

OWOSSO

Historic District Commission



Regular Meeting
6:00 p.m., September 18, 2013
Owosso City Council Chambers



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

MEMORANDUM

DATE: September 11, 2013

TO: Chairman Scott Newman and the Downtown Historic District Commission

FROM: Sarah Warren-Riley, Housing Program Manager

RE: Regular HDC Meeting of September 18, 2013

Please see the enclosed packet for the **September 18, 2013 Owosso Downtown Historic District Commission (HDC) meeting**. This is a regular meeting that is being called for the purpose of reviewing three applications. At this meeting the annual election of officers will also take place. In this packet you will find documentation in support of the following applications:

- **203 W. Main St.** – Painting application - proposes painting of existing metal tiles (currently gray) blue to enhance the appearance of the storefront. Photos and a paint sample are attached.
- **116 W. Exchange St.** – Façade improvement application – proposes awning replacement, removal of deteriorated brick and installation of painted wood panels, wood trim installation above the awning, vinyl lettering on doors and replacement of existing carpet (at entryway) with non-skid tile. See photos and rendering attached.
- **113 W. Main St. (Pending)** – Addition reconstruction application. This application has not yet been received; however I have been in communication with both the owner and the contractor. If possible the application will be submitted to me prior to the meeting. I will forward any and all materials as they are received.

Please note that I have made some adjustment to the resolution page(s) of the agenda. I have included sample wording of motions for issuing either a Certificate of Appropriateness or a Notice to Proceed with each application item. I did not include sample motions for denial but that is always an option if the application fails to meet the Secretary of Interior's Standards.

As always, if you have questions or need additional information before the meeting, please let me know. **We will be meeting in the City Council chambers at 6:00 pm. Please let me know if you will not be in attendance.**

Regular Meeting Agenda
Owosso Downtown Historic District Commission

Wednesday, September 18, 2013, 6:00 p.m.
Owosso City Council Chambers,
301 W Main St., Owosso, MI 48867

Call to order and roll call:

Review and approval of agenda: September 18, 2013

Review and approval of minutes: July 17, 2013

Communications:

- 1) Staff Memorandum
- 2) Meeting minutes of July 17, 2013 (Resolution)

Public Comments:

Committee Reports: None

Public Hearings: None

Items of Business:

- 1) 203 W. Main St. – Façade painting application
- 2) 116 W. Exchange St. – Façade improvement application
- 3) 113 W. Main St. – Addition reconstruction application (*Pending*)
- 4) Election of officers

Public Comments:

Board Comments:

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.]

Affirmative Resolutions
Owosso Downtown Historic District Commission

Wednesday, September 18, 2013, 6:00 p.m.

Owosso City Council Chambers,
301 W Main St., Owosso, MI 48867

Resolution 131809-01 – Approval of Agenda

Motion: _____

Support: _____

The Owosso Downtown Historic District Commission hereby approves the agenda of September 18, 2013 as presented.

Ayes: _____

Nays: _____

Approved: _____

Denied: _____

Resolution 131809-02 – Approval of Minutes

Motion: _____

Support: _____

The Owosso Historic District Commission hereby approves the minutes of July 17, 2013 as presented.

Ayes: _____

Nays: _____

Approved: _____

Denied: _____

Resolution 131809-03 – 203 W. Main St.

Motion: _____

Support: _____

☐ **Certificate of Appropriateness**

The Owosso Downtown Historic District Commission, finding that the proposed facade improvements at **203 W. Main St.** meet 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 illustrated, conditioned upon the following:

1. _____
2. _____
3. _____

OR

☐ **Notice to Proceed**

The Owosso Downtown Historic District Commission, finding that the proposed exterior improvements at **203 W. Main St.** do not meet the Secretary of the Interior's Standards, and are inappropriate for the district, but recognizing that the following condition(s) prevail:

hereby directs staff to issue a Notice to Proceed for the work and building permit application as applied for and illustrated, conditioned on the following:

Ayes: _____
Nays: _____

Resolution 131809-04 – 116 W. Exchange St.

