

**CITY OF LINDEN
HISTORIC DISTRICT COMMISSION
REGULAR MEETING AGENDA
LOCATION: LOOSE CENTER, 707 NORTH BRIDGE STREET, LINDEN, MI 48451**

Wednesday, January 21, 2026

6:30 P.M.

I. CALL TO ORDER

II. ROLL CALL

(A) Excused Absent Member(s)

III. APPROVAL OF MINUTES

(A) Historic District Commission Special Meeting Minutes of November 19, 2025

IV. PUBLIC HEARING

V. PUBLIC COMMENTS – NON-AGENDA ITEMS ONLY

Persons wishing to address the Historic District Commission on non-agenda items only are asked to state their name and address for the record, and limit their comments to five minutes or ten minutes if representing a group of persons. Opportunity will be given to address the Historic District Commission on agenda items as they are called on the agenda

VI. CORRESPONDENCE

(A) Dementia-Friendly Communities Program

VII. UNFINISHED BUSINESS

VII. NEW BUSINESS

(A) Election of Officers

(B) 2025 Annual Report

IX. PRESENTATIONS

X. DISCUSSION

(A) 123 N. Bridge Street, Jack's Record Stache Signage (Sign Permit)

XI. STAFF LIAISON REPORTS & COMMISSIONER COMMENTS

- Administrative Approvals:

XII. ADJOURNMENT

CITY OF LINDEN
Minutes for the Special Meeting of the Historic District Commission
Held at 6:30 P.M. on Wednesday, November 19, 2025

CALL TO ORDER

The Special Meeting of the Linden Historic District Commission was called to order at 6:32 p.m. by Chairperson John Hartranft. The meeting was held at The Linden Community Center, located at 150 Mill Street, Linden, Michigan 48451.

ROLL CALL

PRESENT: Tom Hicks, Jon-Claude Howd, Jason Conn, Joel Pounds, John Hartranft

ABSENT: None.

OTHERS PRESENT: Arthur Mullen, Wade-Trim Consultant; Nicole Weissenborn, Deputy Clerk; Kristyn Kanyak, City Clerk

APPROVAL OF MINUTES

Howd requested an amendment to the minutes to reflect that he was not absent. Weissenborn clarified that the minutes accurately confirmed the time Mr. Howd entered the meeting and that he was absent during the roll call.

Motion by Pounds, second by Howd to approve the October 16, 2025 special meeting minutes with the amendments as discussed. Roll call. Motion carried 5-0.

AYES: Hartranft, Conn, Pounds, Howd, Hicks

NAYS: None

ABSENT: None

PUBLIC HEARING

None.

PUBLIC COMMENTS – NON-AGENDA ITEMS ONLY

None.

CORRESPONDENCE

None.

UNFINISHED BUSINESS

Hartranft requested status of the mural previously presented to the commissioners. Kanyak addressed. Commissioners discussed briefly amongst each other.

NEW BUSINESS

None.

PRESENTATIONS

(A) Historic District Commissioner Training – Wade-Trim

Arthur Mullen, Wade Trim Consultant, shared a presentation, welcoming the City of Linden to the Michigan Historic District Commissioner Training. Mullen presented on the three-tier preservation system in the United States and provided additional information regarding the establishment of preservation at the local level in Michigan. Additionally, Mullen took questions regarding the presentation from the Commissioners and City Staff.

Mullen briefly discussed recent sign applications for Certificate of Appropriateness and interpretations regarding SOI standards. He requested this topic be further discussed at the next meeting. Mullen concluded presentation.

Mullen left meeting at 8:04 pm.

DISCUSSION

(A) 123 N. Bridge Street, Jack's Record Stache
Hartranft requested status of preserving the Linden Mills National Registry. Kanyak addressed. Commissioners discussed further the Linden Mills renovation, grant, and the process of the National Registry.

Hartranft requested assurance regarding the continued status of the Mill Buildings on the National Register following completion of the Mill Building renovation.

Weissenborn requested for Commissioners to discuss further the application among themselves and will report to Mullen. Commissioners continued to discussed application further including signage, location, and guidelines.

Hartranft motioned, second by Hicks, to postpone application decision on Jack's store pending a resubmittal without the illustrations. Brief discussion among commissioners. Kanyak clarified that this is a discussion item only and advised that staff will reach out to applicant regarding their suggestions.

STAFF LIAISON REPORTS & COMMISSIONER COMMENTS/DISCUSSION ITEMS

- **Administrative Approvals:**

1. 123 N. Bridge Street, Mae Designs (Sign Permit)

Weissenborn reviewed the administrative approvals with staff.

Kanyak discussed the 2026 Meeting schedule approved by City Council.

