

Meeting Agenda
Owosso Downtown Historic District Commission
Wednesday, July 29, 2026, 6:00 p.m.

Call to order and roll call:

Review and approval of agenda: July 29, 2026

Review and approval of minutes: May 20, 2026

Communications:

Public Comments:

Committee Reports:

Public Hearings:

Items of Business:

1. Discuss HDC district committee's division of responsibilities for the expansion of the District

Public Comments:

Board Comments:

1. Next Meeting: August 19, 2026

Adjournment:

[The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon 72 hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids on services should contact the City of Owosso by writing or calling Amy Kirkland, City Clerk, 301 W. Main St, Owosso, MI 48867 (989) 725-0500 or on the Internet. The City of Owosso Website address is www.ci.owosso.mi.us.]

MINUTES FOR REGULAR MEETING
OWOSSO HISTORIC DISTRICT COMMISSION
Wednesday, May 20, 2026 at 6:00 p.m.
City Hall Conference Room

MEETING CALLED TO ORDER: at 6:06 p.m. by Chairperson Steven Teich.

ROLL CALL: was taken by DDA Director Lizzie Frederick.

PRESENT: Chairperson Steven Teich, Commissioner Ferweda, Commissioner Harrington, Vice Chair Omer, Commissioner Byrne

ABSENT: Commissioner Powell

OTHERS IN ATTENDANCE:

AGENDA APPROVAL: May 20, 2026.

MOTION FOR APPROVAL OF THE AGENDA BY BYRNE SECONDED BY HARRINGTON

AYES ALL. MOTION CARRIED.

MINUTES APPROVAL: March 18, 2026

MOTION FOR APPROVAL OF MINUTES AS PRESENTED BY HARRINGTON. SECONDED BY BYRNE.

AYES ALL. MOTION CARRIED.

COMMUNICATIONS

ITEMS OF BUSINESS:

1. **RESOLUTION:** Urging City Council to adopt a vacant commercial building registration and inspection ordinance.

The Commission discussed a resolution urging the Owosso City Council to adopt a Vacant Commercial Building Inspection and Registration Program, citing the Historic District Commission's limited enforcement framework and the International Property Maintenance Code as insufficient tools to address neglected vacant properties. The losses of the Exchange Street property, the historic hotel, and the Matthews Building were referenced as examples that such an ordinance may have prevented. Members noted the program could be applied to defined boundaries such as the DDA or Historic District, expressed particular interest in the latter, and voted to advance the resolution to City Council for consideration.

MOTION TO APPROVE THE RESOLUTION AS WRITTEN MADE BY BYRNE. SECONDED BY FERWEDA.

AYES ALL. MOTION CARRIED

PUBLIC COMMENTS: None

BOARD COMMENTS:

Byrne commented that 103 N Washington had some bricks that were falling down on the Main St side of the property. Also that the Puff Puff tobacco building façade was in need of some attention or restoration. The Commission also pointed out that the Vibrissa awning was in tatters and needed fixing. Henne responded that the awning can be addressed through the code enforcement process using the International Property Maintenance Code.

NEXT MEETING: June 17, 2026

MOTION TO ADJOURN THE MEETING MADE BY OMER, SECONDED BY HARRINGTON.

AYES ALL. MEETING ADJOURNED AT 6:46 P.M.



DATE: 7.24.26
TO: Historic District Commission
FROM: City Manager
SUBJECT: Nomination as Historic District Study Committee - Carnegie Library
Boundary Expansion (502 W. Main Street)

PURPOSE

This memorandum notifies the Historic District Commission ("Commission" or "HDC") that City Council has nominated the Commission to serve as the historic district study committee under Section 3 of the Michigan Local Historic Districts Act, 1970 PA 169 (MCL 399.203), for the purpose of studying the proposed addition of the Carnegie Library property at 502 W. Main Street to the Owosso Historic District as a non-contiguous, stand-alone contributing property. It outlines the Commission's statutory responsibilities in that role, proposes a meeting schedule, and assigns initial tasks among Commission members to move the study forward.

BACKGROUND

At its May 28, 2026 meeting, the Carnegie Library Property Committee passed a motion encouraging the HDC to pursue inclusion of the library building in the Owosso Local Historic District. City Council has since acted on that recommendation by formally designating the HDC's existing membership as the study committee for this expansion, consistent with PA 169's allowance for a municipality's existing historic district commission to serve in that capacity. This action is the required first procedural step before any ordinance amendment expanding the district boundary can occur.

