

MINUTES FOR
SPECIAL MEETING
OWOSSO HISTORIC DISTRICT COMMISSION
WEDNESDAY, SEPTEMBER 16, 2015, 5:30 p.m.
218 N. PARK STREET & COUNCIL CHAMBERS

MEETING CALLED TO ORDER at 5:40 p.m. by Chairman Newman at 218 N. Park Street

PRESENT: Chairman Scott Newman, Vice-Chairman Vince Gonyou; Secretary Philip Hathaway; Commissioner Gary Wilson

OTHERS IN ATTENDANCE: Susan Montenegro, Assistant City Manager and Director of Community Development; Josh Adams, Owosso Main Street Manager; Timothy Baise, 218 N. Park Street

Item of Business:

1. 218 N. PARK STREET – FAÇADE PAINTING FINAL APPROVAL – Mr. Timothy Baise, property owner, has taped off building to reflect proposed façade painting. The board reviewed tape lines on all sides of the building and agreed the lines reflected an agreeable compromise between the Historic District Commission and Mr. Baise. The board agreed the lines reflected the motion carried at August meeting for Historic District Commission. Mr. Josh Adams took pictures of the tape lines. Board agreed to reconvene at City of Owosso Council Chambers to make motion for final approval of façade painting. Mr. Baise excused himself from remainder of meeting, as he had an appointment.

MEETING RECONVENED AT COUNCIL CHAMBERS & CALLED TO ORDER at 5:50 p.m. by Chairman Newman.

ROLL CALL was taken by Recording Secretary Bridget Cannon.

PRESENT: Chairman Scott Newman, Vice-Chairman Vince Gonyou; Secretary Philip Hathaway; Commissioner Gary Wilson

ABSENT: Commissioner Lance Omer & Commissioner Van Epps

OTHERS IN ATTENDANCE: Susan Montenegro, Assistant City Manager and Director of Community Development; Josh Adams, Owosso Main Street Manager; David Hoag, Community E.P.C., 114 N. Ball Street

AGENDA APPROVAL: Motion by Commissioner Hathaway and supported by Commissioner Wilson to approve the agenda for September 16, 2015 as presented. Yeas All. Motion was passed.

MINUTES APPROVAL: Motion by Commissioner Hathaway and supported by Commissioner Wilson to approve the minutes of the meeting for August 19, 2015 with the following amendment as revised by Commissioner Wilson: ~~He feels it is not fair the property owner made the effort to do things correctly, and was not notified by the city properly that his business is in the historic district.~~ – remit sentence
Yeas all. Motion was passed.

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Communications:

1. Staff Memorandum
2. Meeting minutes of August 19, 2015

Public / Commissioner Comments: None

Committee Reports: None

Public Hearings: None

Items of Business:

1) 218 N. PARK STREET – FAÇADE PAINTING FINAL APPROVAL (CONTINUED)

All board members felt the area taped off on-site was an agreeable compromise.

Motion by Commissioner Wilson and supported by Commissioner Hathaway that the Owosso Downtown Historic District Commission, finding that the proposed façade painting at 218 N. PARK STREET do not meet the Secretary of the Interior’s Standards, and are inappropriate for the district, hereby directs staff to issue a Notice to Proceed for the work and approve the finalized details for the paint treatment of building as taped off, conditioned upon the following:

1. The north wall of the building shall have a horizontal line established approximately two bands below the roof line, which are evident on the existing paint lines. This horizontal line traces back to the East wall of the building.
2. The south wall shall have a step down feature along the windows to the newer brick on ground floor, and the newer brick can be painted.
3. The Park street treatments on the North and South walls shall also stair step and not be visible from Park Street.
4. The paint color should be as close as possible to the original brick color.

Yeas all. Motion was passed.

2.) 200 W. EXCHANGE STREET – FRONT ENTRY RECONSTRUCTION

Cadwallader Lord Hahn, Inc. Insurance Agency would like to replace the deteriorating concrete pad at their front entrance with a new brick entrance and stairs. Inquiry was made as to whether the new concrete pad would have the same outline as the existing concrete pad. Mr. Josh Adams stated it would have the same footprint, but would be brick. Mr. Michael Nickolas Ardelean is going to be the contractor doing the brickwork. Commissioner Wilson asks to have board stipulate approval with new concrete pad having same footprint as existing pad.

Motion by Commissioner Hathaway and supported by Commissioner Gonyou that the Owosso Downtown Historic District Commission, finding that the proposed exterior improvements at 200 W EXCHANGE ST meets all the Secretary of the Interior’s Standards, as well as local standards, hereby directs staff to issue a Certificate of Appropriateness for the work and building permit application as applied for and

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illustrated, conditioned upon the following: New concrete pad has the same footprint as the existing pad.

Yeas all. Motion carried.

3. 114 N. BALL STREET – FRONT ENTRY REPAIR

Mr. David Hoag, Community E.P.C., stated that a driver had recently run their car in to the front of the church office. The existing fiberglass door will have to be replaced, as well as the door trim and wall below front entry window. Mr. Jeremiah Martin, Martin Construction, has been contracted to complete the repair work. Mr. Hoag stated they will be replicating the front entry exactly like it was before it was hit, like-for-like.

