

Meeting Agenda
Owosso Downtown Historic District Commission
Thursday, June 20, 2024, 6:00 p.m.

Call to order and roll call:

Review and approval of agenda: June 20, 2024

Review and approval of minutes: May 15, 2024

Communications:

Public Comments:

Committee Reports: None

Public Hearings: None

Items of Business:

- 1) Certificate of Appropriateness – 207 N Washington – Façade Replacement
Master Plan Goals: 1.9, 1.12, 1.17, 1.19, 2.3, 4.3, 4.7, 4.14
- 2) RESOLUTION – Approve HDC Violation Enforcement Procedure
Master Plan Goals: 1.12, 2.3, 2.6, 4.3, 4.7

Public Comments:

Board Comments:

- 1) General Discussion
- 2) Next Meeting: August 21, 2024 (Skipping July because admin staff will be at conference)

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 15, 2024 at 6:00 p.m.
City Hall Conference Room

MEETING CALLED TO ORDER: at 6:00 p.m. by Chairperson Steven Teich.

ROLL CALL: was taken by City Manager Nathan Henne.

PRESENT: Chairperson Steven Teich, Vice Chairperson Omer, Commissioner Gallinger, Commissioner Byrne, Commissioner VanEpps, Secretary, Hathaway, Commissioner Powell

ABSENT:

OTHERS IN ATTENDANCE: City Manager Nathan Henne

AGENDA APPROVAL: May 15, 2024.

MOTION FOR APPROVAL OF THE AGENDA AS AMENDED BY COMMISSIONER VANEPPS. SECONDED BY VICE CHAIR OMER.

AYES ALL. MOTION CARRIED.

MINUTES APPROVAL: February 21, 2024.

MOTION FOR APPROVAL OF MINUTES AS PRESENTED BY COMMISSIONER VANEPPS. SECONDED BY COMMISSIONER BYRNE.

AYES ALL. MOTION CARRIED.

COMMUNICATIONS: None.

PUBLIC/COMMISSIONER COMMENTS: None.

PUBLIC HEARINGS: None.

ITEMS OF BUSINESS:

1. HDC Ordinance Violation Enforcement Policy

City Manager Henne recommended the Commission adopt a policy/procedure for enforcing violations of the Historic District ordinance. Commissioner VanEpps had suggested changes to the language and proposed that he work with Henne to refine the policy draft for future consideration.

MOTION BY COMMISSIONER VAN EPPS TO TABLE THE ENFORCEMENT POLICY/PROCEDURE UNTIL THE JUNE HDC MEETING SO THAT APPROPRIATE REVISSIONS CAN BE MADE.

MOTION SECONDED BY SECRETARY HATHAWAY

AYES ALL.

MOTION CARRIED.

PUBLIC COMMENTS: None

BOARD COMMENTS: The Commission discussed 123 N Washington St and Henne gave an update on the development's progress – notably that SHPO was seeing very long delays in their reviews regarding historic tax credit applications that have bottlenecked many important development projects across the state. The Commission also discussed 110 W Main St regarding the approved façade plan. This plan was approved in 2023 but not executed. The owner mentioned to Chairman Tiech that he would like to explore full restoration. Henne recommended that if the façade project has changed again that the owner should reapply so that there is clear public record and formal consideration by the Commission. Henne explained that the Senior Center in Owosso was doing some repair work and did not realize they were in the district. He spoke with the DC director so that they submit an application but the work would most likely constitute a need for an administrative review rather than consideration from the entire Commission.

NEXT MEETING: June 20, 2024

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

AYES ALL. MOTION CARRIED - MEETING ADJOURNED AT 7:00 P.M.

Philip Hathaway, Secretary



DATE: 6.14.24
TO: Historic District Commission
FROM: City Manager
SUBJECT: 207 N Washington St CofA – Façade Replacement

HISTORY:

Built by J. R. Shattuck in 1891 for his “Music House”. He sold bikes, Victrolas, talking machines, sewing machines, musical instruments. Originally a remarkably beautiful building. Donald Shattuck owned and operated Owosso’s first radio station. It was located in the Shattuck Music House at 207-209 North Washington Street in Owosso. As of June 30, 1925, WSMH (Wireless Shattuck Music House), 1250 on the dial, was one of only sixteen radio stations in Michigan. Owosso’s only stone façade in the Richardson Romanesque style, an owner in the 1970s wanted to reduce his upkeep and removed the entire third floor, reducing the grand building to two stories and a somewhat truncated appearance.

