

**Meeting Agenda**  
*Owosso Downtown Historic District Commission*  
Wednesday, January 15, 2025, 6:00 p.m.

**Call to order and roll call:**

**Review and approval of agenda:** January 15, 2025

**Review and approval of minutes:** November 20, 2024

**Communications:**

110 W Main Demo by Neglect Notices

**Public Comments:**

**Committee Reports:**

**Public Hearings:**

**Items of Business:**

- 1) RESOLUTION – Letter of Support for LG Grant – Congregational Church
- 2) RESOLUTION – HDC Application Approval Policy
- 3) RESOLUTION – CofA Application: 214 W Exchange Siding

**Public Comments:**

**Board Comments:**

- 1) Discussion
- 2) Next Meeting: February 19, 2025

**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](http://www.ci.owosso.mi.us).]

MINUTES FOR REGULAR MEETING  
**OWOSSO HISTORIC DISTRICT COMMISSION**  
Wednesday, November 20, 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 Ainsworth, Commissioner Gallinger, Vice Chair Omer, Commissioner VanEpps

**ABSENT:** Commissioner Byrne, Commissioner Powell

**OTHERS IN ATTENDANCE:** City Manager Nathan Henne

**AGENDA APPROVAL:** November 20, 2024.

**MOTION FOR APPROVAL OF THE AGENDA AS AMENDED BY VANEPPS. SECONDED BY OMER.**

**AYES ALL. MOTION CARRIED.**

**MINUTES APPROVAL:** October 16, 2024.

**MOTION FOR APPROVAL OF MINUTES AS PRESENTED BY OMER. SECONDED BY VANEPPS.**

**AYES ALL. MOTION CARRIED.**

**COMMUNICATIONS**

City Manager Henne shared the following staff-issued Certificates of Appropriateness:

1. 114 W Mason Street – Sign Replacement
2. 108 N Washington St – Sign Replacement

**ITEMS OF BUSINESS:**

- 1. Approve Certificates of Appropriateness**
  - a. 112 W Main St**

Owners of 112 W Main St applied for window replacement. Discussion to allow fibrex exterior cladding.

MOTION BY VANEPPS TO APPROVE CERTIFICATE OF APPROPRIATENESS FOR WINDOW REPLACEMENT ALLOWING FIBREX AT 112 W MAIN ST. MOTION SECONDED BY OMER

AYES ALL

- b. 123 N Washington St**

Owner outlined struggle with increasing costs of project. Not optimistic on ability to finance primary rehabilitation plan as approved by BRA plan and city council. Owner proposed contingent plan to just rehab the exterior using hardy board. Contingent plan will move forward subject to SHPO/NPS determination regarding historic tax credits.

Contingency plan would include architectural plans. Board instructed to just consider CofA for primary plan for now. Check on progress early 2025 to determine efficacy of contingent plan or further enforcement.

MOTION BY VANEPPS TO APPROVE CERTIFICATE OF APPROPRIATENESS FOR FAÇADE PER PRIMARY PLANS. SECONDED BY OMER.

AYES ALL

**c. 213 N Wasington St**

A representative of the he property owner explained an application to replace the pre-existing brick façade (removed by previous owner) with compliant lap siding, modernizing the building while maintaining its historical integrity.

MOTION BY GALLINGER TO APPROVE THE CERTIFICATE OF APPROPRIATENESS FOR FAÇADE PROJECT AT 213 N WASHINGTON. SECONDED BY AINSWORTH.

AYES ALL

**2. Discussion regarding enforcement letter for 214 W Exchange.**

Owners of 214 W Exchange present to explain intent to replace vinyl siding on a portion of the façade. They explained that the siding was put up prior to their ownership. Board discussed the process for enforcement. Board asked to see an application for a certificate of appropriateness at the January 2025 HDC meeting.

**PUBLIC COMMENTS:** None

**BOARD COMMENTS:** Board decided to cancel the December 2024 meeting for the holidays.

**NEXT MEETING:** January 15, 2025

**CHAIRMAN TEICH ADJOURNED THE MEETING AT 7:20 P.M.**

# Communications



DATE: 1.15.25  
TO: Historic District Commission  
FROM: City Manager  
SUBJECT: 110 W Main St Façade – Communications and Background of Demo by Neglect Enforcement

**BACKGROUND:**

Over the years, the Historic District Commission (HDC) has worked with two successive owners of this property to encourage compliance with essential repairs to the plaster façade relief. In mid-2023, the current owner, Mr. Nick Pidek, proposed an alternative plan to address the façade issue. The plan, which involved covering the original plaster relief, was approved by the HDC via a Certificate of Appropriateness, as it appeared to offer a viable resolution.

Unfortunately, a year passed without any progress toward implementing this approved plan. In late 2024, the commission voted to rescind the certificate after concluding that there was no meaningful intent to follow through on the proposal. To address the ongoing lack of action, a demolition by neglect notice—Mr. Pidek’s second during his ownership of this property—was issued. The notice required a response to the Owosso Building Department outlining the owner’s plan for compliance, but no response was received. A follow-up letter was sent in December to remind Mr. Pidek of the need for compliance, but again, no official response was provided.

Recently, Mr. Pidek reached out to the HDC Chairman requesting additional time and consideration. While the commission appreciates the challenges faced by property owners, the lack of formal communication or progress makes it challenging to grant further delays outside the established procedures. I advised the Chairman to inform Mr. Pidek that the HDC would proceed according to its standard process, which could involve court action if compliance is not achieved.

Some concerns have also been raised publicly, including through social media, questioning the consistency of HDC enforcement. It is critical to state unequivocally that the HDC enforces its policies equitably across all properties. Claims of inequity are often rooted in a misunderstanding—or refusal to understand—the HDC’s responsibilities and mission to preserve the character of the Historic District. The comparison of this property to others, such as 123 N Washington, is not a valid justification for noncompliance. While other properties may have unique circumstances, the HDC applies the same principles and policies consistently to all cases. Our efforts are guided by the responsibility to uphold preservation standards, not by any preferential treatment or punitive intent.

**RECOMMENDATION:**

Based on the ongoing lack of progress and communication, it appears unlikely that Mr. Pidek intends to comply without further action. The HDC has made significant efforts to work with

him and provide opportunities for resolution. At this stage, I recommend proceeding with the enforcement process as outlined in the October 2024 notice. The matter may ultimately be resolved in court, where additional considerations may be granted, but it is important for the HDC to follow its established process.

If the Commission prefers an alternative course of action, please advise. Otherwise, I will continue to carry out the demolition by neglect process as approved.



