

Meeting Agenda
Owosso Downtown Historic District Commission
Wednesday, September 18, 2024, 6:00 p.m.

Call to order and roll call:

Review and approval of agenda: September 18, 2024

Review and approval of minutes: August 21, 2024

Communications:

Public Comments:

Committee Reports:

Public Hearings:

Items of Business:

- 1) RESOLUTION – Approve HDC Violation Enforcement Letters
 - a. 123 N Washington St
 - b. 214 W Exchange St
 - c. 213 N Washington St
 - d. 108 E exchange St

Master Plan Goals: 1.12, 2.3, 2.6, 4.3, 4.7

Public Comments:

Board Comments:

- 1) Discussion
- 2) Next Meeting: October 16, 2024

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, August 21, 2024 at 6:00 p.m.
City Hall Conference Room

MEETING CALLED TO ORDER: at 6:01 p.m. by Chairperson Steven Teich.

ROLL CALL: was taken by City Manager Nathan Henne.

PRESENT: Chairperson Steven Teich, Commissioner Byrne, Commissioner VanEpps, Vice Chair Omer

ABSENT: Commissioner Gallinger, Commissioner Powell

OTHERS IN ATTENDANCE: City Manager Nathan Henne, Mayor Rob Teich

AGENDA APPROVAL: August 21, 2024.

MOTION FOR APPROVAL OF THE AGENDA AS AMENDED BY COMMISSIONER VANEPPS. SECONDED BY COMMISSIONER BYRNE.

AYES ALL. MOTION CARRIED.

MINUTES APPROVAL: June 20, 2024.

MOTION FOR APPROVAL OF MINUTES AS PRESENTED BY SECRETARY BYRNE. SECONDED BY CHAIRMAN TEICH (DUE TO THE REST OF QUORUM BEING ABSENT AT THE JUNE 20, 2024 MEETING).

AYES ALL. MOTION CARRIED.

ITEMS OF BUSINESS:

1. Approve HDC Enforcement Procedure and Policy

City Manager Henne outlined the policy changes that were suggested at the last meeting. Commissioner Byrne shared his suggested changes that he distributed to the members before the meeting.

MOTION BY COMMISSION VANEPPS TO APPROVE THE POLICY WITH COMMISSIONER BYRNE'S CHANGES.

MOTION SECONDED BY VICE CHAIR OMER

AYES ALL

MOTION CARRIED

PUBLIC COMMENTS: Mayor Teich shared that the tax credit approval process for 123 N Washington St is being held up by SHPO.

BOARD COMMENTS: The board discussed the need for a list of properties that would be subject to enforcement action per the new enforcement policy.

NEXT MEETING: August 21, 2024

CHAIRMAN TEICH ADJOURNED THE MEETING AT 6:24 P.M.



DATE: 9.18.24
TO: Historic District Commission
FROM: City Manager
SUBJECT: HDC Initial Violation Enforcement Letters

Background:

The Owosso Historic District Commission (HDC) is charged with maintaining the historical and architectural integrity of properties within the district under Michigan Public Act 169 of 1970. To support these efforts, the HDC has developed an enforcement policy to address violations and ensure compliance with both local ordinances and the U.S. Secretary of the Interior's Guidelines for the Treatment of Historic Properties.

Recently, several properties have been identified as being in violation of historic preservation ordinances. These properties are:

- 123 N Washington St
- 214 W Exchange St
- 213 N Washington St
- 108 E Exchange St

The HDC has developed draft enforcement letters to notify the owners of these properties of their violations, outline their options for resolution, and explain the next steps should the violations remain unresolved.

Recommendation:

It is recommended that the HDC approve the attached resolution authorizing the issuance of these initial enforcement letters. This action will allow the Commission to enforce compliance and preserve the historical character of the Owosso Historic District while giving property owners the opportunity to correct the identified violations.



September 18, 2024

Barry Paxton
10721 Waterfall Ct
South Lyon, MI 48178-8045

RE: 108 E Exchange St – Notice of Violation – Owosso Historic District

Dear Mr. Paxton,

The Owosso Historic District Commission (HDC) has identified a violation at your property located at 108 E Exchange St. This notice is issued under Michigan Public Act 169 of 1970 (in conjunction with US 36 CFR Part 67), which mandates the preservation of the historical and architectural integrity of properties within the district.

Violation Details:

- **Owosso Ordinance Violated:** Article X, section 8-208 and 8-203
- **Description of Violation:** The façade over the alley entrance is vinyl siding. The approved certificate of appropriateness was for historically compliant siding material, not vinyl siding.

You are required to address this issue within thirty (30) business days by either:

1. Submitting an application for a Certificate of Appropriateness or Notice to Proceed
2. Providing a written explanation if you believe no violation exists.
3. Initiating corrective actions to bring the property into compliance.

Failure to respond within this period may result in further enforcement actions, including fines or legal steps as outlined in the City's enforcement policy.

Please feel free to contact us with any questions or to discuss how to resolve this matter. We look forward to working with you to maintain the historical character of our community.

Sincerely,

Steven Teich – Chairman
City of Owosso Historic District Commission

cc: Nathan Henne – Owosso City Manager: nathan.henne@ci.owosso.mi.us
Tanya Buckelew – Owosso Building Department Manager: Tanya.buckelew@ci.owosso.mi.us



September 18, 2024

Woodworth Investments
116 W Main St, STE 203
Owosso, MI 48867

RE: 123 N Washington – Notice of Violation – Owosso Historic District

Dear Mr. Woodworth,

The Owosso Historic District Commission (HDC) has identified a violation at your property located at 123 N Washington St. This notice is issued under Michigan Public Act 169 of 1970 (in conjunction with US 36 CFR Part 67), which mandates the preservation of the historical and architectural integrity of properties within the district.

