

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

Wednesday, April 15, 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 January 21, 2026

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

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

(A) Linden Design Guidelines – Signs Discussion Points and Current Challenges

(B) Certificate of Appropriateness - 123 N. Bridge Street, Jack's Record Stache Signage (Sign Permit)

IX. PRESENTATIONS

XI. STAFF LIAISON REPORTS & COMMISSIONER COMMENTS

• Administrative Approvals:

1. 116 W. Broad Street, Honey Hive Tattoo (Sign Permit)

XII. ADJOURNMENT

CITY OF LINDEN
Minutes for the Regular Meeting of the Historic District Commission
Held at 6:30 P.M. on Wednesday, January 21, 2026

CALL TO ORDER

The Regular Meeting of the Linden Historic District Commission was called to order at 6:30 p.m. by Vice Chairperson Joel Pounds. The meeting was held at The Loose Senior Center, located at 707 N. Bridge Street, Linden, Michigan 48451.

ROLL CALL

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

ABSENT: John Hartranft

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

Excuse Absent Members(s)

John Hartranft

APPROVAL OF MINUTES

Motion by Hicks, second by Howd to approve the November 19, 2025 special meeting minutes. Roll call. Motion carried 4-0.

AYES: Conn, Pounds, Howd, Hicks

NAYS: None

ABSENT: Hartranft

PUBLIC HEARING

None.

PUBLIC COMMENTS – NON-AGENDA ITEMS ONLY

None.

CORRESPONDENCE

(A) Dementia-Friendly Communities Program

Weissenborn reviewed the Resolution 19-25 correspondence.

UNFINISHED BUSINESS

None.

NEW BUSINESS

(A) Election of Officers

Pounds referenced the Commission's bylaws and briefly explained annual elections for Chairperson and Vice Chairperson along with liaisons on other boards, and related language for those roles within ordinances.

Weissenborn clarified that Hartranft advised via writing that although he is not present for the meeting that he would accept a nomination for Chairperson or Vice Chairperson.

Pounds opened nominations for Chairperson. Hartranft was nominated for Chairperson. There were no additional nominations.

Motion by Pounds, second by Howd to nominate John Hartranft as Chairperson. Roll call. Motion carried 4-0.

AYES: Pounds, Hicks, Conn, Howd

NAYS: None

ABSENT: Hartranft

Pounds opened nominations for Vice Chairperson. Hicks was nominated for Vice Chairperson and accepted.

Motion by Howd, second by Conn to nominate Tom Hicks as Vice Chairperson. Roll call. Motion carried 4-0.

AYES: Conn, Pounds, Howd, Hicks

NAYS: None

ABSENT: Hartranft

(B) 2025 Annual Report

Weissenborn reviewed the ordinance requirement for the HDC to submit an annual report of its activities to the City Council, presented the draft report, and invited the Commission to provide any additional suggested edits.

Motion by Pounds, second by Howd to approve the 2025 Annual Report for the City of Linden Historic District Commission to the City Council for their information and files. Roll call. Motion carried 4-0.

AYES: Howd, Pounds, Hicks, Conn

NAYES: None

ABSENT: Hartranft

Hicks requested a motion to add to agenda the CLG Grant for Design Guidelines.

Motion by Pounds, second by Conn, to add to agenda the (C) CLG Grant for Design Guidelines – Letter of Support as New Business. Motion carried 4-0.

(C) CLG Grant for Design Guidelines – Letter of Support

Mullen reviewed the CLG Grant for Design Guidelines with the Commissioners and requested approval to proceed with discussions and preparation of a letter of support in coordination with the City. Commissioners inquired about the scope of the grant, the Design Guidelines process, anticipated costs and potential cost-sharing, the projected timeline for completion, and the formation of a steering committee.

Motion by Pounds, second by Conn to give approval for City Staff to provide a strong a letter of support and importance of the it for the CLG Grant for Design Guidelines. Roll Call. Motion carried 4-0.

AYES: Hicks, Howd, Conn, Pounds

NAYES: None

ABSENT: Hartranft

The Commissioners, along with Weissenborn and Mullen, held a brief discussion regarding the application process.

PRESENTATIONS

None.