301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0599 • FAX (989) 723-8854

October 16, 2024

Mandy and Nick Pidek  
110 W Main St  
Owosso, MI 48867

Dear Mr. and Mrs. Pidek:

On October 16, 2024, the Owosso Historic District Commission (HDC) considered the appropriateness of issuing Demolition-by-Neglect notice - per section 8-208 of Owosso's ordinances - to you for the property located at 110 W Main St. This property is a contributing resource in the Owosso Historic District boundaries identified in the District's 2010 survey. On May 17, 2023, the HDC voted to approve an alternate façade plan as you requested due to the difficulties you experienced with the repair process of the plaster façade. You have made no progress on that plan as of the date of this letter.

Therefore, per section 8-208(h), you are now required as owner of the resource to repair all conditions contributing to the demolition-by-neglect of your historic plaster façade:

1. Within 30 days from the date of this letter, you must provide the Owosso Building Department with a written statement of intent and timeline for the repairs to be made; and
2. Within 90 days from the date of the letter, complete all necessary repairs to bring the building into compliance.

Should you refuse to comply with this enforcement within the time specified, the HDC or its agents may enter the property per section 8-208(h) and make such repairs as are necessary to prevent demolition-by-neglect. The costs of the work shall be charged to you as the owner, and may be levied by the city council as a special assessment against the property.

Sincerely,

Nathan Henne  
City Manager  
City of Owosso  
[Nathan.henne@ci.owosso.mi.us](mailto:Nathan.henne@ci.owosso.mi.us)

CC: Tanya Buckelew – Owosso Building Department



December 10 2024

Mandy and Nick Pidek  
308 E Oliver  
Owosso, MI 48867

RE: 110 W Main St Façade – Owosso Historic District Commission Demo By Neglect Notice

Dear Mr. and Mrs. Pidek,

On October 16, 2024, the Owosso Historic District Commission (HDC) issued a notice under Section 8-208 of the Owosso Code of Ordinances regarding the condition of your property at 110 W Main St. As the property owner, you were required to submit a compliance plan and schedule to the Owosso Building Department within 30 days and complete necessary repairs within 90 days to address conditions contributing to demolition by neglect as defined under Section 8-208.

As of the date of this letter, the Building Department has not received the required compliance plan or schedule, and the 30-day period has elapsed. **You are now required to bring the property into compliance by restoring the historic façade no later than January 31, 2025, as stipulated in the October 16, 2024 notice.**

Failure to restore the façade by this deadline will result in the HDC seeking a court order to compel compliance, as authorized under Section 8-208(h) of the Owosso Code of Ordinances. Subject to any court order, the City may undertake the repairs and levy the costs as a special assessment against the property.

We strongly urge you to prioritize this matter to avoid additional enforcement actions.

Sincerely,

Nathan Henne  
City Manager  
City of Owosso  
[Nathan.henne@ci.owosso.mi.us](mailto:Nathan.henne@ci.owosso.mi.us)  
Department

CC: Tanya Buckelew – Owosso Building



CLG Grant Letter of Support – Congregational  
Church



January 20, 2025

Grant Review Committee  
Certified Local Government (CLG) Grant Program  
Michigan State Historic Preservation Office  
735 E Michigan Ave  
Lansing, MI 48912

Dear Grant Review Committee,

The Owosso Historic District Commission supports the grant application submitted by the First Congregational Church of Owosso for the restoration of plaster surrounding its stained-glass windows. This project, requesting \$28,480, will address deferred maintenance and ensure the long-term preservation of a significant community landmark.

The First Congregational Church is included in the City's Historic District Commission. The project will repair deteriorating plaster and protect the historic windows, which are an important feature of the sanctuary. Completing this work will preserve the building for continued use as a site for public gatherings, events, and cultural activities.

This project aligns with the goals of the Certified Local Government program and the city's Historic District Commission, which prioritize preservation and maintenance of historic properties. It also complements earlier masonry repairs at the church, ensuring a coordinated approach to preserving the property.

The Owosso Historic District Commission fully supports this application and urges approval of the requested funding.

Sincerely,

Steve Teich  
Chairman  
Owosso Historic District Commission



# Michigan Certified Local Government Program

## FY2025 CLG Grant Application

### PROJECT INFORMATION

Certified Local Government: City of Owosso

Project Name: Historic Owosso 1<sup>st</sup> Congregational Church Interior Restoration

Project Type:     Survey and Designation     Preservation Planning     Education and Training  
 Pre-development     Development     Other:

Brief Project Summary (no more than 1-2 sentences):  
 The City of Owosso, in partnership with the First Congregational Church, seeks to restore the deteriorated plaster surrounding its historic stained-glass windows, including one depicting native americans interactions with early puritan settlers like John elliot, a preacher from the Boston area in the 1600s. This project will preserve the church's architectural and cultural heritage while ensuring its continued use as a community gathering space and a symbol of local history.

**Complete the shaded sections below for Pre-development and Development Projects ONLY:**

Property Name: Owosso 1<sup>st</sup> Congegational Church

Property Address: 327 N Washington St, Owosso, MI 48867

Historic Designation: Contributing - Owosso Downtown Historic District NRHP #14000126

Property Owner Name: Congregational Church

Owner Phone Number: 989-723-3010	Owner E-mail: owossofccucc@gmail.com
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### GRANT FUNDING REQUEST

CLG Grant Request:	\$28,480	Briefly describe the project funding source and kind: Project funding source is the SHPO CLG grant program. Project will not charge grant admin. CLG will administer grant at no cost, if awarded. Congregational Church will advance all funds necessary to complete the project before reimbursement request submitted.
CLG Match (NOT REQUIRED):	\$0	
Total Project Amount:	\$28,480	

### CLG INFORMATION

Federal ID (EIN) Number:

UEI Number:

CLG Street Address: 301 W Main St

City: Owosso	Zip Code: 48867
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Project Coordinator Name: Nathan Henne

Phone Number: 989-725-0568	E-mail: nathan.henne@ci.owosso.mi.us
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Street Address: 301 W Main St

City: Owosso	Zip Code: 48867
<b>CLG LEGISLATIVE INFORMATION</b>	
U.S. Congressional District Number: 7	
State Senate District Number: 28	State House of Representatives District Number: 71

<b>CLG PARTNER INFORMATION</b>	
<i>Complete this section ONLY if the CLG is partnering with another entity (please see the manual for requirements)</i>	
Is the CLG requesting third-party administration by the partner entity: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Non-profit or Public Entity:	
Federal ID (EIN) Number:	
UEI Number:	
Nonprofit or Public Entity Contact Name:	
Telephone Number:	E-mail:
Street Address:	
City:	Zip Code:

<b>PROJECT INFORMATION</b>
<b>A. PROJECT GOALS (2000 characters)</b>

The City of Owosso, in collaboration with the First Congregational Church of Owosso, seeks \$28,480 in Michigan SHPO CLG grant funding for critical interior plaster restoration surrounding the church's historic stained-glass windows. This project is driven by a commitment to preserve and enhance one of the city's most architecturally and historically significant landmarks. The stained-glass windows, rich in detail and artistry, include a particularly notable piece that depicts Native Americans and their interactions with early puritan settlers in the 1600s.. The city itself is named after Chief Wasso, the leader of the Shiawassee Band of the Ojibwa Tribe, emphasizing the deep cultural and historical ties represented in the church's artwork.