Motion by Commissioner Hathaway and supported by Commissioner Gonyou that the Owosso Downtown Historic District Commission, finding that the proposed door and entry repair at 114 N. BALL STREET do not meet the Secretary of the Interior's Standards, and are inappropriate for the district, hereby directs staff to issue a Notice to Proceed for the work and approve the front entry repair, based upon the following: Front entry was already approved by the board in the past, and this is an exact replica of the past approved front entry.

Yeas all. Motion carried.

Public Comments: None

Board Comments:

- Historic District Reminder letter was mailed to property owners within the district 09/04/2015 (see attached);
- Commissioner Hathaway asked that an amendment to existing authorities of administrative staff be brought before the commission, which would allow staff approval of repairs and work that had been brought before the board previously;
- Chairman Newman inquired about the current protocol for addressing deteriorating downtown business facades. Mr. Adams explained the grants were back in place and business owners would be advised of façade grant meetings in the near future.

ADJOURNMENT:

It was moved by Commissioner Wilson and supported by Commissioner Gonyou to adjourn at 6:10 p.m. until October 21, 2015.

Phil Hathaway, Secretary

bac



Joshua Adams

Executive Director of Owosso Main Street/DDA

City of Owosso

josh.adams@ci.owosso.mi.us

301 W MAIN ST • OWOSSO, MI 48867-2958 • 989-725-0599 • FAX 989-725-0526

Date: September 1, 2015

Re: Historic District Reminder Letter

(Insert Parcel Number)

(Insert Owner Address)

Dear Property Owner,

On behalf of the Owosso Historic District Commission (HDC), we are sending this correspondence as a reminder that your property is located within the Owosso Downtown Historic District, pursuant to MCL 399.205 and Section 8-208 of the Owosso City Code. Our goal is to better inform property owners within the district about HDC, its process, and its standards.

HDC is composed of seven residents of the city of Owosso who are appointed by the mayor. These commissioners have demonstrated interest in historic preservation and are committed to the future of Owosso's Downtown Historic District, as well as the businesses that are located within these boundaries. The commission meets the third Wednesday of every month. Drop by the meeting and learn about some exciting changes coming to the Downtown Historic District!

HOW IT WORKS

If your property/business is located within the boundaries of the Downtown Historic District, there are special regulations that must be followed when changing the exterior of the building.

In order to ensure the district is in line with the historic preservation standards, the HDC or a staff member of the city must review and approve all work that is proposed. Work includes:

- Construction
- Addition
- Alteration
- Repair
- Moving
- Excavation
- Demolition
- Sign

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NOTE: While painting does not require a building permit, painting the exterior of an unpainted brick building within the downtown historic district is strictly **PROHIBITED**. The painting of a building's exterior that has been painted (and paint is still present) is allowed, as long as the appropriate painting procedures are followed.

WORK DOES NOT INCLUDE

- Simple maintenance of the property
- Interior changes

HDC REVIEW PROCESS

A property owner planning an exterior project should contact the HDC staff to determine if the project requires HDC approval. If it is minor work that does not require the commission's approval, it can be approved by the staff member. However, larger projects will need to be reviewed by the commission at their regular meeting.

HDC can approve work projects, issuing a Certificate of Appropriateness (CoA), which means the project meets all standards, or issuing a notice to proceed, meaning not all standards are met but the project can proceed.

If the project is denied, the owner can submit an altered application to HDC for another review. The owner can also appeal the decision to the State Historic Preservation Board.

WHAT STANDARDS DOES HDC USE?

HDC and city staff follow the Secretary of the Interior's Standards for Rehabilitation of Historic Buildings. These standards can be found at www.nps.gov/hps/tps/standguide/rehab/rehab_standards.htm. They are also attached to this correspondence, along with a map showing the boundaries of the district.

These standards for rehabilitation were adopted by HDC in 2011 upon its formation by the city council. All local, state, and national historic districts follow these standards when evaluating and assessing changes in their historic districts.

THINGS TO THINK ABOUT.

- First, attempt to repair elements of the exterior before replacing them
- If the element must be replaced, **use like materials** (i.e. old wood door to new wood door not old wood door to new metal door)
- Do NOT buy new materials before obtaining a Certificate of Appropriateness from the HDC or approval from a staff member
- Owasso Main Street (OMS) is available to possibly assist with designs and incentive programs

Along with the Secretary of the Interior's Standards for Rehabilitation of Historic Buildings and the map of the district, we have included a flow chart that shows the process of approval, and a copy of our application for a Certificate of Appropriateness.

Thank you for your commitment to our downtown and efforts to preserve our beautiful, historic buildings.

If you have any questions regarding the foregoing, please telephone my office at 989.494.3344.

Sincerely,

A handwritten signature in blue ink, appearing to read "Josh Adams", with a long horizontal flourish extending to the right.

Josh Adams

Executive Director

Owosso Main Street/DDA

City of Owosso

josh.adams@ci.owosso.mi.us

Approved February 17, 2016