Motion: _____
Support: _____

☐ **Certificate of Appropriateness**

The Owosso Downtown Historic District Commission, finding that the proposed facade improvements at **116 W. Exchange St.** meet 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 illustrated, conditioned upon the following:

1. _____
2. _____
3. _____

OR

☐ **Notice to Proceed**

The Owosso Downtown Historic District Commission, finding that the proposed exterior improvements at **116 W. Exchange St.** do not meet the Secretary of the Interior's Standards, and are inappropriate for the district, but recognizing that the following condition(s) prevail:

hereby directs staff to issue a Notice to Proceed for the work and building permit application as applied for and illustrated, conditioned on the following:

Ayes: _____
Nays: _____

Resolution 131809-05 – 113 W. Main St. (Pending)

Motion: _____
Support: _____

☐ **Certificate of Appropriateness**

The Owosso Downtown Historic District Commission, finding that the proposed facade improvements at **113 W. Main St.** meet 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 illustrated, conditioned upon the following:

1. _____
2. _____
3. _____

OR

☐ **Notice to Proceed**

The Owosso Downtown Historic District Commission, finding that the proposed exterior improvements at **113 W. Main St.** do not meet the Secretary of the Interior's Standards, and are inappropriate for the district, but recognizing that the following condition(s) prevail:

hereby directs staff to issue a Notice to Proceed for the work and building permit application as applied for and illustrated, conditioned on the following:

Ayes: _____
Nays: _____

Resolution 131809-06 – Election of Chairman

Motion: _____
Support: _____

The Owosso Downtown Historic District Commission hereby elects _____ Chairman of the Downtown Historic District Commission.

Ayes: _____

Nays: _____

Resolution 131809-07 – Election of Vice Chairman

Motion: _____

Support: _____

The Owosso Downtown Historic District Commission hereby
elects _____ Vice Chairman of the Downtown Historic District
Commission.

Ayes: _____

Nays: _____

Resolution 131809-08 – Election of Secretary

Motion: _____

Support: _____

The Owosso Downtown Historic District Commission hereby
elects _____ Secretary of the Downtown Historic District
Commission.

Ayes: _____

Nays: _____

Resolution 131809-09 – Adjournment

Motion: _____

Support: _____

The Owosso Downtown Historic District Commission hereby adjourns the September
18, 2013 meeting, effective at _____pm.

Ayes: _____

Nays: _____

Approved: _____

Denied: _____

MINUTES FOR THE REGULAR MEETING
DOWNTOWN HISTORIC DISTRICT COMMISSION
JULY 17, 2013 at 6:00 p.m.
COUNCIL CHAMBERS / CITY HALL

MEETING WAS CALLED TO ORDER at 6:00 p.m. by Vice-Chairperson Gonyou.

ROLL CALL was taken by Recording Secretary Marty Stinson

MEMBERS PRESENT: Vice-Chairperson Vincent Gonyou; Secretary Philip Hathaway; Commissioners Lance Omer; Matthew Van Epps; and Gary Wilson.

MEMBERS ABSENT: Chairperson Scott Newman; and Commissioner James Eaton.

OTHERS PRESENT: Ms. Sarah Warren-Riley, Housing Program Manager; Mr. Adam Zettel, Assistant City Manager and Director of Community Development; Mr. David Dann, Family Life Services, 224 N. Ball Street; Ms. Heather Rivard, Director of Owosso Main Street; and Ms. Sara Rice, Cook Scholar who is interning with the city.

AGENDA APPROVAL: Motion by Commissioner Van Epps, supported by Commissioner Hathaway to approve the agenda for July 17, 2013.

Yeas: All. Motion was passed.

MINUTES APPROVAL: Motion by Commissioner Omer, supported by Commissioner Wilson to approve the minutes for the meeting of May 22, 2013.

Yeas: All. Motion was passed.

COMMUNICATIONS:

- 1) Staff Memorandum
- 2) Meeting minutes of May 22, 2013

PUBLIC COMMENTS:

Ms. Heather Rivard, Director of Owosso Main Street, invited the Downtown Historic District Commissioners to attend a meeting on July 31st at the Baker College Owosso where the national and state consultants are doing a complete review with economic development groups in Owosso. This is a great opportunity to work together as the Main Street moves into a new phase with a new manager. Mr. Adam Zettel encouraged everyone to attend because of the importance of the downtown historic preservation with the Main Street. Please treat this as a regular Historic District Commissioner meeting.

PUBLIC HEARINGS: None.

ITEMS OF BUSINESS:

- 1) 224 N. Ball Street – Door replacement application

David Dann, Family Life Services, 224 N. Ball Street commented on their desire to purchase a less expensive steel door rather than a wood historically accurate door. He stated that he needed to be responsible to the donors and still secure the building; that the commission's higher standard is a burden; that he sees 31 doors from his property which only five doors or 16% are wood. Eleven are steel or glass and 14 are metal. The worst looking doors are wood because they aren't holding the paint. Money that doesn't have to be spent is difficult to explain to others. Please give us a variance instead of us spending so much more. Help us find a way so we don't betray our donors. Mr. Dann listed many other repair projects that the structure needed.