The project aims to stabilize and restore the plaster to prevent further degradation, ensuring the structural integrity and aesthetic harmony of the sanctuary. By repairing damaged areas with historically appropriate materials and techniques, the project will safeguard the historic character of the interior while creating a more stable environment for the windows and surrounding surfaces.

This work aligns with broader preservation goals by protecting a cherished community asset and maintaining its functionality for religious services, community events, and heritage tourism. Additionally, the project will address moisture management issues identified in professional observations to extend the longevity of these repairs. This restoration is a vital step in preserving the legacy of the First Congregational Church and enriching Owosso's historical fabric for future generations.

## B. SCOPE OF WORK (8000 characters)

### Project Overview

The scope of work involves the interior restoration of plaster surrounding the stained-glass windows in the First Congregational Church of Owosso, a historic landmark deeply tied to the cultural and architectural heritage of the City of Owosso. This grant funding is specifically allocated for repairing the interior plaster around the windows and does not include any additional assessments or exterior work. The focus will be on stabilizing and repairing the deteriorated plaster to ensure the preservation of the sanctuary's historic integrity and its stained-glass artwork, particularly a window that depicts John Elliot, a Puritan minister and pioneer missionary among Native Americans. Eliot left England, the land of his birth, in 1631 as a young Puritan pastor. The stained-glass windows are some of only a few depicting Native Americans, and this particular window is one of only two known to depict a pastor preaching to Native Americans, adding to its unique historic quality.

### Work Phases

1. **Site Preparation** Openings to the sanctuary will be sealed using plastic sheeting, and HVAC vents will be covered to minimize dust dispersion. Canvas drop cloths and plastic sheeting will cover all non-work areas, including furniture, floors, and nearby woodwork, to prevent accidental damage. A designated workspace for tools and materials will be established to ensure organized and efficient restoration.

2. **Plaster Stabilization and Repair**

-Removal of Damaged Plaster: Loose or deteriorated plaster will be carefully removed to prevent further detachment or damage to adjacent stable areas. Substrate Preparation: Exposed surfaces will be cleaned and primed to ensure adhesion of repair materials. Plaster Application: Historically appropriate lime-based plaster will be applied in multiple coats to match the original material in texture, composition, and finish. Transition Repairs: Smooth transitions will be created between restored areas and existing plaster to preserve the wall's visual continuity.

3. **Moisture Mitigation (Background Context)** Prior studies identified moisture infiltration near the windows as a contributing factor to plaster deterioration. However, necessary external masonry improvements, including re-pointing and flashing adjustments, have already been completed. This grant strictly addresses the interior plaster restoration.

4. **Surface Preparation and Painting**

-Sanding and Spot Priming: Repaired plaster areas will be sanded and spot primed to ensure a smooth surface for finishing.

-Painting: A primer coat will be applied followed by two coats of premium-grade paint compatible with both plaster and surrounding materials. The paint will replicate the existing color palette to maintain historical accuracy.

5. **Cleanup and Final Inspection** All areas will be vacuumed and wiped down to remove dust and debris. Plastic sheeting and coverings will be carefully removed to avoid contamination of the completed work. A walkthrough with project stakeholders will be conducted to ensure all repairs meet the expected quality standards and address any remaining concerns.

### Materials and Standards:

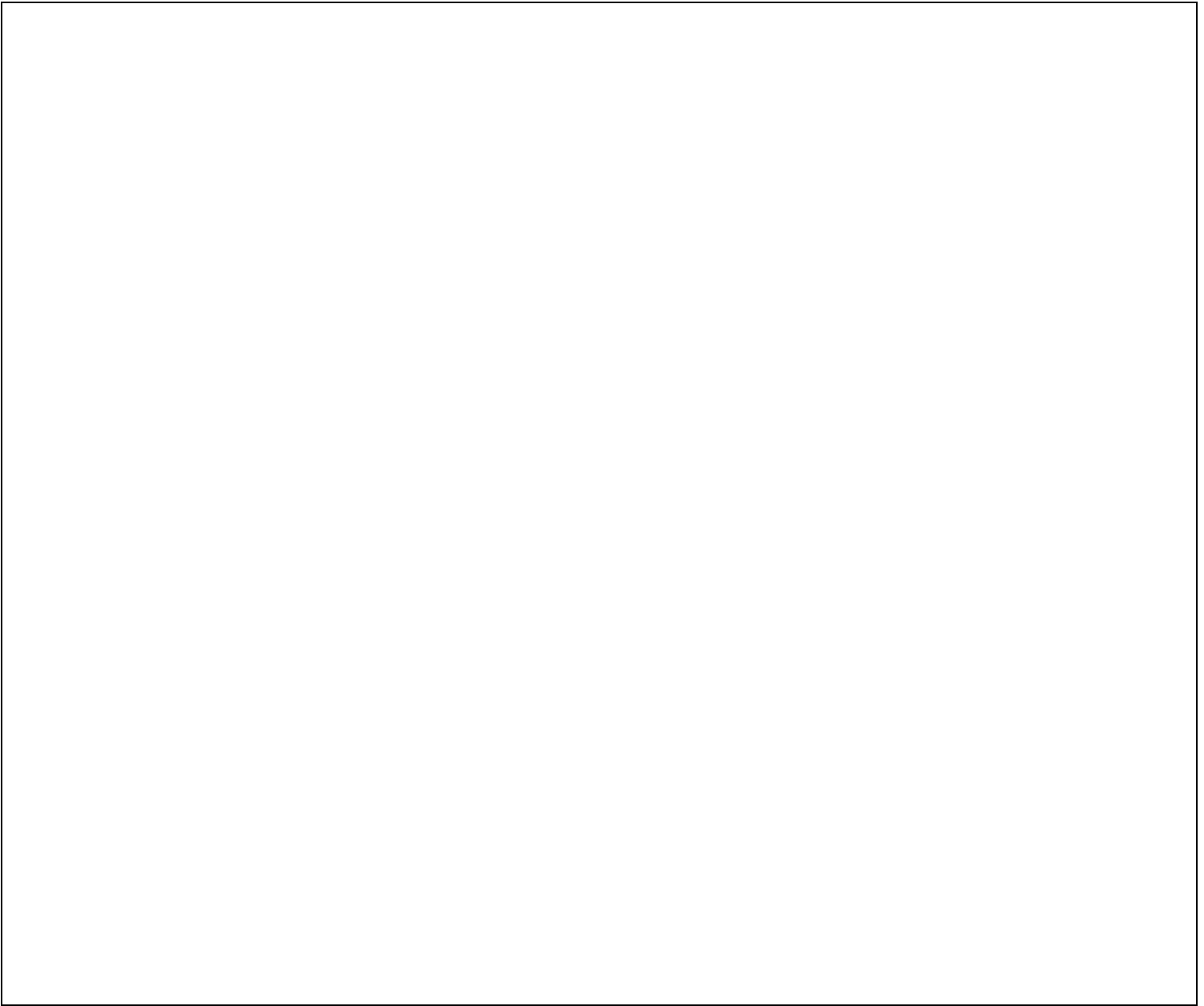
- Benjamin Moore premium-grade paint will be used for all finishing to ensure durability and aesthetic consistency.
- The work will adhere to the U.S. Secretary of the Interior's Standards for Rehabilitation.

