

MINUTES FOR REGULAR MEETING  
**OWOSSO HISTORIC DISTRICT COMMISSION**  
Wednesday, December 20, 2023 at 6:00 p.m.  
Virginia Teich Council Chambers

**MEETING CALLED TO ORDER:** at 6:04 p.m. by Chairperson Steven Teich.

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

**PRESENT:** Chairperson Steven Teich, Vice Chairperson Omer, Erin Powell, William Byrne

**ABSENT:** Secretary Hathaway, Commissioner VanEpps, Commissioner Gallinger

**OTHERS IN ATTENDANCE:** City Manager Nathan Henne, Kori Shook, Josh Shook, Rhiannon Shook, Mayor Rob Teich

**AGENDA APPROVAL:** December 20, 2023.

**MOTION FOR APPROVAL OF THE AGENDA AS PRESENTED BY COMMISSIONER POWELL. SECONDED BY COMMISSIONER BYRNE.**

**AYES ALL. MOTION CARRIED.**

**MINUTES APPROVAL:** September 20, 2023.

**MOTION FOR APPROVAL OF MINUTES AS PRESENTED BY VICE CHAIR OMER. SECONDED BY COMMISSIONER POWELL.**

**AYES ALL. MOTION CARRIED.**

**COMMUNICATIONS:** None.

**PUBLIC/COMMISSIONER COMMENTS:** None.

**PUBLIC HEARINGS:** None.

**ITEMS OF BUSINESS:**

**1. Notice to Proceed – 300 W Main Street – Matthews/Shook Building Façade and Addition**

Kori Shook presented the façade restoration and building addition architectural plans to the commission. There was discussion regarding the materials used and composition of the windows. Mr. and Mrs. Shook explained that the windows would be aluminum clad wooden windows and that the old window openings would be restored. They further explained that the addition would be constructed with a brick exterior. Commissioners agreed that aluminum windows, brick exteriors, and fiber cement (Hardy) board would be appropriate. City Manager Henne recommended that the existence and approval of aluminum windows on other building projects within the district since 2010 would be an appropriate prevailing condition to grant a notice to proceed.

**MOTION BY VICE CHAIR OMER TO GRANT A NOTICE TO PROCEED FOR THE PROJECT AT 300 WEST MAIN STREET LISTING THE PREVAILING CONDITION FOR ALUMINUM WINDOWS AS: AS APPROVED FOR OTHER BUILDING PROJECTS WITHIN THE DISTRICT FOR ALUMNIMUM WINDOWS SINCE THE DISTRICT WAS ESTABLISHED IN 2010. OTHER COMPONENTS OF THE PROJECT MEET THE DESIGN GUIDELINES FOR THE DISTRICT.**

MOTION SECONDED BY COMMISSIONER POWELL

A Roll Call Vote was taken.

**AYES: ALL**  
**NAYS: NONE**  
**ABSENT:**

**MOTION CARRIED.**

## **2. Notice to Proceed – 219 North Ball Street – Window Replacement**

City Manager Henne explained that the applicant – Randy Smith – wishes to replace all second story windows (20) at the building on the corner of Mason and N Ball. This two story building has apartments on the upper floor. Mr. Smith presented three options for the Commission to consider – options one and three are aluminum clad Pella wooden windows. The second option was dismissed by the Commission because they are Anderson vinyl windows. Commissioners briefly discussed the window designs and preferred either Pella aluminum clad option as long as the sashes were similar to the existing windows (equal horizontally).

MOTION BY VICE CHAIR OMER TO APPROVE THE NOTICE TO PROCEED WITH OPTION ONE OR OPTION THREE AS PRESENTED IN THE PACKET WHICH CONSTITUTE PELLA ALUMINUM CLAD WOODEN WINDOWS WITH EQUAL HORIZONTAL SASHES WITH THE PREVAILING CONDITION FOR APPROVAL AS: AS APPROVED FOR OTHER BUILDING PROJECTS WITHIN THE DISTRICT FOR ALUMINUM CLAD WINDOWS SINCE THE DISTRICT WAS ESTABLISHED IN 2010.

MOTION SECONDED BY COMMISSIONER BYRNE

A Roll Call Vote was taken.

**AYES: ALL**  
**NAYS: NONE**  
**ABSENT:**

**PUBLIC COMMENTS:** The Commission asked when work would begin with the building at 123 N Washington now that the Michigan Strategic Fund Board gave final approval for the CRP Grant. Henne said he did not know. Chairman Tiech reminded Henne that the owners will need the plans approved by the HDC before exterior work could begin.

**BOARD COMMENTS:** None.

**NEXT MEETING:** January 17, 2023

**MOTION BY COMMISSIONER BYRNE TO ADJOURN. SECONDED BY COMMISSIONER POWELL.**

**AYES ALL. MOTION CARRIED - MEETING ADJOURNED AT 6:40 P.M.**

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Philip Hathaway, Secretary