ADJOURN

The meeting was adjourned by Chairperson Hartranft at 8:36 p.m.

Respectfully submitted,

Nicole Weissenborn, Deputy Clerk

Approved: _____

CITY OF LINDEN

RESOLUTION NO. 19-25

**A RESOLUTION AFFIRMING THE CITY OF LINDEN'S COMMITMENT TO
ENGAGEMENT IN THE DEMENTIA FRIENDLY COMMUNITIES PROGRAM**

At a regular meeting of the City Council of the City of Linden (the "City"), held on Monday, October 27, 2025, at 6:30 p.m., Eastern Daylight Time.

PRESENT: Armstrong, Howd, Miller, Nick, Simons, Link

ABSENT: Hicks

The following resolution was offered by Howd and supported by Armstrong:

WHEREAS, "Dementia" is a general term for loss of memory, language, thinking and other abilities and skills in which severely interferes with daily life, Alzheimer's being the most common cause, and a growing health concern affecting millions of individuals; and

WHEREAS, communities can play a vital role in ensuring people living with dementia are respected, supported and can engage meaningfully in daily tasks, activities and events within; and

WHEREAS, the Dementia Friendly Communities Program of Michigan aims to educate communities about dementia and provide resources for ways our community, businesses and organizations within can become more aware, compassionate and create a safe judgement-free space for persons with dementia;

WHEREAS, the City of Linden acknowledges the importance of fostering a community that supports inclusiveness, regardless of age or ability, and dementia friendly services; and

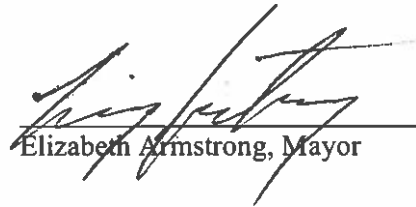
NOW THEREFORE, BE IT RESOLVED, the Linden City Council hereby affirms its commitment to engaging in the Dementia Friendly Communities Program of Michigan to identify training opportunities, implement dementia friendly practices and raise awareness.

BE IT FURTHER RESOLVED, the Linden City Council encourages all Staff Departments, businesses, community organizations and residents to participate in awareness efforts and initiatives that make Linden a dementia-friendly community.

PASSED AND APPROVED this 27th day of October, 2025, by the City Council of the City of Linden, Michigan.

YEAS: Dick, Miller, Simons, Link, Armstrong, Howard
NAYS: None
ABSTENTIONS: None

RESOLUTION DECLARED ADOPTED.


Elizabeth Armstrong, Mayor

ATTEST:


Kristyn Kanyak, City Clerk

CERTIFICATION

I, the undersigned, the duly qualified and acting Clerk of the City of Linden hereby certifies that the foregoing is a true and complete copy of the Resolution adopted by the Council of the City of Linden, Genesee County, Michigan, at a regular meeting held on the 27th day of October 2025, A.D, and that notice of said meeting was given in accordance with the Open Meetings Act, as amended.


Kristyn Kanyak, City Clerk



HISTORIC DISTRICT COMMISSION STAFF REPORT

FROM: Nicole Weissenborn, Deputy Clerk

MEMO NO.: HDC 01-26

AGENDA: January 21, 2026 New Business (A)

TOPIC: Election of Officers

Background: Article I, Section A, of the By-Laws of the City of Linden Historic District Commission reads that the officers of the Historic District Commission shall consist of a Chairperson and Vice Chairperson.

Article I, Section B, reads the Historic District Commission shall elect from its membership a Chairperson and a Vice Chairperson. The Chairperson shall preside over the Commission and have the right to vote. The Vice Chairperson shall, in case of absence or disability of the Chairperson, perform the duties of the Chairperson.

Article II, Section A, reads nominations of officers shall be made from the floor at the annual organizational meeting held at the first meeting of the calendar year in January. Elections shall follow immediately thereafter. Newly elected officers will assume office immediately and serve that office for one year. Article II, Section B, reads a candidate receiving a majority vote of the membership present shall be declared elected.

Requested Action: The Historic District Commission shall consider nominations and motions for the voting of a Chairperson and Vice Chairperson.

Recommended Motion: N/A

Attachments: Historic District Commission By-laws, City of Linden

CITY OF LINDEN BY-LAWS OF THE HISTORIC DISTRICT COMMISSION

CROSS REFERENCES:

- City of Linden Ordinance Sections:
 - § 31.055 - §31.058, §31.070 - §31.073
 - Chapter 153: Historic Sites and Structures
 - § 153.01 - §153.10, §153.99
 - 154.070 Downtown Linden Historic District Overlay
- Michigan's Local Historic District Act, P.A. 169 of 1970, as amended
- The Secretary of the Interior Standards for Rehabilitation
- Open Meetings Act, P.A. 267 of 1976, as amended
- Freedom of Information Act, P.A. 442 of 1976, as amended
- City of Linden Historic District Design Guidelines (Drafted November 14, 2005)

I. ROLES OF THE OFFICERS AND COMMISSIONERS:

A. The Historic District Commission shall consist of five members appointed by City

Council who are residents of the City of Linden and shall have a demonstrated interest in historic preservation. Officers of the Commission shall consist of a Chairperson and Vice-Chairperson.