DISCUSSION

(A) 123 N. Bridge Street, Jack’s Record Stache (33:00)

Mullen reviewed the Design Guidelines with the Commissioners, including the “Signs” section, SOI Standards, and architectural features, and presented examples from prior signage inquiries (Evers and Ollies and Mae Designs XO) to compare applications involving contributing vs. non-contributing and historic vs. non-historic buildings. He clarified that window signage is regulated under the Zoning Ordinance and has already been approved, and noted the current application involves signage on glass only. Mullen requested guidance on developing additional guidelines addressing contributing and non-contributing structures.

Commissioners discussed interpretation of the guidelines, application review standards, and concerns regarding signage placement, design, and the upper right window display. Questions were raised regarding lettering, administrative approval processes, and trademark status. Commissioners expressed a preference for greater involvement in signage review, while Mullen noted that signage is currently reviewed administratively. It was suggested that clarifying distinctions within the guidelines would improve consistency and flexibility. The application was reviewed in detail, and Mullen confirmed requested revisions needed to proceed.

Motion by Hicks, second by Howd, to require changes to the front door window corner area and to have the applicant return with a revised design for Commission review.

AYES: Conn, Pounds, Howd, Hicks

NAYES: None

ABSENT: Hartranft

Mullen clarified the commissioners request to review the sign ordinance and provide a draft for commissioners for next meeting.

STAFF LIAISON REPORTS & COMMISSIONER COMMENTS/DISCUSSION ITEMS

- **Administrative Approvals:** None.

Weissenborn advised no administrative approvals.

Howd provided an overview of Jack's Record Stache, including previous ownership and alterations made to the building over time.

ADJOURN

The meeting was adjourned by Vice Chairperson Pounds at 7:51 p.m.

Respectfully submitted,

Nicole Weissenborn, Deputy Clerk

Approved: _____

To: Linden Historic District Commission

From: Arthur F. Mullen, AICP

Date: April 9, 2026

Subject: Linden Design Guidelines – Signs
Discussion Points and Current Challenges

The City's Historic District Commission Design Guidelines for Signs currently provides sufficient guidance regarding reviewing signage on non-altered historic buildings; however, the guidelines provide little valuable guidance regarding signage design on non-historic elevations, elements of the elevation that have been significantly altered, and signage that is installed on non-contributing buildings or structures.

In the first year of serving as the staff to the Commission, Wade Trim reviewed five sign applications, and the Signs section provided weak direction for our reviews. Several of the guidelines have little relation to historic districts that have a number of historic resources that have been altered in non-historic ways. It provides little in the way of technical guidance regarding what review guidelines would be appropriate in those instances.

The guidelines also provide some very general design opinions regarding what it believes would contribute to good sign design that may be appropriate for a general signage design guide but does not support historical sign design guidance or what may be appropriate on a non-historic sign on a non-contributing building. Examples include the following guidance:

- “Lettering should be legible and not crowded” – Historic signs used cursive and designed generally for the walking public.
- “When signs contain more than one line of text, the lines should use different size lettering” – Is this historically accurate?
- “It is best to keep information on the sign to a minimum” – Is this historically accurate?
- “Avoid putting business hours,...on a sign” – Not true - business signs used to include hours and telephone numbers.
- “Remember, most people only read and recall about six to nine words” – Opinion and it is up to the business owner to determine what should be on their sign.
- “Avoid using too many colors” – Is this historically accurate?

This information is vague and full of opinion and offers little about what would and would not be appropriately designed signs for locations within a historic district that has varying levels of remaining architectural significance features.

We would recommend that the Historic District Commission adopt some interim sign review guidelines based upon the location and the architectural integrity of where the sign is to be located.

On non-altered historic building facades and portions thereof - Focus should be on historically accurate signage that would be appropriate for the period when the building was constructed.

On portions of contributing buildings that have lost their integrity (on an elevation where the original materials no longer exist) - Focus of the guidelines should be on allowing signage that is respectful of past historical signage but allows for more design creativity and flexibility. The intent is to not create a false sense of history.

On non-historic elevations and non-contributing buildings - Design guidelines should encourage creativity and freedom to permit signs that do not attempt to appear historic in any way. Property and business owners should be allowed the freedom to choose whatever signage would best attract attention while remaining within the confines of the City's Zoning Ordinance.

