

MINUTES FOR  
SPECIAL MEETING  
**OWOSSO HISTORIC DISTRICT COMMISSION**  
Wednesday, April 17, 6:00 p.m.  
CITY HALL BUILDING – LOWER-LEVEL CONFERENCE ROOM

**MEETING CALLED TO ORDER** at 6:00 p.m. by Chairman Newman.

**ROLL CALL** was taken by Recording Staff Liaison, Josh Adams.

**PRESENT:** Chairman Scott Newman; Vice-Chairman Vince Gonyou; Secretary Philip Hathaway; Commissioner Matthew Van Epps; Commissioner Steven Teich; and Commissioner Dianne Acton

**ABSENT:** Commissioner Gary Wilson and Commissioner Lance Omer

**OTHERS IN ATTENDANCE:** Tim and Tracey Weems, local contractors

**AGENDA APPROVAL:**

**MOTION FOR APPROVAL BY COMMISSIONER VAN EPPS. MOTION WAS SECONDED BY COMMISSIONER HATHAWAY.**

**AYES ALL. MOTION CARRIED.**

**MINUTES APPROVAL:**

**MOTION BY COMMISSIONER VAN EPPS, SUPPORTED BY COMMISSIONER TEICH**

**AYES ALL. MOTION CARRIED.**

**COMMUNICATIONS:** None

**PUBLIC/COMMISSIONER COMMENTS:** None

**Committee Reports:** None

**Public Hearings:** None

**Items of Business:**

- 1) 110 W. Exchange Street - Facade Improvements

As contractors for the property owner, Mr. and Mrs. Weems described, in detail, the proposed scope of work for the above referenced property.

After much discussion, the commission agreed to the following:

- Request 1: Replace exterior commercial entry door with new, wood door.
  - Action 1: The Commission found this appropriate as long as the new door matches the profile of the existing upper-level entry door.
- Request 2: Replace front metal facia with treated bead-board.

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- Action 2: The commission found that inappropriate. The contractor agreed to clean the metal fascia and leave it in place.
- Request 3: Replace rotting trim around the commercial entry door and window.
  - Action 3: Found appropriate if installed with like materials.
- Request 4: Replace front fascia with treated bead-board.
  - Action 4: The commission requested the contractor to look behind the front fascia to inspect what is behind before they would approve replacement. This item was placed “on-hold”. Upon inspection the contractor can resubmit an application for further work.
- Request 5: Remove wood from middle transit to expose window.
  - Action 5: The Commission found this to be appropriate.
- Request 6: Replace rotted corbels above the second-story windows with new, wood corbels.
  - Action 6: The Commission found this appropriate as long as the new corbels are exact matches to what is being replaced.
- Request 7: Replace rotting, second-story side windows with new wood windows.
  - Action 7: The Commission found this to be appropriate.
- Request 8: Repair front windows and trim.
  - Action 8: The Commission found this appropriate. If for any reason, the widows and trim cannot be repaired, the contractor will be required to submit a new application for approval.
- Request 9: Paint brick (currently painted) according to best practices.
  - Action 9: The Commission found this to be appropriate.
- Request 10: Install metal flashing at the seem of the top of the metal fascia, where it meets the brick. This will help prevent water from entering behind the fascia.
  - Action 10: The Commission found this to be appropriate.

**MOTION BY COMMISSIONER HATHAWAY, AND SECONDED BY COMMISSIONER ACTON:**

**THE OWOSSO DOWNTOWN HISTORIC DISTRICT COMMISSION, FINDING THAT THE PROPOSED FACADE IMPROVEMENTS AT 110 W. EXCHANGE STREET DO MEET THE SECRETARY OF THE INTERIOR’S STANDARDS, AND ARE APPROPRIATE FOR THE DISTRICT, HEREBY DIRECTS STAFF TO ISSUE A CERTIFICATE OF APPROPRIATENESS FOR THE WORK AND BUILDING PERMIT APPLICATION AS DESCRIBED ABOVE:**

**AYES ALL. MOTION CARRIED.**

2) Certified Local Government Audit: Corrective Action Items - Review

This item was only a topic of discussion for the Commission. The Commission discussed how to proceed on the listed Corrective Action Items. Mr. Adams explained that many of them have already been addressed. The Commission agreed to take time in following meetings and further complete Corrective Action Items and form additional committees if needed.

**PUBLIC COMMENTS:** None

**BOARD COMMENTS:** None

**ADJOURNMENT:**

**MOTION BY COMMISSIONER HATHAWAY AND SECONDED BY COMMISSIONER ACTON  
TO ADJOURN AT 7:25 P.M.**

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Phil Hathaway, Secretary

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