**Timeline:** The project is expected to commence upon funding approval, with an estimated duration of 6–8 weeks. This includes time for preparation, repairs, and final inspections.

**Budget Overview:** The estimated total project cost is \$28,480, encompassing labor, materials, and all associated activities. This aligns with the professional estimate provided by Heddy Paint & Paper, ensuring high-quality workmanship and materials.

**Deliverables:** Fully restored plaster surrounding the stained-glass windows. A final project report documenting the work completed, including before-and-after photographs.

By following this detailed scope of work, the project will restore the sanctuary's plaster and preserve its historical and cultural significance for future generations.



### **C. PROJECT NEED (2000 characters)**

First Congregational Church of Owosso holds deep historical, cultural, and architectural significance for the community. Beyond being a place of worship, it serves as a symbol of the city's rich heritage and a venue for community gatherings, events, and celebrations. One of its most iconic features, the stained-glass windows, includes a depiction of Native Americans and their interactions with early puritan settlers like John Elliot - a preacher from Boston in the 1600s. The visible degradation diminishes the aesthetic and spiritual experience of the space, making restoration essential to maintain its role as a cornerstone of community identity and pride.

From a preservation standpoint, this project is critical to safeguarding the church's historic fabric. The deteriorating plaster, documented by professionals, is the result of age, environmental conditions, and past moisture infiltration issues - issues since corrected by a recent project to repoint the stone exterior of the church. Without intervention, continued degradation could lead to irreparable damage, compromising the historic and culturally significant windows. The restoration effort will employ historically appropriate materials and techniques to ensure the integrity of the original craftsmanship is preserved. Additionally, this work aligns with the U.S. Secretary of the Interior's Standards for Rehabilitation, ensuring best practices are followed to protect this historic asset.

This project addresses both immediate and long-term needs by stabilizing a prominent feature of the sanctuary and extending the lifespan of the church's architectural elements. Restoring the plaster around the windows not only revitalizes the interior's aesthetic appeal but also reinforces the community's connection to its heritage, ensuring this landmark remains a source of inspiration and pride for future genera

### **D. PROJECT URGENCY (2000 characters)**

The restoration of the plaster surrounding the stained-glass windows in the First Congregational Church of Owosso is urgent to prevent further damage to the sanctuary's historic interior. Moisture infiltration caused significant plaster deterioration, including efflorescence, cracks, and delamination, particularly around a stained-glass window depicting Native Americans and their contributions to Owosso's history. While the church has already addressed the moisture issues by repointing the entire stone exterior, it lacks the resources to restore the interior damage caused before these repairs.

The sanctuary is a vital community asset, serving as a place of worship and a venue for cultural and civic events. The degraded plaster diminishes the beauty of the space and its iconic windows, impacting the experience of those who use it. Delaying restoration risks further deterioration, which could lead to safety concerns or more costly repairs in the future.

Preserving the church's historic integrity requires immediate action to restore the plaster using historically appropriate materials and techniques. This restoration will ensure the longevity of the sanctuary's architectural elements. By addressing the damage now, this project will protect a key piece of Owosso's cultural and historical heritage for generations to come.

### **E. PROJECT BENEFIT AND IMPACT (2000 characters)**



Restoring the plaster surrounding the stained-glass windows in the First Congregational Church of Owosso will preserve a vital piece of the city's heritage and enhance its role as a community hub. The project addresses interior damage caused by past moisture infiltration, ensuring the sanctuary remains a safe and inspiring space for worship, events, and cultural gatherings. Highlighting the church's historic significance, one stained-glass window honors Native Americans and their relationship with early puritan settlers in America.

This restoration will safeguard the church's architectural and artistic integrity using historically appropriate materials, ensuring compliance with the U.S. Secretary of the Interior's Standards for Rehabilitation. The project will revitalize the sanctuary's beauty, preserving it as a symbol of community pride.

By addressing the remaining interior damage, following the church's significant investment in repointing its exterior, this project underscores the value of preserving Owosso's history. Its completion will inspire other preservation efforts and protect the church's legacy as a cornerstone of the community.

**F. PROJECT CONSIDERATIONS (1200 characters each)**

Is the project related to the goals and priorities identified in the CLG's last three annual reports and/or most recent program evaluation? If so, describe.

This project aligns closely with the goals in Owosso's Certified Local Government (CLG) program and Historic District Commission (HDC) reports. From 2021 to 2023, the reports emphasize preserving historic character, addressing deferred maintenance, and supporting restoration projects.

The First Congregational Church restoration addresses these priorities by repairing historic plaster and protecting stained-glass windows, including a depiction of Native Americans and Chief Wasso. This directly supports the HDC's goals of safeguarding cultural heritage and maintaining architectural integrity.