Violation Details:

- **Owosso Ordinance Violated:** Article X, section 8-208 and 8-203
- **Description of Violation:** Most of the façade was removed and not replaced. There was no certificate of appropriateness or notice to proceed issued by the Owosso HDC to conduct this work.

You are required to address this issue within thirty (30) business days by either:

1. Submitting an application for a Certificate of Appropriateness or Notice to Proceed
2. Providing a written explanation if you believe no violation exists.
3. Initiating corrective actions to bring the property into compliance.

Failure to respond within this period may result in further enforcement actions, including fines or legal steps as outlined in the City's enforcement policy.

Please feel free to contact us with any questions or to discuss how to resolve this matter. We look forward to working with you to maintain the historical character of our community.

Sincerely,

Steven Teich – Chairman
City of Owosso Historic District Commission

cc: Nathan Henne – Owosso City Manager: nathan.henne@ci.owosso.mi.us
Tanya Buckelew – Owosso Building Department Manager: Tanya.buckelew@ci.owosso.mi.us



September 18, 2024

Todd Snyder
100.5 W Exchange St
Owosso, MI 48867

RE: 213 N Washington St – Notice of Violation – Owosso Historic District

Dear Mr. Snyder,

The Owosso Historic District Commission (HDC) has identified a violation at your property located at 213 N Washington St. This notice is issued under Michigan Public Act 169 of 1970 (in conjunction with US 36 CFR Part 67), which mandates the preservation of the historical and architectural integrity of properties within the district.

Violation Details:

- **Owosso Ordinance Violated:** Article X, section 8-208 and 8-203
- **Description of Violation:** The brick façade of this property was removed and not replaced. The HDC has no approval on file for the removal and non-replacement of the brick façade.

You are required to address this issue within thirty (30) business days by either:

1. Submitting an application for a Certificate of Appropriateness or Notice to Proceed
2. Providing a written explanation if you believe no violation exists.
3. Initiating corrective actions to bring the property into compliance.

Failure to respond within this period may result in further enforcement actions, including fines or legal steps as outlined in the City's enforcement policy.

Please feel free to contact us with any questions or to discuss how to resolve this matter. We look forward to working with you to maintain the historical character of our community.

Sincerely,

Steven Teich – Chairman
City of Owosso Historic District Commission

cc: Nathan Henne – Owosso City Manager: nathan.henne@ci.owosso.mi.us
Tanya Buckelew – Owosso Building Department Manager: Tanya.buckelew@ci.owosso.mi.us



September 18, 2024

Dawn McCoy
3100 Tyrell Rd
Owosso, MI 48867

RE: 214 W Exchange St – Notice of Violation – Owosso Historic District

Dear Ms. McCoy,

The Owosso Historic District Commission (HDC) has identified a violation at your property located at 214 W Exchange St. This notice is issued under Michigan Public Act 169 of 1970 (in conjunction with US 36 CFR Part 67), which mandates the preservation of the historical and architectural integrity of properties within the district.

Violation Details:

- **Owosso Ordinance Violated:** Article X, section 8-208 and 8-203
- **Description of Violation:** The façade of this property is vinyl siding. This type of siding is not permitted per the US Secretary of the Interior’s Historic Guidelines or the Owosso Historic District Commission’s Design Guidelines. The HDC has no record of a notice to proceed approved for this façade.

You are required to address this issue within thirty (30) business days by either:

1. Submitting an application for a Certificate of Appropriateness or Notice to Proceed
2. Providing a written explanation if you believe no violation exists.
3. Initiating corrective actions to bring the property into compliance.

Failure to respond within this period may result in further enforcement actions, including fines or legal steps as outlined in the City’s enforcement policy.

Please feel free to contact us with any questions or to discuss how to resolve this matter. We look forward to working with you to maintain the historical character of our community.

Sincerely,

Steven Teich – Chairman
City of Owosso Historic District Commission

cc: Nathan Henne – Owosso City Manager: nathan.henne@ci.owosso.mi.us
Tanya Buckelew – Owosso Building Department Manager: Tanya.buckelew@ci.owosso.mi.us

HISTORIC DISTRICT COMMISSION RESOLUTION NO. 2024-_____

RESOLUTION APPROVING INITIAL ENFORCEMENT LETTERS FOR HISTORIC DISTRICT VIOLATIONS

WHEREAS, the Owosso Historic District Commission (HDC) is responsible for preserving the historical and architectural integrity of properties within the Owosso Historic District, as authorized by Michigan Public Act 169 of 1970, also known as the Local Historic Districts Act; and

WHEREAS, the HDC has adopted an enforcement policy to ensure compliance with local ordinances and the U.S. Secretary of the Interior's Guidelines for the Treatment of Historic Properties; and

WHEREAS, the HDC recognizes the importance of issuing clear and effective communications to property owners who are in violation of historic district ordinances, in order to provide notice, guidance, and opportunities for corrective actions; and

WHEREAS, the HDC has developed draft enforcement letters to be used in the initial notice of violation process, which outline the nature of the violation, provide options for resolution, and inform property owners of further enforcement actions that may be taken if the violation is not resolved; and

WHEREAS, the following properties have been identified as being in violation of historic district ordinances and will receive violation notices:

- **123 N Washington St**
- **214 W Exchange St**
- **213 N Washington St**
- **108 E Exchange St;**

WHEREAS, the HDC believes that these letters are necessary tools to ensure proper enforcement and the preservation of the historic district's character;

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

FIRST: That the Owosso Historic District Commission hereby approves the list of initial enforcement letters

SECOND: That the HDC authorizes staff to issue these letters in accordance with the HDC enforcement policy

NOTE: All letters and fines to be shared with the Building Department and the City Attorney.

Moved: _____

Supported: _____