

MINUTES FOR THE REGULAR MEETING  
**OWOSSO HISTORIC DISTRICT COMMISSION**  
MARCH 21, 2012 at 6:00 p.m.  
COUNCIL CHAMBERS / CITY HALL

**MEETING WAS CALLED TO ORDER** at 6:02 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, and Gary Wilson.

**MEMBERS ABSENT:** Vice-Chairman Vincent Gonyou; and Commissioner Matthew Van Epps

**OTHERS PRESENT:** Sarah Warren-Riley, Housing Program Manager; Adam Zettel, Assistant City Manager and Director of Community Development; James Gutting, owner of 110 E. Exchange Street; Eric, Steve and Brent Perrin from Perrin Construction for 201 E. Mason St.; and Bruce Johnson, Third Party Administrator for the Downtown Rental Rehab Program.

**AGENDA APPROVAL: Motion by Commissioner Hathaway, supported by Commissioner Eaton to approve the agenda for March 21, 2012 with the addition of an Item of Business - the application for American Legion, 201 E. Mason, window replacement review.**  
**Yeas: All. Motion was passed.**

**COMMUNICATIONS:**

- 1) Staff Memorandum
- 2) Proposed agenda for April 18<sup>th</sup> training – Cornerstone Architects
- 3) Staff approval guidelines
- 4) Study Materials for 110 E. Exchange Street
- 5) Study Materials for 201 E. Mason Street

**PUBLIC COMMENTS:** None.

**COMMITTEE REPORTS:** None.

**PUBLIC HEARINGS:** None.

**ITEMS OF BUSINESS:**

**1) 110 E. Exchange Street – Façade and Window Application**

James Gutting stated the basic proposal of taking the building back in time by removing some things that have been added on. The front doors existed from 1950 and are pretty beat up. The right door doesn't provide security for the upstairs apartment. The 1940's store front used to have a center door. Above the windows is only bead board which is neither very secure nor is much protection from the cold weather.

Mr. Gutting would like to lift the transom above the doors and change out the doors. He found two doors – they are solid wood with some glass. They are more reasonably priced than brand new ones.

The rear façade was designed by an architect and will have a covered porch on the second floor without a staircase. The porch makes a cover for the back door below. The upstairs windows can't be opened because of masonry construction. They are in very deteriorated condition. He wants to replace them with the same window Jim Civile is using – wood with aluminum cladding.

The front doors have some detailing like the New Vision Optical has on their doors. The windows are different than the drawing detail shows. Chairman Newman commented that the doors have an Oriental look to them. He's really excited about the replacement of the cornice.

Mr. Gutting said that the copper or steel replacement out of New York would cost about \$20,000. His brother-in-law is going to help him out for about \$3,500.

The wall is about two feet above the roof line.

Commissioner Wilson asked about the masonry repair. Mr. Gutting replied that below the big plate glass windows the brick is deep brown and there is some white paint. That needs removing.

Commissioner Hathaway asked if he would have a tenant using the apartment. Mr. Gutting replied yes. Mr. Hathaway asked about on-site parking. Mr. Gutting replied there are two spaces. Mr. Hathaway asked what would be the finish color of the aluminum clad windows. Mr. Gutting said JG Best Browns. Mr. Hathaway asked recessed doors? Mr. Gutting said same recess as they are now.

**Motion by Commissioner Wilson, supported by Commissioner Omer that the Owosso Downtown Historic District Commission, finding that the exterior improvements at 110 East Exchange Street meets all the Secretary of the Interior 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.**

## **2) 201 E. Mason St. – Window Replacement Application**

Steve Perrin, Perrin Construction, distributed some literature and stated the building at 201 E. Mason had a fire with significant damage. The windows are all white; the existing windows are made of vinyl, aluminum or wood. There are a lot of window air conditioners that are sticking out of the windows right now. The plan is to add central air conditioning and eliminate the units from the windows. They are looking to put vinyl windows back in. They will be double hung and made in Davison, Michigan. D & W Windows will make them white to match the exterior cornices already on the building. They had priced Pella and Anderson with wood interiors. That added \$18,000 and they are working on a limited budget.

Commissioner Wilson noted they are taking out vinyl and replacing with vinyl. Chairman Newman welcomes that uniformity is coming back. Commissioner Hathaway would like to keep the recessed windows and the sills. The white windows are OK because they match the white cornices.

**Motion by Commissioner Hathaway, seconded by Commissioner Omer to issue a Notice to Proceed due to the uniformity balance with economic factors.  
Yeas All. Motion was passed.**

**3) Discuss Training Opportunity for April 18<sup>th</sup> – Cornerstone Architects**

The Cornerstone Architects have offered to do a training session at the Historic District's next meeting for free. A sample agenda was enclosed with the meeting packet. Mr. Zettel suggested inviting downtown property owners. The consensus was interested and Mr. Zettel will invite the building owners. Per Commissioner Hathaway, we need to make it known that we are not supporting a specific organization, just the information.

**4) Review Guidelines for Staff Approval of Applications.**

Chairman Newman noted that there were four guidelines for signs: Size, Placement; Lighting and Materials that should be considered.

Eric Perrin stopped back to the meeting and told the commissioners that a time capsule was found at the American Legion Hall and it will be opened this Friday at the Hall. The HDC is invited to attend the opening.

Discussion continued about staff reviewing historic district applications and issuing building permits for signs in the historic district instead of asking the Commission to meet. Mr. Zettel suggested that the Commission e-mail proposed wording for changes in the staff guidelines for approval. It could be on the agenda for May.

**PUBLIC COMMENTS:** None

**COMMISSIONER COMMENTS:**

Chairman Newman noted that Commissioner Gonyou could better attend meetings if Monday was the meeting day. Mr. Zettel said that Mondays are impossible with Council, Parks and Recreation Committee, and the Planning Commission all meeting on various Mondays. Others could not attend on Tuesdays. The general consensus was to stay with the meetings on Wednesdays.

**ADJOURNMENT:**

**Motion by Commissioner Wilson, and supported by Commissioner Eaton to adjourn at 7:18 p.m.**

**Yeas all. Motion was passed.**

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Phil Hathaway, Secretary

mms