BACKGROUND:

The city received an application from the owner to replace the façade at 207 N Washington St with wood. The current façade is wood but cannot be repaired due to deterioration.

RECOMMENDATION:

Approve a Certificate of Appropriateness for the replacement of the wood façade at 207 N Washington St with another wood façade as requested by the owner.

CITY OF OWOSSO

HISTORIC DISTRICT COMMISSION APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS OR NOTICE TO PROCEED

This application must be received by the Owosso Building Department a minimum of ten working days prior to the scheduling of the application on the Historic District Commission agenda. Applicants are strongly encouraged to conduct a preliminary discussion with staff and/or the Historic District Commission prior to the consideration of an application. The Commission generally meets on the Third Wednesday of each month.

Please consult the Secretary of the Interior's Standards for Rehabilitation and the Historic District Commission guidelines for specific details on permissible alterations to the exterior of a structure or for the construction or demolition of any structure within the Historic District that require a CoA.

The following information shall be attached to this application. Additional information is encouraged:

1. A detailed plan drawn to a legible scale depicting the proposed alteration including size, a detailed description of materials and finishing work to be completed. If the size of the plan exceeds 11x17 then additional copies may be requested.
 - Plan shall show existing property lines and any prominent features on the site.
2. A minimum of the following photographs labeled to indicate the direction of view:
 - Current photos of the structure as seen from the street and/or façade of alteration;
 - Close up of existing detail in present condition proposed for alteration.

Date: 5-14-24

Property Address: 207 N. WASHINGTON ST ^{OWOSSO, MI} Owner's Name: TAMMIE SANDERS

Phone One: 616 893-8288 Other Phone: _____ Email: tsanders24@aol.com

Applicants Address: 1210 N. HICKORY ST ^{OWOSSO, MI 48867} Applicants Name: TAMMIE SANDERS

Phone One: 616 893-8288 Other Phone: _____ Email: _____

Does the property have or will it have before the proposed project completion date, a fire alarm system or a smoke alarm complying with the requirements of the Stille-DeRosset-Hale single state construction code act, 1972 PA 230, MCL 125.1501-12501531*. N/A

Description of Work proposed, BE SPECIFIC (attach sheets describing activities, materials, dimensions, etc.)

Applicant's Signature [Signature]

Property Owner's Signature [Signature]

Please contact Nathan Henne for further information 989.725.0568 during business hours, or nathan.henne@ci.owosso.mi.us.

Return to City Hall, 301 W. Main St., Owosso, MI 48867

*"Fire alarm system" means a system designed to detect and annunciate the presence of fire or by-products of fire. Fire alarm system includes smoke alarms. "Smoke alarm" means a single-station or multiple-station alarm responsive to smoke and not connected to a system. As used in this subdivision, "single-station alarm" means an assembly incorporating a detector, the control equipment, and the alarm sounding devices into a single unit, operated from a power supply either in the unit or obtained at the point of installation.

"Multiple station alarm" means 2 or more single station alarms that are capable of interconnection such that actuation of 1 alarm causes all integrated separate audible alarms to operate.



1. REPLACEMENT OF ROTTED WOOD AND REMOVAL OF OLD SIGN WITH A NEW SIGN "MI FAVORITE STORE"
2. REPAINT WITH BLUE COLOR PAINT.
3. REMOVE MICHAEL PAYNE PHONE NUMBER & PHOTOGRAPHY SIGN.

HISTORIC DISTRICT COMMISSION RESOLUTION NO. 2024-1

**RESOLUTION APPROVING A CERTIFICATE OF APPROPRIATENESS FOR FACADE
REPLACEMENT AT 207 N WASHINGTON STREET**

WHEREAS, the Historic District Commission of Owosso, Michigan, has received an application from the property owner to replace facade at 207 N Washington St; and

WHEREAS, the Commission was established to preserve the historic nature of district using the guidelines set forth by the United State Secretary of the Interior; and

WHEREAS, the building at 207 N Washington is a contributing structure according to the 2010 Historic District Report; and

WHEREAS, the application was found to be complete and the applicant wishes to replace the overhang roofing material and fascia.