B. The Historic District Commission shall elect from its membership a Chairperson and a

Vice Chairperson. The Chairperson shall preside over the Commission and have the right to vote.

The Vice Chairperson shall, in case of absence or disability of the Chairperson, perform the duties of the Chairperson.

C. One member of the City of Linden Planning Commission shall serve as a liaison to the Historic District Commission. This role shall be referred to as the Planning Commission Liaison. This Role was established by the Planning Commission to ensure coordination between the Planning Commission and Historic District Commission. The Planning Commission Liaison serves a three-year term and is appointed by City Council. The individual in this Role shall attend meetings, participate in discussions about agenda items as appropriate, and report back to

the Planning Commission on the activities of the Historic District Commission. The Planning Commission Liaison serving on the Historic District Commission shall be a voting member.

D. The City Clerk or the Clerk's designate shall record the minutes of the meeting and maintain all records pertaining to proceedings of the Historic District Commission..

E. The City Manager or his/her designate shall act as the Staff Liaison to the Historic District Commission. As such he or she shall attend to correspondence of the Commission, prepare the agendas of regular and special meetings, provide notice of the meetings to Commission members and keep a copy of all transcripts, records, plans, plats, etc. brought before the Commission.

II. ELECTION OF OFFICERS:

A. Nominations of officers shall be made from the floor at the annual organizational meeting held at the first meeting of the calendar year in January. Elections shall follow immediately thereafter. Newly elected officers will assume office immediately and serve that office for one year.

B. A candidate receiving a majority vote of the membership present shall be declared elected.

C. Vacancies in offices shall be filled within 60 days by appointment of the City Council, upon recommendation of the Mayor.

III. MEETINGS:

A. Regular meetings shall be held on the third Wednesday of each month at 6:30 p.m. in the Council Chambers at 201 North Main Street. Special meetings will be scheduled on an as-needed basis. When a regular meeting is scheduled for a holiday, the meeting shall be held on such other



HISTORIC DISTRICT COMMISSION STAFF REPORT

FROM: Nicole Weissenborn, Deputy Clerk

MEMO NO.: HDC 02-26

AGENDA: January 21, 2026 New Business (B)

TOPIC: 2025 Annual Report of the Historic District Commission

Pursuant to the 2011 Linden, Michigan Code of Ordinances, Section 31.071 titled Organization, Meetings, Regulations, and Records [pertaining to the Historic District Commission], (C), as amended. The Ordinance states: *The Commission shall submit an annual report of its activities to the City Council.*

To ensure compliance, we have prepared a draft 2025 Annual Report for your review and comment. In addition to a summary of the Historic District Commission's 2025 activities and trainings, the annual report also includes working goals, subject to re-evaluation in 2026.

Requested Action: The Historic District Commission should review the draft of the 2025 Annual Report and provide revisions, as well as suggestions for further 2026 initiatives. We will revise the Annual Report accordingly and forward it to the City Council for their information and files.

Recommended Motion: *I move to [approve/deny] forwarding of the 2025 Annual Report of the City of Linden Historic District Commission to the City Council for their information and files, as [presented/with the following modifications]:*

1. *(Insert modifications as needed. . .)*



132 East Broad St., P.O. Box 507 • Linden, MI 48451 • 810.735.7980 • lindenmi.us

TO: Mayor & City Council

FROM: City of Linden Historic District Commission

DATE: January 21, 2026

RE: 2025 Historic District Commission Annual Report

The City of Linden's Historic District Commission is pleased to provide this Annual Report of its activities for 2025. This report is being submitted in compliance with the 2011 Linden, Michigan Code of Ordinances, Section 31.071 titled Organization, Meetings, Regulations, and Records, (D), as amended. The Ordinance states: *The Commission shall submit an annual report of its activities to the City Council.*

The following is a summary of the Certificate of Appropriateness Applications that were approved and issued by the Historic District Commission in the calendar year of 2025:

