



Saginaw Historic District Commission Regular Meeting Agenda

The Morley Building
1 Tuscola Street
2nd Floor Conference Room
March 26, 2026
4:30 PM

Call to Order

Roll Call

Approval of Minutes

1. Minutes from February 26, 2026

Approval of Agenda

Public Comments

New Business

1. J26-2856 HDC App - Paint Colors - 407 S. Oakley
2. Electronic Transmission of Agendas

Old Business

Adjournment

If you are disabled and need accommodation to provide you with an opportunity to participate or observe in programs, services, or activities, please call the Saginaw City Clerk, 1315 S. Washington Ave., 759-1480.



Historic District Commission
Morley Building, 1 Tuscola St
2nd Floor conference Room
989-754-8222
Draft Minutes
Thursday February 26, 2026

- I. **Call to Order** – Attorney Lusk called the meeting to order at 4:30 pm.
- II. **Roll Call** – Staff McEmber took roll.
Present: Lee Amo, Mark Greskowiak, Tom Raines, Kevin Jones, Nathan Hanley, Alex Mixer, and Andrew Naumann
Staff: Attorney Amy Lusk, Cassi Zimmerman, and Christina McEmber
- III. **Approval of Agenda**
A request was received to amend the agenda to move ‘Approval of Minutes’ under ‘Election of Officers for 2026.’
Motion by Commissioner Raines, seconded by Commissioner Jones, to move ‘Approval of Minutes’ under ‘Election of Officers for 2026’ and to approve the agenda as amended. 7 ayes, 0 nays, 0 absent. Motion approved.
- IV. **Election of Officers for 2026**
Commissioner Hanley nominated Commissioner Mixer to serve as the 2026 Chairperson.
Motion by Commissioner Jones, seconded by Commissioner Hanley, to approve Commissioner Mixer as the 2026 Chairperson. 7 ayes, 0 nays, 0 absent. Motion approved.
Commissioner Hanley nominated Commissioner Amo to serve as the 2026 Vice Chair.
Motion by Commissioner Hanley, seconded by Commissioner Jones, to approve Commissioner Amo as the 2026 Vice Chairperson. 7 ayes, 0 nays, 0 absent. Motion approved.
- V. **Approval of Minutes**
Motion by Commissioner Amo, seconded by Commissioner Raines, to approve the meeting minutes for the regular meeting October 23, 2025. 7 ayes, 0 nays, 0 absent. Motion approved.
Motion by Commissioner Amo, seconded by Commissioner Hanley, to approve the meeting minutes for the regular meeting December 18, 2025. 7 ayes, 0 nays, 0 absent. Motion approved.
- VI. **Public Comment**
No public comment.
- VII. **New Business**
 - a. **J26-2855 – 410 Court Street.** David Patterson described the project to replace the wood windows with vinyl windows, noting that three windows are boarded up, and

others are deteriorated beyond repair due to water damage. He explained the trim will remain the same and the front of the building will look identical to what is existing. Mr. Patterson explained the wood windows failed a long time ago even though they remained intact, and the proposed vinyl windows are expected to last over 15 years. He explained the replacement windows will be double pane instead of single pane to address energy efficiency issues. He also stated the Historic District Commission has set precedence by allowing other buildings in the historic districts to use non-wood materials in their window replacements.

Commissioners inquired about the exterior look of the windows, the materials to be used, how the water damage will be addressed, the longevity and quality of the windows, and who told the applicant the windows needed to be replaced. Commissioners also acknowledged the Historic District Commission has allowed historic materials to be removed in the past, but they try to mitigate the removal as much as possible.

Motion made by Commissioner Naumann, seconded by Commissioner Raines, to issue a Certificate of Appropriateness for application number J26-2855 since the work as proposed meets *The Secretary of the Interior's Standards for Rehabilitation*, in particular, *Standard #9: New additions, exterior alterations or related new construction shall not destroy the historical materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*

Commissioner Mixer stated Standard #9 is inappropriate since the work will change the existing materials.

Motion made by Commissioner Naumann, seconded by Commissioner Raines, to amend the original motion to issue a Certificate of Appropriateness for *Standard #6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of distinctive features, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.* 7 ayes, 0 nays, 0 absent. Motion to amend approved.. A vote was taken on the main motion, as amended. 7 ayes, 0 nays, 0 absent. Motion approved.

VIII. Old Business

a. **J25-2848 - 501 Potter Street.** Commissioner Mixer recused himself, citing a conflict of interest as both the applicant and a board member of the Potter Street Station Board. Commissioner Amo also recused herself, citing a conflict because the application was submitted while she served on the Potter Street Station Board. Commissioner Hanley disclosed that he previously volunteered with Potter Street Station and had applied to join its board after the application to the HDC was submitted, and after the December 2025 HDC meeting, but his application was not yet approved.