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

FIRST: The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area will not be adversely affected by the proposed work.

SECOND: The relationship of the proposed architectural features of the resource to the rest of the resource and to the surrounding area meets the requirements of the Secretary of the Interior's Standards for the Treatment of Historic Properties.

THIRD: The materials used are generally compatible with the design, arrangement, and texture required by the Standards.

FOURTH: The proposed work meets the aesthetic values of the District

Moved: _____

Supported: _____



DATE: 6.14.24
TO: Historic District Commission
FROM: City Manager
SUBJECT: HDC Violation Enforcement Procedure

BACKGROUND:

Section 8-208(i) says that “When work has been done upon a resource without a permit, and the commission finds that the work does not qualify for a certificate of appropriateness, the commission may require an owner to restore the resource to the condition the resource was in before the inappropriate work or to modify the work so that it qualifies for a certificate of appropriateness. If the owner does not comply with the restoration or modification requirement within a reasonable time, the commission may seek an order from the circuit court to require the owner to restore the resource to its former condition or to modify the work so that it qualifies for a certificate of appropriateness.”

Section 8-215 says that “A person, individual, partnership, firm, corporation, organization, institution, or agency of government, including the historic district commission, that violates this act is responsible for a civil violation and may be fined not more than five thousand dollars (\$5,000.00).”

RECOMMENDATION:

I recommend establishing a procedure to enforce and correct existing and future violations to Article X (Historic Districts) of the City Ordinance. A draft of the enforcement policy is included in this packet.

It is also recommended that this procedure shall apply to all existing violations immediately.

Owosso Downtown Historic District Commission
Violation Enforcement Policy

Objective: The enforcement policy is designed to ensure compliance with Owosso historic district ordinances and regulations to safeguard historical resources within the Owosso Historic District. Violations of these ordinances may result in penalties and corrective actions as outlined below.

Enforcement Steps:

1. Initial Notification:

- Upon discovery of a violation, a letter shall be issued to the property owner, citing the specific ordinance violated and the nature of the violation.
- The letter shall provide the owner with a period of two weeks to respond, either by submitting an application for a certificate of appropriateness or by initiating corrective actions to address the violation.

2. Final Warning:

- If no response is received (or corrective action is initiated) within the initial two-week period, a final warning letter shall be sent to the owner.
- The final warning letter shall provide the owner with a period of sixty days to rectify the violation so that it aligns with the requirements for a certificate of appropriateness.

3. Civil Violation Notice:

- If the violation persists beyond the sixty-day period specified in the final warning letter, the Building Department shall issue a civil violation notice to the owner.
- The civil violation notice shall impose a fine of up to \$5,000 in accordance with Article X, Section 8-215 of the ordinances.

4. Court Order for Corrective Action:

- Following the issuance of a civil violation notice, the Historic District Commission (HDC) shall seek a court order, as authorized by Article X, Section 8-208(i) of the Owosso city ordinances, to compel corrective action.
- The court order may authorize the city to enter the premises and undertake necessary corrective measures to address the violation.
- The costs incurred for such corrective measures may be charged to the violating property owner or assessed as a special assessment against the property taxes.

Compliance and Review: The enforcement policy shall be implemented consistently and fairly across all cases of historic district violations. Regular reviews and assessments of enforcement actions shall be conducted to ensure effectiveness and adherence to applicable laws and regulations.

HISTORIC DISTRICT COMMISSION RESOLUTION NO. 2024-_____

**RESOLUTION ESTABLISHING HISTORIC DISTRICT VIOLATION ENFORCEMENT
PROCEDURE**

WHEREAS, Article X Section 8-208 grants the Historic District Commission powers of enforcement to correct violations of the Ordinance; and

WHEREAS, Article X Section 8-215 establishes a civil violation and \$5000 fine for violation of the Ordinance; and

WHEREAS, the Historic District Commission wishes to establish an enforcement procedure giving reasonable time for violations to be corrected; and

WHEREAS, the City Master Plan encourages enforcements to educate and provide reasonable time for correction.

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

FIRST: That the Historic District Commission create a policy for enforcing Article X within District boundaries.

NOTE: All letters and fines to be shared with the Building Department and the City Attorney. Copy of Policy included in June 20, 2024 HDC meeting packet.

Moved: _____

Supported: _____