

MINUTES FOR THE REGULAR MEETING  
**OWOSSO HISTORIC DISTRICT COMMISSION**  
JANUARY 18, 2012 at 6:00 p.m.  
COUNCIL CHAMBERS / CITY HALL

**MEETING WAS CALLED TO ORDER** at 6:03 p.m. by Chairman Scott Newman.

**ROLL CALL** was taken by Marty Stinson.

**MEMBERS PRESENT:** Chairman Scott Newman, Secretary Phil Hathaway, Commissioners James Eaton, Lance Omer, Matthew Van Epps and Gary Wilson.

**MEMBERS ABSENT:** Vice-Chairman Vincent Gonyou.

**OTHERS PRESENT:** Sarah Warren-Riley, Housing Program Manager; and Mike Ellithorpe from Bill Carr Signs, Inc.

**AGENDA APPROVAL:** Motion by Commissioner Hathaway, supported by Commissioner Van Epps to approve the agenda for January 18, 2012.

**Yeas: All. Motion was passed.**

**MINUTES APPROVAL:** Motion by Commissioner Van Epps and supported by Commissioner Omer to approve the minutes of the meeting for December 21, 2011,

**Yeas: All. Motion was passed.**

**COMMUNICATIONS:**

- 1) Staff Memorandum
- 2) Meeting minutes of December 21, 2011

**PUBLIC COMMENTS:** None.

**COMMITTEE REPORTS:** None.

**PUBLIC HEARINGS:** None.

**ITEMS OF BUSINESS:**

**1) 100 North Washington Street – Sign application**

Sarah Warren-Riley, Housing Program Manager, stated that Edward Jones has withdrawn the request for the sign on the side of the building facing E. Main Street. They now only propose the sign for Washington Street. Ms. Warren-Riley introduced Mr. Mike Ellithorpe from Bill Carr Signs, Inc. He stated the sign would be 28" x 160", illuminated and set with angle iron brackets.

Chairman Scott noted that this was the appropriate size and was placed well on the documentation submitted.

Commissioner Hathaway discussed the sign color and illumination. He preferred the opaque background with white lettering as was proposed in this instance.

It was asked why there are so many Edward Jones offices in the area. Commissioner Eaton replied because they can only have one broker per office. Rory Keay had been in with his father, but it's time for him to have his own office.

**Motion by Commissioner Hathaway, supported by Commissioner Van Epps, that the Owasso Downtown Historic District Commission, finding that the exterior improvements at 100 North Washington Street meets all the Secretary of the Interiors 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 illustrated.**  
**Yeas: All. Motion was passed.**

**PUBLIC COMMENTS:** None

**COMMISSIONER COMMENTS:**

Commissioner Hathaway would like to review the sign guidelines for the historic district. This was such an easy determination. Ms. Warren-Riley stated that because lights were involved, Mr. Zettel suggested that a meeting be called.

Commissioner Wilson stated that the board needs to lay down the guidelines so that Mr. Zettel could proceed with situations like this one.

Commissioner Hathaway said we should be informed of each decision, however.

Chairman Newman asked if we could cover these issues by e-mail. Commissioner Hathaway stated the board would be allowed to have a smaller group, less than a quorum, to meet and make a decision.

Ms. Warren-Riley will send out the guidelines as they exist, and then they can be examined and refined at the next meeting.

Commissioner Hathaway addressed another subject – his discomfort with being on the board with the tax credits no long being available at this time. He said we need to bring in low interest loans to assist the building owners. Without tax credits, we're up against a wall. We need to be able to offer a substitute financial incentive. We need a block grant to survive historically downtown. We have to work harder to maintain the integrity of the historic district.

**ADJOURNMENT:**

Chairman Newman adjourned the meeting at 6:35 p.m.

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Phil Hathaway, Secretary

mms