Alex Larson, President of the Saginaw Depot Preservation Corporation (SDPC), stated the roof repair was undertaken as an emergency action to temporarily address water

infiltration. He acknowledged that standard approval processes were not followed. He explained the water issue was identified in mid-summer 2025 and that the board used donated shingles because it lacked the estimated \$250,000 needed to fully replace the roof. Mr. Larson stated the current roof was constructed to protect the structure, but does not allow safe occupancy of the building. He added the work complies with Standard #10 of the *Secretary of the Interior's Standards for Rehabilitation* because no historic architectural features were altered. He emphasized SDPC's intent is to preserve and rehabilitate the building and that discussions have occurred with STARS regarding future plans.

Commissioner Raines asked whether a building permit had been obtained. Mr. Larson stated a permit was not obtained because the work was considered an emergency prevention measure. Staff Zimmerman confirmed no permit had been issued and stated the work was identified after completion, prompting an enforcement letter. She noted the roof deterioration occurred over time and would not qualify as an emergency condition. Commissioner Hanley stated the roof openings were causing ongoing damage and constituted an emergency in his view.

Commissioners and the applicants discussed the definitions of "temporary" and "emergency." The applicants stated "temporary" referred to the period until the roof could be permanently reconstructed. Attorney Lusk explained the Historic District Commission's interpretation of "temporary" could set precedent for future cases. She noted that if "temporary" were interpreted as a long-term duration, other cases—such as replacement windows with a 15-year lifespan—could potentially avoid Commission review. The Commissioners agreed that extended timeframes should not define "temporary." Mr. Larson offered to provide a short- and long-term plan for the next two to five years. Staff noted the Commission had requested similar materials at the December 2025 meeting, but they had not been submitted.

Commissioner Mixer stated he believed the work was not out of compliance and the State's interpretation considered the roof a temporary, non-contributing structure, which is typically approved administratively. He also stated he believed the re-shingling did not require a permit because the work did not extend to the roof decking. He confirmed that he applied for a building permit after receiving the enforcement letter. Commissioner Mixer also stated the project would not create precedent due to its unusual circumstances and emphasized the importance of preventing water infiltration. He stated that if the work was not approved by the Commissioners, a tarp could be placed over the mis-matched shingles since the Commission does not have jurisdiction to regulate tarps.

Attorney Lusk noted the Commission has previously reviewed applications involving non-contributing elements to the historic material, such as a sign that was not attached to the historic building, porches not original to the historic structure, and additions/changes to historic buildings.

Commissioner Mixer questioned the timeframe for the Commission's action on an application, and Commissioner Hanley asked whether a statute of limitations applied to work that was completed without prior approval. Attorney Lusk stated the work was

identified soon after completion and an enforcement letter was issued. She explained the application was placed on the first agenda where the Commission had a quorum. Commissioner Mixer stated the application should be automatically approved since more than 60 days had passed since its submission on November 12, 2025. Attorney Lusk clarified that the 60-day automatic approval provision does not apply when the Commission takes action, noting the matter was considered at the December 2025 meeting and postponed for additional information. Staff also noted that the applicant did not attend the December 2025 meeting and the Commission lacked a quorum in January 2026.

Commissioners expressed concern that the case could create the perception that certain individuals receive different treatment regarding compliance with Commission procedures, and the Commissioners must avoid any appearance of favoritism given the involvement of members associated with both the Historic District Commission and the Potter Street Station Board. Commissioners also emphasized the historic and cultural significance of the property and stated support for preserving the building without establishing a precedence to allow applicants to make exterior changes without approval by describing them as 'temporary.'

Commissioners noted the Commission previously requested the shingles have a uniform roof shingle color, resolution of the building permit issue, and a timeline with benchmarks for compliance with the uniform shingle color. Mr. Larson asked for clarification on the timeline request. Staff Zimmerman stated the December 2025 minutes reflect a request for a detailed plan and schedule to bring the roof into compliance for the uniform shingle color. Mr. Larson stated the SDPC could honor the request. Commissioner Greskowiak asked about the timeframe to achieve uniform shingle color. Mr. Larson stated that, due to reliance on donations, a firm timeline could not be established but estimated uniform shingles could be completed by October 2026.

Commissioner Jones asked whether SHPO had provided an interpretation. Commissioner Mixer stated SHPO declined to comment on an open case.

Commissioner Naumann summarized the timeline of events, noting the City issued an enforcement letter on October 30, 2025 for roofing work completed without a building permit, which then triggered Historic District Commission review. Commissioner Raines asked whether a building permit had been issued. Staff stated the building permit application will not be reviewed until the Commission makes a decision. Commissioner Greskowiak confirmed that if the permit application meets building code requirements, a permit would be issued.

Staff recommended issuance of a Notice to Proceed because the mismatched shingles do not meet the standards for a Certificate of Appropriateness. Commissioner Mixer noted the Commission has issued Certificates of Appropriateness with conditions and stated Notices to Proceed are typically used for demolition or work that adversely affects historic structures. Attorney Lusk noted that the roof Commissioner Mixer described as non-contributed has been affixed to the building for over 30 years and should be deemed integrated into the historic structure. Mr. Larson stated the current roof configuration

prevents restoration of the original historic roof.