Comments from the board were they need to find a way to accommodate the regulations such as repairing the current door for security; finding used wood doors; searching other wood door sources; talking to city

Draft

staff members for alternative wood door sources. Discussion involved if the board let this standard be reduced, the organization will constantly request reductions of standards in the future.

STAFF COMMENTS:

Ms. Sarah Warren-Riley introduced. Sara Rice. She has been working on certified local government application as well as educational materials for the historic district. She is from the Cook Foundation Scholar program.

ADJOURNMENT:

Motion by Commissioner Hathaway, supported by Commissioner Omer to adjourn the meeting at 6:44 p.m. until August 21, 2013.

Yeas all. Motion carried.

Phil Hathaway, Secretary

mms

CITY OF OWOSSO

HISTORIC DISTRICT COMMISSION

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

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: 9-3-2013

Property Address: 203 West Main Owner's Name: Jeff Bowen

Phone One: 720-0303 Other Phone: 413-4555 Email: mib.electro@gmail.com

Applicants Address: _____ Applicants Name: Jeff Bowen

Phone One: _____ Other Phone: _____ Email: _____

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*. _____

Description of Work proposed, ~~BE~~ SPECIFIC (attach sheets describing activities, materials, dimensions, etc.)

Applicant's Signature Jeff Bowen

Property Owner's Signature _____

Please contact the Owosso Building Department for further information 989.725-0537 during business hours, or sarah.warren-riley@ci.owosso.mi.us.

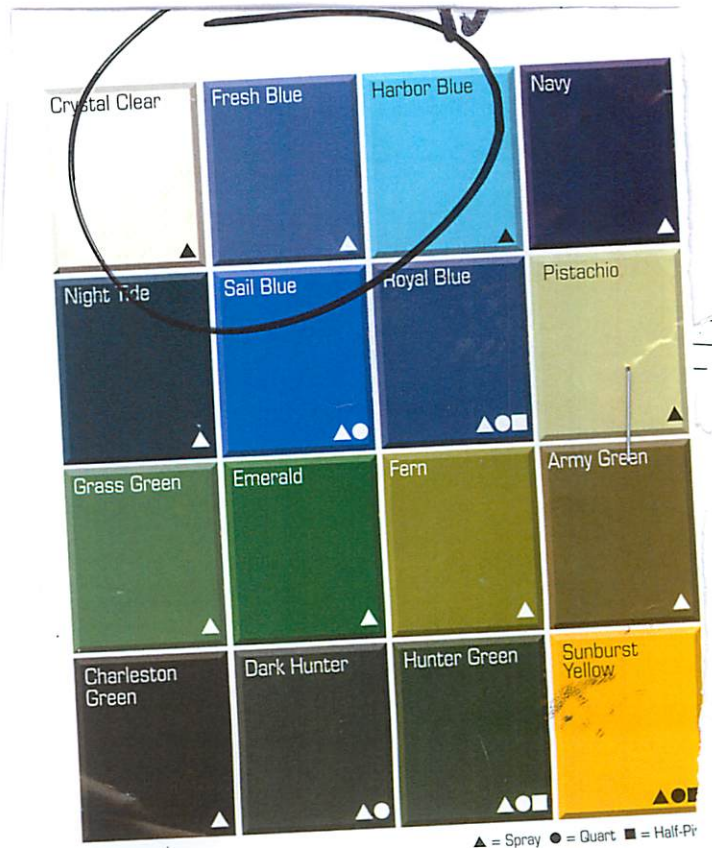
Return to City Hall, 301 W. Main St., Owosso, MI 48867

*"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.



Same color



203 W. Main St. – Tile Current Condition





CITY OF OWOSSO
HISTORIC DISTRICT COMMISSION
APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

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 - 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: 8/27/13

Property Address: 116 W. Exchange Owner's Name: John Hanke

Phone One: 989-725-2979 Other Phone: 989-277-9003 Email: john@basicts.com

Applicants Address: 3795 Carland Rd Applicants Name: John Hanke

Phone One: _____ Other Phone: _____ Email: _____

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*. _____

Description of Work proposed, BE SPECIFIC (attach sheets describing activities, materials, dimensions, etc.)

