

DRAFT

BACKGROUND

Washtenaw County Historic Preservation Ordinance #115, Section 3, empowers the Washtenaw County Board of Commissioners (BOC) to “*appoint an Historic District Study Committee*”, under the auspices of the WCHDC, for the purpose of identifying and recommending proposed Local Historic Districts.

Furthermore, Section 2 charges the WCHDC to oversee and administer “*construction, alteration, repair, moving, purchase, maintenance or demolition within a historic district.*”

In the interest of continued stewardship and appropriate oversight, annual audits shall be conducted for both Historic District Study Committees and Local Historic Districts.

PROCEDURE

1. Historic District Study Committees

- a. Committees shall provide progress reports to the WCHDC on a monthly, or at minimum, quarterly basis. Reports shall be delivered at the WCHDC meetings.
- b. Reports shall include status of Committee work, work produced, anticipated dates of completion, and any other information deemed appropriate by the Committee Chair.
- c. Each Historic District Study Committee shall be subjected to an Annual Audit.
- d. Annual Audit shall be conducted by the WCHDC Preservation Planner or other appropriate staff person and shall include:
 - i. contact with Study Committee Chair via telephone, written correspondence, email or in person;
 - ii. review of any documents or research produced by the Study Committee, and
 - iii. a site visit, if deemed necessary by staff.
- e. An annual status report shall be presented to the WCHDC by the WCHDC Preservation Planner or other appropriate staff person.

2. Local Historic Districts

- a. Existing Local Historic Districts shall be subjected to an Annual Audit.
- b. Annual Audit shall be conducted by the WCHDC Preservation Planner or other appropriate staff person, and shall include:
 - i. contact with owner or caretaker via telephone, written correspondence, email or in person;
 - ii. review of any work done or requested, and
 - iii. a site visit, if deemed necessary by staff.
- c. An annual status report shall be filed in each Local Historic District’s file by the Preservation Planner or other appropriate staff person.