STUDY COMMITTEE RESPONSIBILITIES UNDER PA 169

As the designated study committee, the Commission is responsible for the following statutory steps:

1. Conduct a written historic district study documenting the historical, architectural, and cultural significance of the Carnegie Library property and establishing the basis for its inclusion in the district as a non-contiguous addition.
2. Ensure the study addresses the standards required for State Historic Preservation Office (SHPO) review, including a description of the property's physical characteristics and its relationship to the existing district's period of significance.
3. Provide public notice and hold at least one public hearing on the proposed boundary expansion, including published notice and mailed notice to the affected property owner(s).

4. Submit the completed study and proposed boundary to SHPO for its 60-day review and comment period.
5. Forward the completed study, the public hearing record, and a formal recommendation to City Council for its consideration of an ordinance amendment.

PROPOSED MEETING SCHEDULE

To minimize the burden of additional meetings on Commission members, staff recommends that the study committee convene at the same day, time, and location as the Commission's regular monthly meeting, rather than on a separate schedule. Because the study committee is composed of the same members as the Commission acting under a distinct statutory authority, the Commission may recess its regular meeting and reconvene as the study committee - or take up the study as a separate, clearly labeled agenda item - within the same posted meeting, provided the meeting notice and agenda identify the study committee business as such. This approach is permitted under the Michigan Open Meetings Act so long as proper notice is given for both capacities in which the body is acting.

Staff will coordinate with the City Attorney to confirm the notice and agenda language needed to convene the study committee alongside the Commission's regular meeting, and will bring a recommended approach to the Commission's next meeting for adoption.

ASSIGNED TASKS

To keep the study on schedule, the following initial task assignments are proposed. The Commission Chair should confirm or reassign these at the Commission's next regular meeting:

6. Commission Chair: Convene and preside over study committee proceedings; certify the final study and recommendation for transmittal to Council.
7. Vice Chair / Designated Lead Commissioner: Coordinate drafting of the written historic district study, including compiling historical research on the Carnegie library building already assembled by staff.
8. Assigned Commissioner(s): Review the property's architectural features, photograph the building's exterior for inclusion in the study, and draft descriptive narrative of the property as in the 2010 District Study.
9. Staff Liaison: Confirm public notice and mailing requirements are met, coordinate the combined meeting schedule with the Clerk's office, take minutes of committee meetings, and prepare the SHPO submission package following Commission approval of the final study.

RECOMMENDED ACTION

Staff recommends that the Commission formally accept its nomination as the historic district study committee, confirm the task assignments above, and authorize the study committee to convene at the same day and time as the Commission's regular meeting going forward.

HISTORIC DISTRICT COMMISSION RESOLUTION

RESOLUTION ACCEPTING DESIGNATION AS HISTORIC DISTRICT STUDY COMMITTEE FOR THE CARNEGIE LIBRARY BOUNDARY EXPANSION

WHEREAS, by resolution, the Owosso City Council nominated and designated the members of the Historic District Commission to serve as the historic district study committee under Section 3 of the Michigan Local Historic Districts Act, 1970 PA 169 (MCL 399.203), to study the proposed addition of the Carnegie Library property at 502 W. Main Street to the Owosso Historic District as a non-contiguous, stand-alone contributing property; and

WHEREAS, the Commission wishes to formally accept its designation and establish responsibilities, assignments, and a meeting schedule for the study committee's work.

NOW, THEREFORE, BE IT RESOLVED by the Historic District Commission of the City of Owosso, Shiawassee County, Michigan, that:

- FIRST: The Commission hereby accepts its designation as the historic district study committee under 1970 PA 169 (MCL 399.203) to study the proposed addition of the Carnegie Library property at 502 W. Main Street to the Owosso Historic District as a non-contiguous, stand-alone contributing property.
- SECOND: The study committee shall conduct the written historic district study, hold a public hearing, submit the study to SHPO for review, and forward a recommendation to City Council, as required by PA 169.
- THIRD: The Chair shall preside over study committee proceedings; the Vice Chair or a designated lead Commissioner shall coordinate the written study; an assigned Commissioner(s) shall document the property's architectural features; and the City staff liaison shall handle notice, scheduling, taking minutes, and the SHPO submission.
- FOURTH: The study committee shall convene on the same day, time, and location as the Commission's regular meeting - currently the third Wednesday of each month at 6:00 p.m. at Owosso City Hall, 301 W. Main Street - as a distinct, separately noticed agenda item.

Moved: _____

Supported: _____