

**RESOLUTION**  
**ROCHESTER HILLS HISTORIC DISTRICTS COMMISSION**  
**DELEGATING MINOR CLASSES OF WORK FOR STAFF APPROVAL**

*WHEREAS*, Michigan’s Local Historic District Act, being MCL 399.205(10), authorizes the Historic Districts Commission to “delegate the issuance of certificates of appropriateness for specific minor classes of work to its staff”, and “the commission shall provide to the delegated authority specific written standards for issuing certificates of appropriateness”; and

*WHEREAS*, the City of Rochester Hills Ordinance Chapter 118, Section 118-66(11) authorizes the Historic Districts Commission to “have such other powers as are reasonable and necessary for the efficient administration and implementation of this article.”

*NOW THEREFORE BE IT RESOLVED* that, the Historic Districts Commission defines the following activities as “minor classes of work” which may be approved by the Director of Planning and Development Department or their delegate:

1. **Replacement is signage** provided that the new sign fits within an existing frame or replaces a sign in the exact location and matches the materials and size of the existing sign.
2. **Replacement of the fabric of existing canvas awnings** provided that: the new canvas is not plastic or vinyl coated or does not appear to be so.
3. **Wood storm windows and/or storm door installation** provided that: 1) mullions, muntins, and meeting rails of storm windows conform with those of the prime windows; and 2) the design of the storm door reflects the design of the prime door.
4. **Antenna and satellite dish installation** provided that: the dish or antenna is not visible from the street.
5. **Replacement of existing fencing** provided that: 1) the fence is in the same location; 2) the fence is the same height; and 3) it is a chain link, wrought iron, or flat board fence.
6. **Replacement of existing porches or decks** provided that: 1) the design, size, and materials match the design and materials of the existing porch.
7. **Installation of glass blocks to replace basement windows** provided that: 1) the glass block is recessed in the opening to the location of the existing window; 2) screening or grates are installed on the exterior to cover the glass block; 3) the

windows are no larger than 36: wide and 24” high; and 4) the windows are located on the sides and rear of the property.

- 8. Removal of dead, diseased, or damaged trees** provided that: a written statement by a professional arborist is provided documenting the condition and that the trees are not savable, or it is an emergency situation as determined by the building official.
- 9. Removal of dead, diseased or non-original bushes and shrubbery.**
- 10. Replacement of a sidewalk or driveway** provided that: the size, materials, and location match the existing.
- 11. Replacement of gutters and downspouts** provided that: the size, materials, configuration, and placement match the existing.
- 12. Replacement of roofs** provided that: the materials and roofline match the existing.

Resolution passed unanimously on August 11, 2011