Applicant's Signature [Signature]

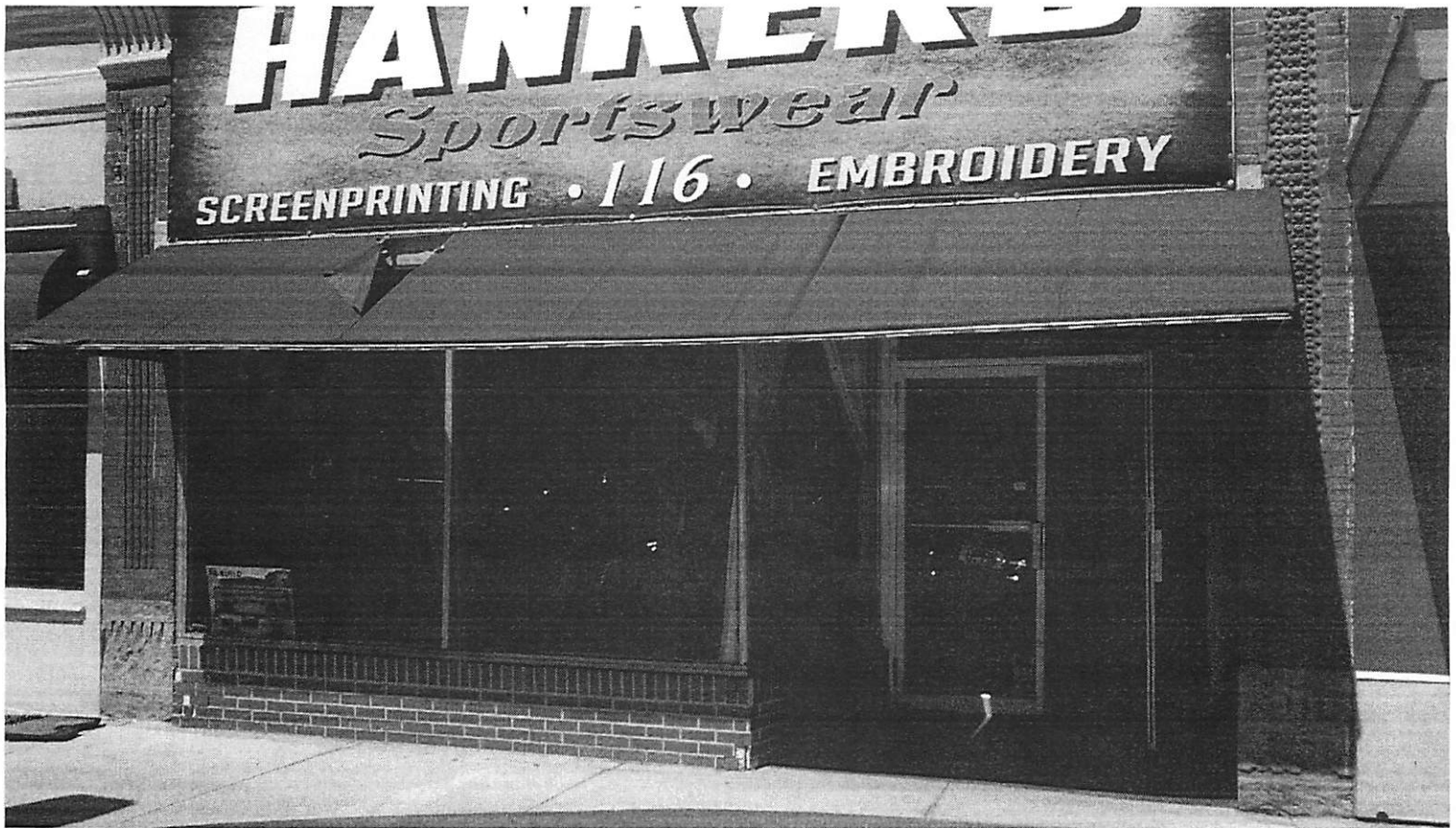
Property Owner's Signature _____

Please contact the Owosso Building Department for further information 989.725-0537 during business hours, or sarah.warren-riley@ci.owosso.mi.us.

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"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.