Additionally, the project fulfills objectives highlighted in the 2023 report, such as leveraging grant funding for significant preservation efforts and encouraging proactive maintenance to prevent further deterioration. It ensures the long-term preservation of an iconic community asset, advancing the city's preservation mission.

Is the project related to the goals identified in the [Michigan Statewide Historic Preservation Plan, 2020-2025](#)? If so, describe.

This project aligns strongly with the goals outlined in Michigan's 2020-2025 Statewide Historic Preservation Plan. Specifically, it supports Goal 1, promoting preservation education, by demonstrating the practical application of preservation techniques to a historically significant community asset. By restoring the First Congregational Church's plaster and safeguarding its stained-glass windows, the project ensures the preservation of important cultural narratives, particularly those honoring the country's native american population during the early puritan settlements in the 1600s.

The project also aligns with Goal 2, expanding preservation funding opportunities. Utilizing CLG grant funding to restore critical interior features showcases the church as an example of how targeted financial support can preserve community landmarks. Moreover, it addresses Goal 4, building stronger partnerships, as it represents a collaboration between local government, the community, and preservation specialists.

In fulfilling Goal 5, maximizing communication through storytelling, the project highlights the early american heritage related to puritan settlers and native americans.

Is the project related to one or more of SHPO's funding priorities for the fiscal year (see the grant manual)? If so, describe.

This project aligns with multiple FY25 SHPO funding priorities as outlined in the Certified Local Government Grant Manual. By focusing on the interior restoration of historic plaster surrounding stained-glass windows, the project meets the priority of development projects that stabilize and rehabilitate historic resources. These repairs directly enhance the longevity and functionality of a property listed in the National Register of Historic Places, ensuring compliance with the Secretary of the Interior's Standards for Rehabilitation.

Additionally, the project aligns with SHPO's emphasis on partnerships and community impact, as it represents collaboration between the City of Owosso and the First Congregational Church to preserve an iconic structure central to the country's heritage. The restoration also fulfills the funding priority to facilitate long-term preservation of historically significant sites, ensuring the preservation of cultural narratives, such as the stained-glass depiction of native americans and their role in the early Puritan settlements of America.

Are there other entities or partnerships that will benefit from the project or is the project related to other community planning, economic development, cultural tourism, or other such efforts? If so, describe.

The project will benefit multiple stakeholders and aligns with broader community planning and cultural tourism initiatives. By restoring the plaster around the stained-glass windows of the First Congregational Church, this effort directly supports the City of Owosso's Master Plan, which emphasizes preserving historic resources to enhance community character and promote economic vitality. The church's prominent role as a historic landmark and community gathering space ensures its restoration will strengthen civic pride and increase its utility for cultural and educational events. The project aligns with Michigan's historic preservation goals, fostering partnerships between the city, local organizations, and preservation professionals. It enhances cultural tourism by protecting a key historic asset that showcases the contributions of the country's early native american population and their relationship with early puritans. This work will also serve as a catalyst for future preservation projects, reinforcing the value of collaborative efforts to sustain Owosso's historic and economic landscape .

How will the value of historic preservation be articulated through the project and how will the public be informed about the project?

The value of historic preservation will be articulated through this project by emphasizing the importance of protecting and restoring culturally and historically significant landmarks like the First Congregational Church. The project highlights the connection between Owosso's history and its future by preserving architectural and artistic elements, such as the stained-glass windows depicting early native americans and their relationship with early puritan settlers.. This serves as a tangible reminder of the country's cultural roots and the ongoing commitment in Owosso to honoring and preserving this history.

The City of Owosso will promote the project through press releases, social media campaigns, and a public press event. The event will showcase the restored stained-glass windows, drawing attention to their artistry and historical narrative. These efforts will educate the public about the importance of historic preservation, inspire community pride, and encourage broader support for local preservation initiatives. This approach ensures transparency and engages the community in celebrating and valuing Owosso's historic assets.

## PROJECT BUDGET

Provide a project budget that matches the items described in the scope of work. All grant funds are paid on an expense reimbursement basis only. The applicant must have funds available for expenditures amounting to 100 percent of the project cost at the time of submittal. The subgrantee will be reimbursed for eligible expenses incurred (up to the grant amount) at the

end of the project. SHPO will review and may make changes to the budget line items as submitted in the application. The final budget, as approved by SHPO, will become an attachment to the grant agreement.

<b>WORK ITEMS</b>	<b>CLG FUNDS</b>	<b>CASH MATCH</b>	<b>IN-KIND MATCH</b>	<b>PROJECT TOTAL</b>
North Wall Restoration	\$8,675	\$	\$	\$
North Section Ceiling and Wall Painting	\$4,355	\$	\$	\$
Sanctuary East Window Wall Restoration	\$4,359	\$	\$	\$
Wall Restoration West of Sanctuary Around 3 Windows	\$3,378	\$	\$	\$
Coat Room Wall Painting	\$1,513	\$	\$	\$
East Window Wall in Sanctuary	\$6,200	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$d	\$	\$	\$
<b>TOTAL COSTS:</b>	\$28,480	\$	\$	\$

## **WORK SCHEDULE**

On the following page, provide a work schedule that includes major project milestones. Remember that work cannot begin until the grant agreement is executed. Assume a **July 2025** grant agreement date. Projects will have until **August 31, 2027** for all work to be completed. All project work, including billing and reporting, must be completed by this date. No extensions will be given.

**Please see Appendix C. Work Schedule Requirements in the grant manual for specific items that should be included in the work schedule.**

<b>Date</b>	<b>Grant Agreement</b>
July 2025	Grant agreement executed
<b>Date</b>	<b>Grant Project Work Items</b>
July to Sept 2025	<b>Finalize project planning and bid project</b>



**HISTORIC DISTRICT COMMISSION RESOLUTION NO. 2025-1**

**RESOLUTION AUTHORIZING HDC BOARD CHAIR TO SIGN A LETTER OF SUPPORT FOR CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM FOR CONGREGATIONAL CHURCH PROJECT**

WHEREAS, the Owosso Historic District Commission recognizes the importance of preserving historic properties within the City of Owosso to protect the architectural and cultural heritage of the community;

WHEREAS, the First Congregational Church of Owosso and the City of Owosso intend to apply for a Certified Local Government (CLG) Grant from the Michigan State Historic Preservation Office (SHPO) in the amount of \$28,480 for the restoration of interior plaster surrounding its historic stained-glass windows (the "Project");

WHEREAS, the Project addresses critical needs and aligns with the goals of the Owosso Historic District Commission and the CLG Program, which prioritize the preservation and maintenance of historic properties;

WHEREAS, the Project will enhance the long-term integrity and visual quality of the First Congregational Church, a significant community landmark included within the City's Historic District;

WHEREAS, the Owosso Historic District Commission wishes to demonstrate its full support for this grant application through an official letter of support; and

WHEREAS, the Commission desires to authorize its Chairman to sign and submit this letter of support on behalf of the Owosso Historic District Commission;

NOW, THEREFORE, BE IT RESOLVED by the Owosso Historic District Commission:

- FIRST: The Commission fully supports the First Congregational Church of Owosso's grant application for the Certified Local Government Grant Program.
- SECOND: The Commission authorizes its Chairman, Steve Teich, to sign the letter of support on behalf of the Commission.
- THIRD: The signed letter of support shall be submitted to the Grant Review Committee as part of the grant application.

