

MINUTES FOR THE REGULAR MEETING  
**OWOSSO HISTORIC DISTRICT COMMISSION**  
NOVEMBER 14, 2012 at 6:00 p.m.  
COUNCIL CHAMBERS / CITY HALL

**MEETING WAS CALLED TO ORDER** at 6:05 p.m. by Chairperson Newman.

**ROLL CALL** was taken by Recording Secretary Marty Stinson

**MEMBERS PRESENT:** Chairperson Scott Newman, Secretary Phil Hathaway; Commissioners Matthew Van Epps and Gary Wilson.

**MEMBERS ABSENT:** Vice Chairperson Vincent Gonyou; Commissioners James Eaton and Lance Omer.

**OTHERS PRESENT:** Sarah Warren-Riley, Housing Program Manager; Don Crawford, City Manager; and Rhetta Parsons, Shiawassee United Way.

**AGENDA APPROVAL:** Motion by Commissioner Hathaway, supported by Commissioner Van Epps to approve the agenda for November 14, 2012 as presented.  
Yeas: All. Motion was passed.

**MINUTES APPROVAL:** Motion by Commissioner Hathaway, supported by Commissioner Wilson to approve the minutes for the meeting of October 17, 2012.  
Commissioner Van Epps abstained from voting.  
Yeas: All. Motion was passed.

**COMMUNICATIONS:**

- 1) Staff Memorandum
- 2) Meeting minutes of October 17, 2012

**PUBLIC COMMENTS:** None.

**PUBLIC HEARINGS:** None.

**ITEMS OF BUSINESS:**

**1) 123 - 125 S. Washington St – Sign Application**

Rhetta Parsons from the Shiawassee United Way stated they were soon moving there and requested a 24' x 18' sign placed under the Indian Trail sign on the side of the building facing Comstock Street. She asked for it to be placed under the Indian Trail sign to the left to leave room for an expected sign by another business in the building.

**Motion by Commissioner Hathaway, supported by Commissioner Van Epps find that the exterior sign proposed at 123 S. Washington Street does not meet all the Secretary of the Interiors Standards, and is inappropriate for the district, but recognizing that the following condition prevails:**

1. The sign placement proposed is in anticipation of a future sign that will be installed to the right.

Hereby directs staff to issue a Notice to Proceed for the sign and building permit application as applied for and detailed by the applicant.

Yeas: All. Motion was passed.

**2) 301 W. Main Street – Door Replacement Application**

City Manager Don Crawford stated that the biggest heat loss for the city hall building was the doors at the two entrances. Mr. Crawford had the original blue prints from the 1920's showing the original door plans. He is seeking wood door replacements.

Discussion followed regarding the manufacturer that was found – Daiitk Woodwork in Sterling Heights making the custom made doors; 36" x 84" with a side panel on the east entrance. Chairman Newman requested a center door for this location.

**Motion by Commissioner Wilson, supported by Commissioner Hathaway that the Owosso Downtown Historic District Commission, finding that the exterior improvements proposed for 301 W. Main Street meet 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.**

**3) 202 S. Water Street – Changeable Copy Sign.**

An offer was made to donate a sign in front of the Public Safety building at this location. Then it was suggested that a different sign be used which is what was brought before the board that had a white, interior lit area.

**Motion by Commissioner Hathaway, supported by Commissioner Van Epps to deny the proposed replacement sign as presented because it does not meet the Secretary of the Interiors Standards and is inappropriate to the historic district.**

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

**4) 113 S. Washington Street – Window Replacement Application**

Ms. Sarah Warren-Riley stated the replacement windows at this address will match the window next door which was the nearest example available as to what should be installed.

**Motion by Commissioner Hathaway, supported by Commissioner Wilson, finding that the exterior improvements proposed for 113 S. Washington 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.**

**Items of Discussion:**

**1) Outreach plan for NRHP**

Ms. Warren-Riley stated the Ms. Kelly Larson contacted her and asked about the outreach plan for the NRHP. Commissioner Hathaway suggested that a letter be distributed in the Main Street newsletter. Ms Warren Riley will contact the Main Street Director about that dissemination.

**ADJOURNMENT:**

Chairman Newman adjourned the meeting at 7:04 p.m.