposed work and compared it to the Secretary of the Interior's standards of approval. The findings are as followings, the windows will be black and made of a composite material. Senior Planner indicates that in past cases non primary façade windows can be another material then wood, but primary façade windows must match the existing windows, but since the current windows are fiberglass, the commission should take that into consideration.

The applicant, Brent Mahaffey, is an employee of Renewal by Anderson. The contractor explained that the product is not fiberglass, but a material called Fiberx. Fiberx is a wood composite material. All vinyl windows will be removed and replaced with 16 Fiberx windows. One gliding window will be established on the first floor of the dwelling fronting Iroquois.

Commissioner David requested the Planning Department research and obtain training on repairing existing and gaining insight into the construction and type of features in new window replacement. The Commissioner also requested the board members conduct an Historic District training for the board by January 2024.

Commissioner Bales requested training on what encompasses a window as well as a demonstration by a educator on facets of a window and examples of all materials which a window can be constructed.

Commissioner Burk requested that the commission hold a historic fair to educate the public on how to improve an historic structure.

Commissioner Campbell requested a meeting or symposium on collaborating with historic districts in order to provide outreach and talk about contractors and the materials.

Commissioner Allen talked about the need to focus on repairing windows instead of replacing historic windows.

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Commissioner Clark asked if the windows would have grids within the glass area. The contractor indicated the windows will be three over four.

Commissioner Burch requested an example of the window type. The contractor did not provide a physical example. But the contractor stated the windows would look squarer not rectangular.

Commissioner Allen requested information on the existing grid of the windows. The commissioner indicated that the existing windows should try and look closer to the original windows.

Commissioner Bales asked if the size of the windows will be changing. The contractor indicated all stone trim around the windows will remain and the size of the windows will not change except for the window on the first-floor (primary façade), this window will be enlarged due to the removal of filler material.

The Chair requested information on what is contributing and not contributing to the district. The Chair requested that all commissioners visit each case prior to the meeting.

Commissioner Allen asked a question about which windows will be glider and requested information on the size of the windows to be put in the window openings.

**Commissioner David made a motion and Commissioner Burk seconded to approve case HDC 23-041 to replace 16 windows within the dwelling.**

**Yes 6 (David, Campbell, Bales, Burk, Allen, Clark)**

**Abstention 1 (Burch)**

Motion passes

**VIII. PUBLIC COMMENT:**

Sue Sinclair resident of Seminole Hills Historic District has a concern about president of vinyl windows. The resident indicated there are windows companies that will work within Pontiac. Resident Sinclair asked a question on the color of the windows. The resident has an issue with the style/ material of windows being approved.

**IX. STAFF COMMUNICATIONS**

Staff indicated a meeting will be held in the future to talk about the window replacement request at 111 Oneida. Oakland County is the owner. A draft schedule will be provided in next months agenda.

**X. Adjournment**

**Commissioner Burch made the motion to adjourn the meeting, Commissioner Campbell seconded.**

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**Motion passed 7-0**

*Respectfully Submitted,*  
*Corey Christensen, Senior Planner Community*  
*Development Department*