Moved: \_\_\_\_\_

Supported: \_\_\_\_\_

# HDC Application Approval Policy

*Owosso Downtown Historic District Commission*  
**Application Approval Policy - 2025**

**Objective:**

This policy establishes guidelines for the completion of work, expiration of permits, and extensions of approved applications submitted to the Owosso Historic District Commission. These measures aim to ensure timely compliance with approved plans and effective management of historic district projects.

**Enabling Statute:**

Michigan Public Act 169 of 1970, also known as the "Local Historic Districts Act," provides the authority for local Historic District Commissions (HDCs) to review, approve, or deny alterations within historic districts to preserve their historical and architectural integrity. The Act also outlines processes for compliance and enforcement.

**Policy Provisions:**

1. **Completion of Work:**

All work performed under an approved application must be completed within one year from the date of approval.

2. **Permit Expiration:**

Upon the expiration of one year from the date of approval, the application and permit shall become void. Applicants wishing to proceed with the work after expiration must reapply for a permit.

3. **Extensions:**

- Applicants may request an extension of the approved permit. Requests must be submitted before the expiration of the original one-year period.
- Extensions, if granted, shall not exceed one additional year.
- All extension requests must be approved by the Historic District Commission and accompanied by a fee equal to that of an Owosso building permit application.

4. **Application Fee:**

All applications submitted to the Historic District Commission shall incur a fee equal to the amount charged for an Owosso building permit application.

**Implementation:**

This policy is effective immediately and applies to all applications submitted to the Owosso Historic District Commission. It is the responsibility of applicants to track the approval date of their permits and ensure compliance with these provisions.

NOTE: this policy applies retroactively to all applications approved within the last year.

**Compliance and Review:**

The Owosso Historic District Commission shall enforce this policy consistently across all applications and perform regular reviews to ensure alignment with applicable laws and regulations.

*Approved at a Regular meeting of the Owosso Historic District Commission on \_\_\_\_\_, 2025*



**HISTORIC DISTRICT COMMISSION RESOLUTION NO. 2025-2**

**RESOLUTION APPROVING THE POLICY FOR COMPLETION OF WORK, PERMIT EXPIRATION, EXTENSIONS, AND APPLICATION FEES**

WHEREAS, the Owosso Historic District Commission (HDC) is tasked with preserving and protecting the historical and architectural integrity of properties within the Owosso Historic District, as authorized under Michigan Public Act 169 of 1970; and

WHEREAS, the Commission recognizes the need for clear policies to ensure timely completion of work, manage permit expirations, and provide a consistent process for extensions of approved applications; and

WHEREAS, the Commission has reviewed and determined that the proposed "Policy for Completion of Work, Permit Expiration, Extensions, and Application Fees" is in alignment with the goals of the HDC and the enabling statute, Michigan Public Act 169 of 1970; and

WHEREAS, the proposed policy provides clear guidelines to applicants and promotes effective management of historic district projects, ensuring compliance with approved plans;

NOW, THEREFORE, BE IT RESOLVED by the Owosso Historic District Commission as follows:

FIRST: The "Policy for Completion of Work, Permit Expiration, Extensions, and Application Fees" is hereby approved as presented.

SECOND: The policy shall become effective immediately and shall apply to all applications submitted to the Owosso Historic District Commission following the adoption of this resolution as well as outstanding applications approved in the last year from the date of this policy adoption – with a prorated time applied to each application approved within the last year.

THIRD: The Owosso Historic District Commission directs staff to implement this policy and make it available to all applicants and the public for reference.

Moved: \_\_\_\_\_

Supported: \_\_\_\_\_

CofA Application – 214 W Exchange



DATE: 1.15.25  
TO: Historic District Commission  
FROM: City Manager  
SUBJECT: 214 W Exchange CofA – Siding Replacement

## **HISTORY:**

The property at 214 W Exchange, Owosso, MI 48867, is a non-contributing structure within the Historic District, built in 1907 on the site of the residence of a former slave by the name of Alex Johnson who served in the Civil War and settled in Owosso as a banker. This building replaced his residence.

The Owosso HDC 2010 Historic District Survey describes the structure as having lower roof lines than buildings on either side. New glass, brick & vinyl façade.

## **BACKGROUND:**

The property owner has submitted an application to replace vinyl siding with materials that comply with the HDC design guidelines in response to recent enforcement notices. The material is ribbed metal roofing.

The proposed plan aligns with the property's long-term goal of achieving a maintenance-free façade that meets historic standards.

## **RECOMMENDATION:**

Approve a Certificate of Appropriateness for the replacement of the second-floor loft windows at 214 W Exchange, as proposed by the property owner. The materials meets the Owosso HDC Design Guidelines and the Secretary of the Interior's Standards for the Treatment of Historic Properties, ensuring compatibility with the building's historic character and the surrounding district. Application shall expire on Jan 16, 2026