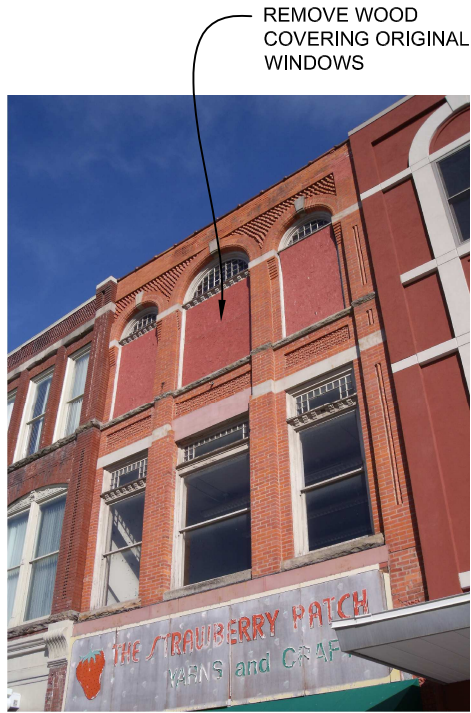
- Replace Awning with similar material + color
- Replace brick with painted wood panels
- Add wood trim above awning
- Add Vinyl lettering to Doors.
- Replace carpet entry pad with non-skid tile

HANKER

Sportswear

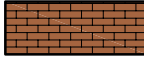



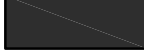
SCREENPRINTING • 116 • EMBROIDERY





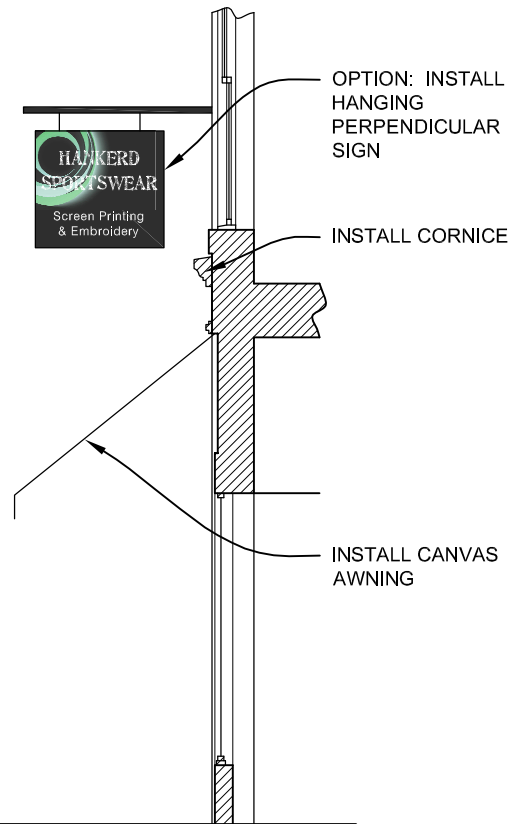
01 | EXISTING CONDITIONS
A1 | NOT TO SCALE

PAINT COLOR LEGEND (NOT FOR COLOR MATCH)

- A  BRICK - DO NOT PAINT
- B  STONE - DO NOT PAINT
- C  BENJAMIN MOORE
AC-1 - COASTAL FOG
- D  BENJAMIN MOORE
HC-168 - CHELSEA GRAY
- E  BENJAMIN MOORE
2120-20 - BLACK IRON

AWNING COLOR LEGEND (NOT FOR COLOR MATCH)

- F  AWNING - SUNBRELLA
#4608 - BLACK



02 | SECTION A - A
A1 | NOT TO SCALE



03 | PROPOSED FACADE - NORTH ELEVATION
A1 | NOT TO SCALE

General Notes

1. THIS DRAWING IS INTENDED TO PROVIDE A SCHEMATIC DESIGN FOR THE FACADE REHABILITATION OF THE EXISTING BUILDING LOCATED AT ADDRESS INDICATED.
2. RECOMMENDATIONS ARE BASED UPON A PRELIMINARY REVIEW OF THE EXISTING CONDITIONS.
3. ALL WORK SHALL CONFORM TO THE SECRETARY OF INTERIOR'S STANDARDS FOR REHABILITATION, AS DEVELOPED BY THE NATIONAL PARK SERVICE WITHIN THE UNITED STATES DEPARTMENT OF THE INTERIOR.
4. WHERE "REMOVE" IS GIVEN AS A DIRECTIVE, DO SO WITH EXTREME CAUTION AND CARE IN ORDER TO ENSURE THAT THE EXISTING MATERIAL, UNDERNEATH AND/OR ADJACENT, IS NOT DAMAGED.

No.	Revision/Issue	Date



HANKERD
116 W. EXCHANGE ST.
OWOSSO, MI 48867

Project Y2 - OWOSSO	Sheet A1
Date 4 / 2011	
Scale NO SCALE	