- 201 North Main Street, Linden Mill Building (renovation & addition) (1/29/2025 & 3/19/2025)
- 119 North Bridge Street, Linden Masonic Lodge # 132 (Storefront Modification Project) (9/17/2025)
- 105 North Bridge Street, Michigan Beauty Company (Rear Entry Door Project) (9/17/2025)
- 208 North Bridge Street, (Bridge Abutment Mural) (9/17/2025) - postponed
- 123 North Bridge Street, Jack's Record Stache (signage) (11/19/2025) - postponed

The following is a summary of the Certificate of Appropriateness Applications that were reviewed administratively and approved by the Staff Liaison, on behalf of the Commission, in the 2025 calendar year:

- 107 North Main Street, Choice One (Signage) (9/17/2025)
- 211A North Bridge Street, At the River's Edge HDS (Signage) (9/17/2025)
- 120 North Bridge Street, Evers & Ollie (Signage) (9/17/2025)
- 123 North Bridge Street, Mae Designs (Signage) (11/19/2025)

In December 2025, the HDC hosted a Historic District Commissioner Training open to the public, led by Arthur Mullen, AICP, from the Wade Trim. Mr. Mullen presented on Linden's Historic District Preservation, Three Tier System, and processing of applications at the local level.

Commissioners and City Staff will continue to be notified of various training opportunities available through organizations such as the Michigan Historic Preservation Network (MHPN), State Historic Preservation Office (SHPO), the Historical Society of Michigan (HSM), the National Alliance of Preservation Commission (NAPC), as well as opportunities through the Certified Local Government (CLG) Program designated for certified communities. Staff will also ensure CLG Program annual requirements continue to be met.

The Historic District Commission is open to thoughts and suggestions that the City Council may have for the Commission's 2026 objectives. If you would like the HDC to address additional topics, please let us know!

cc: All City of Linden Boards, Commissions, Committees/Sub-Committees & Organizations



SIGN PERMIT APPLICATION
Permanent Signs (Includes A-Frame Signs)

132 E. Broad Street, P.O. Box 507, Linden, MI 48451
Phone: (810) 735-7980 Fax: (810) 735-4793

SECTION TO BE FILLED OUT BY APPLICANT

Property Address: 123 N. Bridge St. Suite 2
Property Tax #: _____
Property Owner: Laurelle Hamrick

Zoning District: _____
Historic District: yes X no _____

Applicant's Name: Jerry Cray
Address: 16161 Knobhill Dr City Linden State MI ZIP 48451
Phone: 810-513-325 Email: jack's record store@gmail.com
Business' Name: Jack's Record Store
Sign Type: Vinyl Lettering Sign Size: Will attach Mockup
Sign Location/Mounting: Front Windows Side Window
Type of Mounting: _____
Sign Materials: Vinyl Graphics
Name of Sign Contractor: Edgem Screenprinting

This sign permit application and any supporting documents must be submitted and all fees paid at least 8 days prior to the next regularly scheduled Sign Review Committee meeting. The Sign Review Committee meets on an as needed basis each Thursday at 8:15am.

The application for sign permit must be accompanied by the supporting information as outlined in Section 9.8.2 of the City of Linden Zoning Ordinance, including a sign sketch showing the colors, fonts, captions, materials, method of illumination (if any), and estimated sign costs.

Sign Permit Application Fee: \$50
Certificate of Appropriateness Application Fee (for signs located in the historic district): \$50

If located in the historic district, a Certificate of Appropriateness will first need to be obtained from the Historic District Commission for the proposed sign. A separate Certificate of Appropriateness application form will need to be submitted to the City.

INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED

I certify that the information given herein is true and correct to the best of my knowledge:

Signature of Applicant: [Signature]

Date: 9-11-2025

PAID
OCT 16 2025
CITY OF LINDEN

THIS SECTION FOR CITY USE ONLY

Fee Paid: _____ Date: _____

Sign Committee Review: _____ approved _____ denied _____ referred to Planning Commission

Signatures: _____ Date: _____

**VINYL RECORDS
CD'S
CASSETTES**

**-BUY-
-SELL-
-TRADE-**







ON THE THIRD WEDNESDAY OF THE MONTH
JANUARY 21ST, FEBRUARY 18TH MARCH 18TH, APRIL 15TH, 2026
SESSIONS AT 6:00 PM AND 7:00 PM

Join us for a night of fun and games at our
Bingo Night! Get ready to shout "Bingo!" as we play
for Cash prizes during three seperate sessions.

BINGO | PULL-TABS | SNACKS



Linden Community Center
105 Mill St. Linden, MI 48451

www.happeninginlinden.com





Happening In Linden
Presents

**ICE
FISHING
TOURNAMENT**

10TH ANNUAL



FEBRUARY 15th, 2026

**PANCAKE BREAKFAST,
CHILI COOK-OFF,
RAFFLES, FAMILY FUN**

hilinden.com