# 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: 1/7/24

Property Address: 214 W. Exchange Owner's Name: Dawn McCay

Phone One: (517) 256-7669 Other Phone: NA Email: itsadelithing@gmail.com

Applicants Address: 520 E Mason Applicants Name: Dawn McCay

Phone One: (517) 256-7669 Other Phone: NA Email: itsadelithing@gmail.com

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\*. Yes

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

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

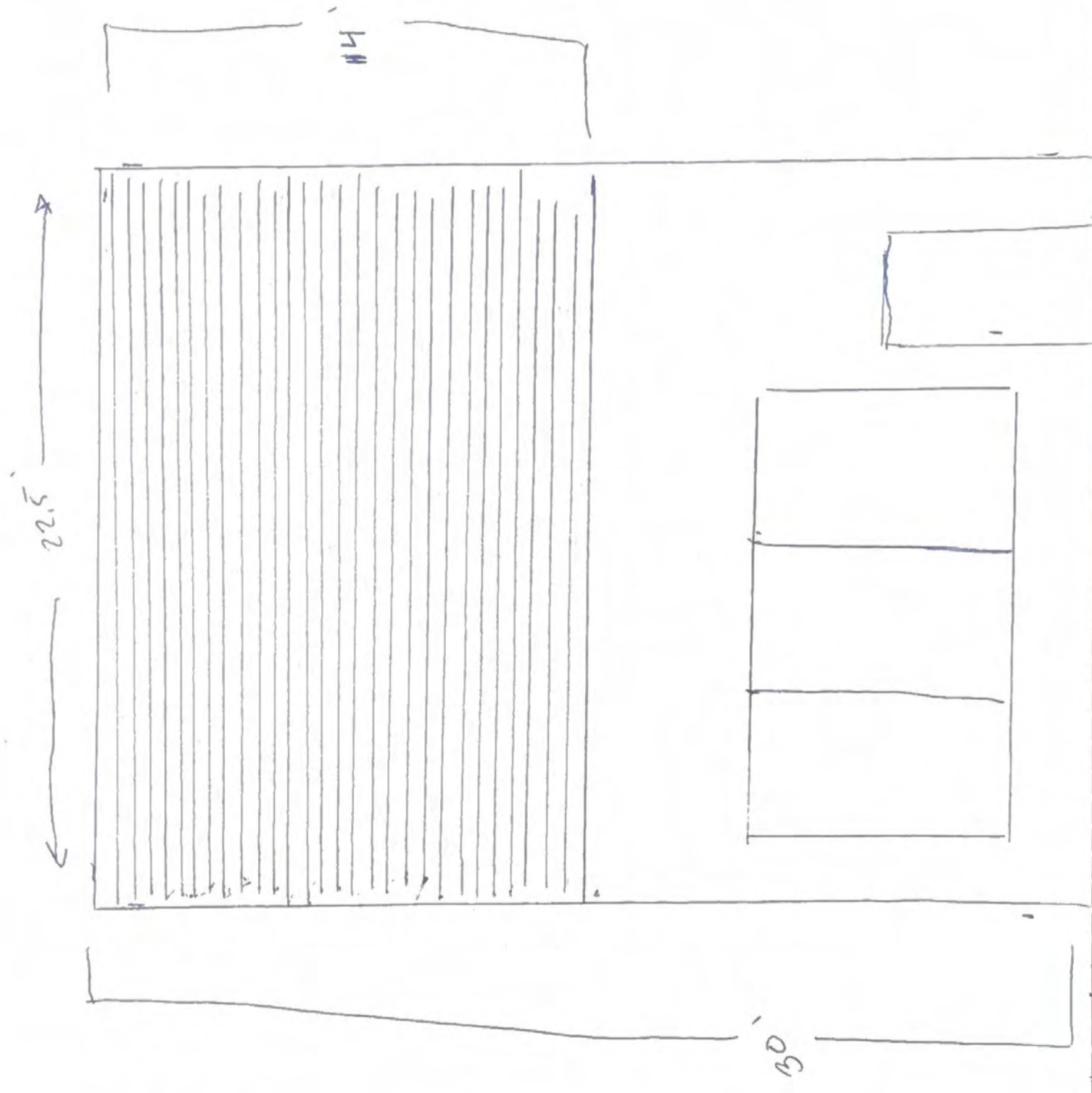
\*"Fire alarm system" means a system designed to detect and annunciate the presence of fire or by-products of fire. Fire alarm system includes smoke alarms. "Smoke alarm" means a single-station or multiple-station alarm responsive to smoke and not connected to a system. As used in this subdivision, "single-station 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.

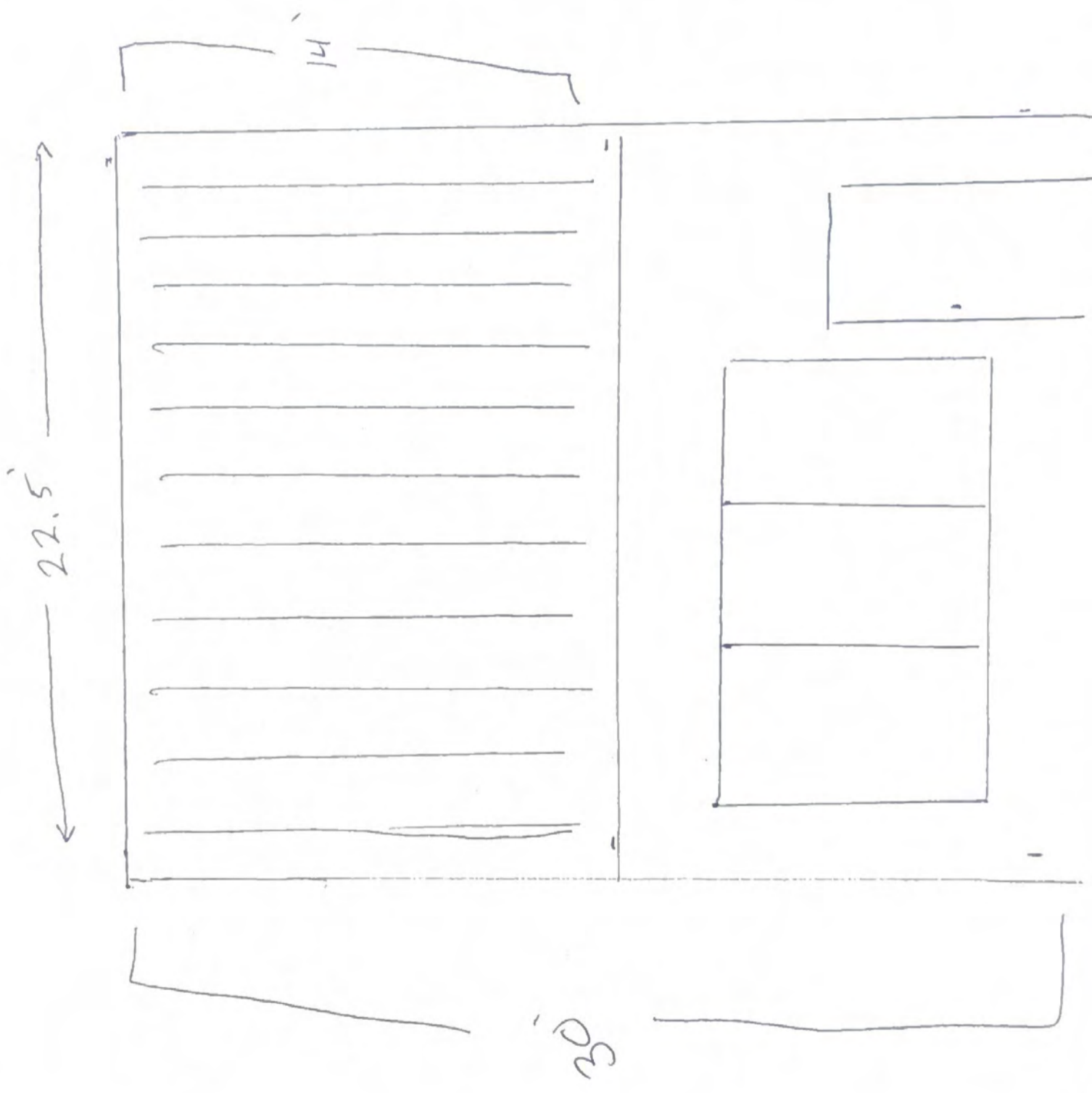
Description of work to be proposed:

