

Meeting Agenda
Owosso Downtown Historic District Commission
Wednesday, February 21, 2024, 6:00 p.m.

Call to order and roll call:

Review and approval of agenda: February 21, 2024

Review and approval of minutes: December 20, 2023

Communications:

Public Comments:

Committee Reports: None

Public Hearings: None

Items of Business:

- 1) RESOLUTION – Approve 2023 HDC report for submittal to SHPO

Public Comments:

Board Comments:

- 1) General Discussion
- 2) Next Meeting: March 20, 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, December 20, 2023 at 6:00 p.m.
Virginia Teich Council Chambers

MEETING CALLED TO ORDER: at 6:04 p.m. by Chairperson Steven Teich.

ROLL CALL: was taken by City Manager Nathan Henne.

PRESENT: Chairperson Steven Teich, Vice Chairperson Omer, Erin Powell, William Byrne

ABSENT: Secretary Hathaway, Commissioner VanEpps, Commissioner Gallinger

OTHERS IN ATTENDANCE: City Manager Nathan Henne, Kori Shook, Josh Shook, Rhiannon Shook, Mayor Rob Teich

AGENDA APPROVAL: December 20, 2023.

MOTION FOR APPROVAL OF THE AGENDA AS PRESENTED BY COMMISSIONER POWELL. SECONDED BY COMMISSIONER BYRNE.

AYES ALL. MOTION CARRIED.

MINUTES APPROVAL: September 20, 2023.

MOTION FOR APPROVAL OF MINUTES AS PRESENTED BY VICE CHAIR OMER. SECONDED BY COMMISSIONER POWELL.

AYES ALL. MOTION CARRIED.

COMMUNICATIONS: None.

PUBLIC/COMMISSIONER COMMENTS: None.

PUBLIC HEARINGS: None.

ITEMS OF BUSINESS:

1. Notice to Proceed – 300 W Main Street – Matthews/Shook Building Façade and Addition

Kori Shook presented the façade restoration and building addition architectural plans to the commission. There was discussion regarding the materials used and composition of the windows. Mr. and Mrs. Shook explained that the windows would be aluminum clad wooden windows and that the old window openings would be restored. They further explained that the addition would be constructed with a brick exterior. Commissioners agreed that aluminum windows, brick exteriors, and fiber cement (Hardy) board would be appropriate. City Manager Henne recommended that the existence and approval of aluminum windows on other building projects within the district since 2010 would be an appropriate prevailing condition to grant a notice to proceed.

MOTION BY VICE CHAIR OMER TO GRANT A NOTICE TO PROCEED FOR THE PROJECT AT 300 WEST MAIN STREET LISTING THE PREVAILING CONDITION FOR ALUMINUM WINDOWS AS: AS APPROVED FOR OTHER BUILDING PROJECTS WITHIN THE DISTRICT FOR ALUMNIMUM WINDOWS SINCE THE DISTRICT WAS ESTABLISHED IN 2010. OTHER COMPONENTS OF THE PROJECT MEET THE DESIGN GUIDELINES FOR THE DISTRICT.

MOTION SECONDED BY COMMISSIONER POWELL

A Roll Call Vote was taken.

AYES: ALL
NAYS: NONE
ABSENT:

MOTION CARRIED.

2. Notice to Proceed – 219 North Ball Street – Window Replacement

City Manager Henne explained that the applicant – Randy Smith – wishes to replace all second story windows (20) at the building on the corner of Mason and N Ball. This two story building has apartments on the upper floor. Mr. Smith presented three options for the Commission to consider – options one and three are aluminum clad Pella wooden windows. The second option was dismissed by the Commission because they are Anderson vinyl windows. Commissioners briefly discussed the window designs and preferred either Pella aluminum clad option as long as the sashes were similar to the existing windows (equal horizontally).

MOTION BY VICE CHAIR OMER TO APPROVE THE NOTICE TO PROCEED WITH OPTION ONE OR OPTION THREE AS PRESENTED IN THE PACKET WHICH CONSTITUTE PELLA ALUMINUM CLAD WOODEN WINDOWS WITH EQUAL HORIZONTAL SASHES WITH THE PREVAILING CONDITION FOR APPROVAL AS: AS APPROVED FOR OTHER BUILDING PROJECTS WITHIN THE DISTRICT FOR ALUMINUM CLAD WINDOWS SINCE THE DISTRICT WAS ESTABLISHED IN 2010.

MOTION SECONDED BY COMMISSIONER BYRNE

A Roll Call Vote was taken.

AYES: ALL
NAYS: NONE
ABSENT:

PUBLIC COMMENTS: The Commission asked when work would begin with the building at 123 N Washington now that the Michigan Strategic Fund Board gave final approval for the CRP Grant. Henne said he did not know. Chairman Tiech reminded Henne that the owners will need the plans approved by the HDC before exterior work could begin.

BOARD COMMENTS: None.

NEXT MEETING: January 17, 2023

MOTION BY COMMISSIONER BYRNE TO ADJOURN. SECONDED BY COMMISSIONER POWELL.

AYES ALL. MOTION CARRIED - MEETING ADJOURNED AT 6:40 P.M.

Philip Hathaway, Secretary

Annual Report - 2023

Owosso Downtown Historic District Commission

According to the HDC bylaws, staff shall prepare the commission's annual report for city council in February for the preceding calendar year. The report shall contain:

1. The number of cases heard by the commission
 - a. In calendar year 2023, the Owosso Historic District Commission heard 8 cases involving historic preservation efforts and enforcements.
2. The number of certificates of appropriateness issued
 - a. 5 certificates and notices were issued in 2023.
3. The number of denials issued
 - a. No denials were issued in 2023.
4. The total number of applications
 - a. A total of 16 applications were received for certificates and notices.
5. The name, addresses, and purpose of certificates and notices awarded.
 - a. 104 W Main St – Sign Replacement
 - b. 111 E Main St – Sign Replacement
 - c. 113 W Exchange St – Sign Replacement
 - d. 114 W Main St – Sign Replacement
 - e. 115 E Main St – Sign Replacement
 - f. 204 W Main St – Sign Replacement
 - g. 209 W Main St – Sign Replacement
 - h. 209 W Main St – Roof/Façade Improvement
 - i. 210 N Washington St – Sign Replacement
 - j. 218 W Main St – Sign Replacement
 - k. 300 W Main St – Façade Improvement, Building Addition, Window Replacement
 - l. 110 W Main St – Façade Improvement
 - m. Quaker Oats Ghost Mural Restoration
 - n. DDA Streetlight Design
 - o. 111 N Ball St – Roof and Fascia
 - p. 219 N Ball St – Window Replacement
6. The results of work by any appointed study committee.
 - a. There was no appointed study committee in 2023.
7. Notices/Enforcements Issued
 - a. Demolition by Neglect – 117 W Exchange – City Club – Board issued neglect notice but declined to enforce at the state level after owner complied with ordered corrective measures.
8. Notices to Proceed
 - a. 300 W Main Street – Façade improvement, window replacement, and building addition exterior plan.
 - b. 110 W Main St – Façade improvement

The commission shall review the report at their regular February meeting and submit the final approved report to City Council in March. This following report is duly submitted for approval on February 21, 2024.

Sincerely,
Nathan R. Henne – City Manager

