

**Meeting Agenda**  
*Owosso Downtown Historic District Commission*  
Wednesday, Sept 17, 2025, 6:00 p.m.

**Call to order and roll call:**

**Review and approval of agenda:** Sept 17, 2025

**Review and approval of minutes:** July 16, 2025

**Communications:**

- 1) CLG Program Evaluation - SHPO

**Public Comments:**

**Committee Reports:**

**Public Hearings:**

**Items of Business:**

**Public Comments:**

**Board Comments:**

- 1) Discussion: 117 W Exchange
- 2) Next Meeting: Oct 15, 2025

**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](http://www.ci.owosso.mi.us).]

MINUTES FOR REGULAR MEETING  
**OWOSSO HISTORIC DISTRICT COMMISSION**  
Wednesday, July 16, 2025 at 6:00 p.m.  
City Hall Conference Room

**MEETING CALLED TO ORDER:** at 6:00 p.m. by Chairperson Steven Teich.

**ROLL CALL:** was taken by City Manager Nathan Henne.

**PRESENT:** Chairperson Steven Teich, Commissioner Ainsworth, Vice Chair Omer, Commissioner VanEpps, Commissioner Byrne, Commissioner Harrington

**ABSENT:** Commissioner Powell

**OTHERS IN ATTENDANCE:** Nathan Henne, Jim Woodworth, Jaye Harrington, Kori Shook, Mark Agnew

**AGENDA APPROVAL:** July 16, 2025.

**MOTION FOR APPROVAL OF THE AGENDA BY VANEPPS. SECONDED BY HARRINGTON.**

**AYES ALL. MOTION CARRIED.**

**MINUTES APPROVAL:** June 18, 2025.

**MOTION FOR APPROVAL OF MINUTES AS PRESENTED BY OMER. SECONDED BY AINSWORTH.**

**AYES ALL. MOTION CARRIED.**

**COMMUNICATIONS**

**AYES ALL. MOTION CARRIED.**

**ITEMS OF BUSINESS:**

**New Sign Approval: 300 W Main St**

Henne explained that the owners of 300 W Main St wished to put up new signs and that this was not something that could be approved administratively. That power is only granted for signs to be replaced. While the building alterations previously approved were subject to a Notice to Proceed, the sign application approval can be a Certificate of Appropriateness. Lastly, while backlit signs are generally prohibited, they can be allowed on non-contributing buildings – which this property now is because of significant alterations and partial demolition. VanEpps asked Agnew to clarify the sign's color because the document was not clear. Agnew replied that the sign would be white and that the application just sought to differentiate the components of the sign and that it was easier to represent that by color coding the schematic.

**MOTION BY HARRINGTON TO APPROVE THE NEW SIGN C OF A FOR 300 W MAIN ST. SUPPORTED BY AINSWORTH.**

**AYES ALL**

**Approve Certificate of Appropriateness for 123 N Washington St Façade**

Jim Woodworth explained that the only change from the plans from the last Certificate of Appropriateness that was approved and rescinded earlier in the year was the layout of the third floor interior. While this does not affect the application – as it pertains to the interior of the building – he wanted to point that out anyway. Omer asked Woodworth when he could start and Woodworth replied that it would be sometime this year. He explained that the 3<sup>rd</sup> floor layout was what was holding up NPS approval and now he can move forward. NPS conditional approval was provided in the packet. Woodworth explained that the conditions in the approval are only verified once the project is completed so he is free to begin, finally. Chairman Teich reminded the Commission that the property is currently under enforcement for demolition by neglect with a deadline for correction of the façade issue by the end of August 2025. Woodworth acknowledged this and asked that the CofA be approved and the enforcement rescinded so as not to complicate the project's progression through the build phase. He would like concentrate on the project and not fighting an enforcement in court at the same time.

**MOTION BY VANEPPS TO APPROVE THE CERTIFICATE OF APPROPRIATENESS TO EXPIRE IN SEPTEMBER OF 2026. SUPPORTED BY AINSWORTH.**

**AYES ALL**

**MOTION BY VANEPPS TO RESCIND THE DEMOLITION BY NEGLECT ENFORCEMENT ON THE PROPERTY. SUPPORTED BY OMER.**

**AYES ALL.**

**PUBLIC COMMENTS:**

**BOARD COMMENTS:** Byrne asked for an update on 117 W Exchange. Henne answered that the County Land Bank is working on the bidding process and the city has assisted. He reminded the commission that the cornice piece would most likely be the property of whichever contractor got the bid unless the county land bank structured the final contract differently. Omer asked if backlit signs were allowed. Henne said that the NPS doesn't explicitly prohibit them but that they should only go on noncontributing buildings. That is the most clear guidance he could find.

**NEXT MEETING:** August 20, 2025

**CHAIRMAN TEICH ADJOURNED THE MEETING AT 6:22 P.M.**



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
MICHIGAN STRATEGIC FUND  
STATE HISTORIC PRESERVATION OFFICE

QUENTIN L. MESSER, JR.  
PRESIDENT

September 5, 2024

EMAILED ONLY

Nathan Henne  
City Manager  
301 W. Main Street  
Owosso, MI 48867

Dear Nathan:

Since 2015, the City of Owosso has participated in the Certified Local Government (CLG) program, a national historic preservation program administered by the State Historic Preservation Office (SHPO) in partnership with the National Park Service (NPS). The program is intended to assist communities in carrying out important historic preservation activities at the local level. As a CLG, the City has exclusive access to grant opportunities and specialized technical assistance from SHPO and NPS.

In accordance with NPS regulations and SHPO's *Certified Local Government Program: Program Requirements + Certification Handbook*, we are required to complete a review of each CLG's historic preservation program at least once every four (4) years. The purpose of the evaluation is to assess the CLG's compliance with the program, which ensures the community's ongoing access to program benefits, including grant funding. It also provides an opportunity to discuss opportunities and challenges in the local program and identify ways in which the CLG program can support the community in its efforts.

This letter serves as official notice that the City of Owosso is scheduled for review in 2025. The City does not need to prepare anything specifically for the review. Rather, SHPO's review will be based on previously provided annual reports and may also include discussion with local preservation program staff. Following, SHPO will provide the City with a report summarizing its findings, recommendations, and, if necessary, corrective actions needed to maintain compliance with CLG program standards. A copy of SHPO's report template is included with this letter.

We are proud to include the City of Owosso among Michigan's official partners in the national historic preservation program, and we look forward to continuing to work with the community in the future. If you have questions about this program or activity, please contact Haley Schriber at [schriberh@michigan.gov](mailto:schriberh@michigan.gov) or 517.855.8586.

Sincerely,

Ryan M. Schumaker  
State Historic Preservation Officer