The existing facade of the upper portion of building 214 W Exchange Street Owosso, MI has been deemed inappropriate by Owosso Historic District Commission and therefore this application for a certificate of appropriateness is being filed. The area in question is approximately 22.5 feet wide and 14 feet tall (see attached photos). In order to satisfy HDC guidelines we are requesting to replace the current material with a ribbed metal roofing material (see attached photos). This material is currently used in the historic district on several building in the downtown area. 309 N Washington and 311 N Washington both use this material as coverage for the upper facades of the buildings (see attached photos).

Current



Proposed





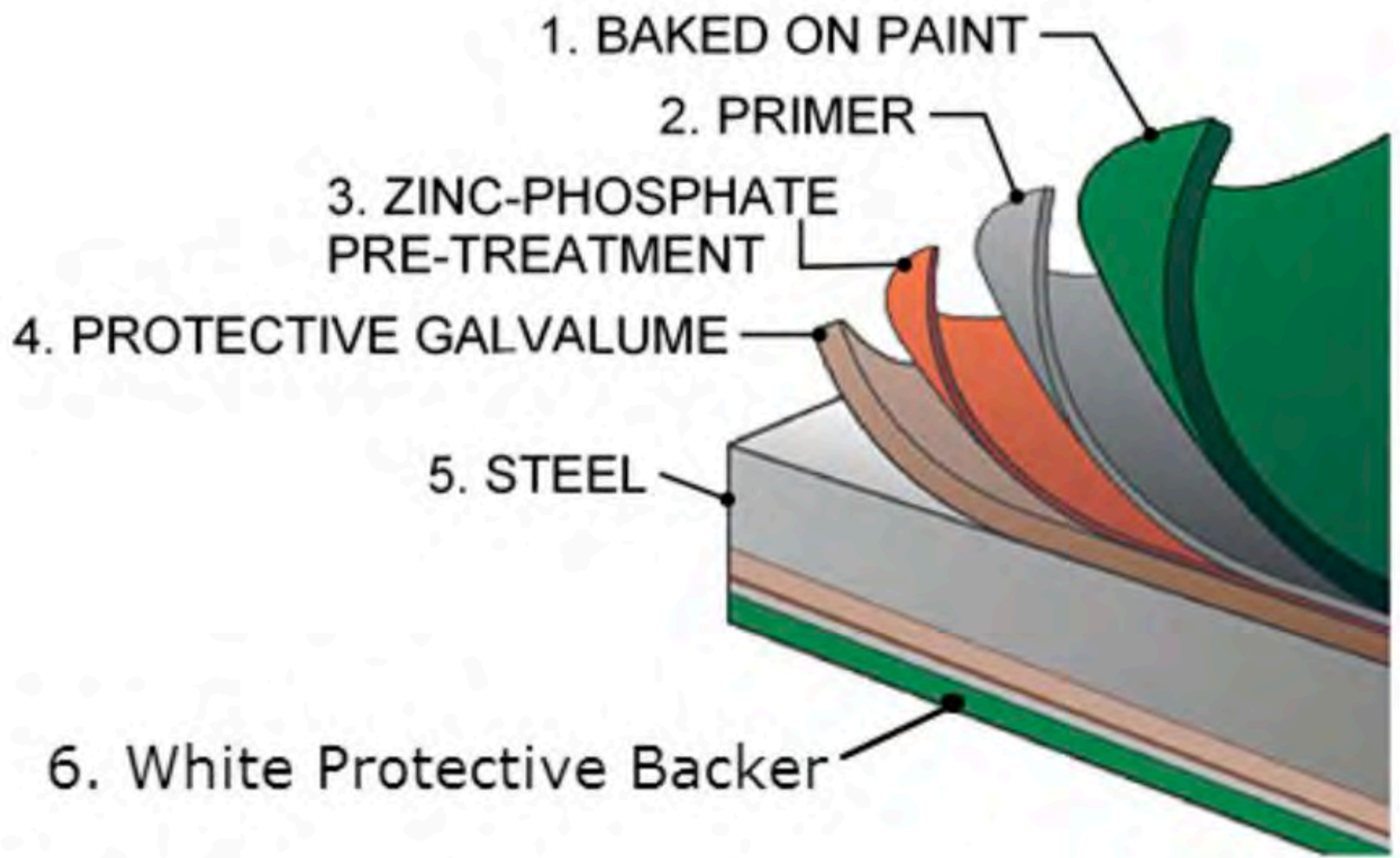
REAL ESTATE - INSURANCE



311 N Washington St

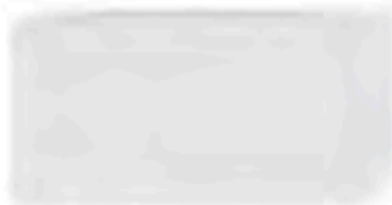






**For Roofing Systems  
As To External Fire Exposure  
As To Impact Resistance  
Class 4  
File# R39951**

# WeatherXL™ SMP Colors



White



Clay



Light Stone



Tan



Burgundy



Black



Charcoal Gray



Light Gray



Dark Red



Rustic Red



Green



Burnished Slate



Brown



Gallery Blue



Hawaiian Blue



Liner White



Galvalume



Copper Penny



Camo Print



Gray Cedar



Textured Black



Textured Charcoal



Textured Green



Textured Burnished  
Slate



Natural Cedar

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