Commissioner Jones asked whether the building is currently used for meetings. Mr. Larson stated it is not used because the building lacks operable bathrooms.

Motion made by Commissioner Naumann, seconded by Commissioner Raines, to issue a Notice to Proceed with stipulations/contingencies for application number J25-2848 since the work proposed does not meet The *Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Buildings*. The contingencies include the color of the shingles shall be repaired or replaced to match the color of the building's existing shingles prior to when work was done.

Motion made by Commissioner Jones, seconded by Commissioner Hanley, to amend the original motion to include the additional stipulation/contingency that the work shall be completed by October 1, 2026. If work is not completed by October 1, 2026, the applicants shall come before the Historic District Commission with a detailed plan and schedule detailing when the color of the shingles will become uniform. 5 ayes, 0 nays, 0 absent, 2 abstain (Mixer, Amo due to conflict of interest). Motion to amend approved. The vote was called on the main motion. 5 ayes, 0 nays, 0 absent, 2 abstain (Mixer, Amo due to conflict of interest). Motion approved, as amended.

IX. Adjournment

Motion by Commissioner Jones, seconded by Commissioner Hanley, to adjourn the meeting at 5:50 p.m. 7 ayes, 0 nays, 0 absent. Motion approved.

Respectfully submitted,

Christina McEmber
Urban Planner



HISTORIC DISTRICT COMMISSION APPLICATION

Request for Certificate of Appropriateness

All applications are due no later than Friday preceding the Historic District Commission meeting

CASE NUMBER: _____

PROPERTY ADDRESS: 407 S Oakley Street, Saginaw MI 48602

HISTORIC DISTRICT IN WHICH PROPERTY IS LOCATED:

HERITAGE SQUARE OLD SAGINAW CITY MICHIGAN AVENUE SINGLE ENTITY

APPLICANT / OWNER NAME: TSB Properties LLC

TELEPHONE: _____

ARCHITECT / ENGINEER / CONTRACTOR'S / NAME:

ADDRESS: same

TELEPHONE: _____

GENERAL DESCRIPTION OF PROJECT:

- NEW CONSTRUCTION
- EXTERIOR ALTERATIONS AND / OR REPAIRS
- MOVEMENT OR DEMOLITION OF A STRUCTURE
- SIGN INSTALLATION

PROJECT DURATION

(You must enter dates per MI Act PA169)

START: 3/30/2026

COMPLETE: 4/3/2026

Stille-DeRossett-Hale Single State Construction Code Act

(This item **MUST BE INITIALED** for your application to be **PROCESSED**)

Public Act 169, Michigan's Local Historic Districts Act, was amended April 2004 to include the following language: "the applicant has certified in the application that the property where the work will be undertaken has, or will have before the proposed completion date, a fire alarm or smoke alarm complying with the requirements of the Stille-DeRossett-Hale Single State Construction Code Act, 1972 PA 230, MCL 125.1501 to 125.1531."

Please initial here: vt

APPLICANT'S / OWNER'S PRINTED NAME: Vanessa Ticona, on behalf of TBS Properties LLC

APPLICANT'S / OWNER'S SIGNATURE: 

DATE*: 03/09/2026

** This application will not be considered complete unless all items in the application check list are included in the packet that is presented to the Historic District Commission. Should any item(s) not be present at the Historic District Commission meeting, this application for work will be postponed until the next regularly scheduled Historic District Commission meeting when the completed application will be considered.*

Note:

The completed application should be returned to the City of Saginaw Inspections Department

Public Act 169, Michigan's Local Historic Districts Act, states a 60 day moratorium once an application is considered complete by the historic commission for review:

399.209 Sec. 9. (1) The commission shall file certificates of appropriateness, notices to proceed, and denials of applications for permits with the inspector of buildings or other delegated authority. A permit shall not be issued until the commission has acted as prescribed by this act. If a permit application is denied, the decision shall be binding on the inspector or other authority. A denial shall be accompanied with a written explanation by the commission of the reasons for denial and, if appropriate, a notice that an application may be resubmitted for commission review when suggested changes have been made. The denial shall also include notification of the applicant's rights of appeal to the state historic preservation review board and to the circuit court. The failure of the commission to act within 60 calendar days after the date a complete application is filed with the commission, unless an extension is agreed upon in writing by the applicant and the commission, shall be considered to constitute approval.

407 S Oakley Street

Scope of work- power wash exterior and paint exterior, no changes to be made

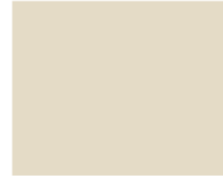
- **Siding-** Whispering willow
- **Trim-** Rocky Hill
- **Window sashes-** Jewett White



Whispering Willow
RGB: 147, 153, 126



Rocky Hill
RGB: 88, 125, 138



Jewett White
RGB: 229, 219, 202