This more nuanced approach is supported in the existing design guidelines where it states: "The new addition should be clearly differentiated so that it does not appear to be part of the historic structure. The design of the new addition should be in a manner that makes clear what is historic and what is new." The guidelines further state that "New construction should not recreate, replicate or mimic a past architectural style, but should include architectural and design elements from surrounding historic structures."

This layered guidance would also mirror the Secretary of the Interior's Standards for Rehabilitation, which also directs that all new materials or construction should be identifiable from the original historical version/materials.

RECEIVED
OCT 16 2025
BY: _____



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 Zoning District: _____
Property Tax #: _____ Historic District: yes no _____
Property Owner: Lowella Hamrick

Applicant's Name: Jerry Crapp
Address: 16161 Knobhill Dr City Linden State MI ZIP 48451
Phone: _____ Email: jack@recordstache@gmail.com
Business' Name: Jack's Record Stache
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: _____

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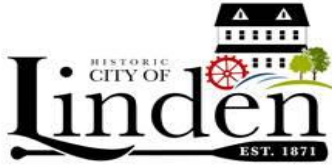


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April 8, 2026

CERTIFICATE OF APPROPRIATENESS

Noel Holley
516 Tickner Street
Linden, MI 48451

**RE: APPLICATION/MEMO NUMBER 01-26 – 116 West Broad Street
The Honey Hive Tattoo**

Dear Ms Holley:

The Historic District Commission (HDC), in conjunction with the City's HDC preservation staff consultant, assists property owners and business owners who wish to make regulated alterations to district resources, based upon approved preservation standards and design guidelines. The Commission has deemed signage as work eligible for Administrative Approval by the HDC's staff.

PROPOSED PROJECT ACTIVITIES

The proposed work activities includes the installation of new signage panel within the existing wooden sign frame.

The proposed new sign panel will measure approximately 3 feet tall by 3 feet wide with decorative painting. Yellow and black serif lettering with green foliage, golden honeycomb, and a bee will be illustrated on a wooden base panel.

ANALYSIS

For the below stated reasons, staff finds the work appropriate. The 116 West Broad Street building is a contributing building to Bridge and Broad Street Historic District; however, this existing ground-mounted sign is non-historic. It is located in the front yard of a Victorian bungalow residential structure that has been converted to an office use. As such, the Secretary of the Interior's Standards for Rehabilitation do not apply in this instance as the Standards predominately focus on limiting the damage occurring to historic buildings during rehabilitation.

The City's Historic District Design Guidelines do apply to both contributing and noncontributing buildings within the district. By applying the Linden Historic District Design Guidelines – Signs section, the proposed sign does meet the district's following guidelines:

- 1) **Complementary to Building Architecture** – The new sign panel will be mounted within an existing ground mounted sign structure. The existing sign and sign structure does not adversely impact the building's architectural appearance.

Complies

- 2) **Size** – The sign structure and sign panel do not impact the overall appearance of the structure.

Complies

3) **Retention of Historic Signage – Does Not Apply**

4) **Design** – Lettering is to be legible and uncrowded. The sign design is simple and uncluttered.

Complies

5) **Fonts to match Linden Historic District Commission Approved Fonts** – The proposed sign panel replacement is in an existing non-historic ground-mounted signage structure that has no historic precedence within the district. The sign does propose using serif fonts that are consistent in appearance to Linden Historic District Commission’s approved fonts. As they do not exactly match the historic fonts, they would not present a false sense of history. The proposed font is clean and modern in appearance, but lettering does not unreasonably attract attention to itself.

Does Not Apply

6) **Colors** – As long as the sign colors are not too gaudy or overtly showy, the district color requirements would not apply to noncontributing structures. Limiting choices on noncontributing buildings or structures to a Victorian or Queen Anne color palette would present a false sense of history. The proposed black and yellow lettering with green foliage would be non-offensive and similar colors would be expected to be used on historical sign lettering.

Does Not Apply

7) **Window Displays – Does Not Apply**

8) **Awning Sign or Projecting Sign – Does not Apply**

9) **Indirect Lighting of Signs** – No lighting exists presently and the application does not propose to change this condition.

Does not Apply

CERTIFICATE OF APPROPRIATENESS

Pursuant to the above review of the application materials as presented, the analysis of the proposed activities warrants the issuance of a Certificate of Appropriateness. On behalf of the Linden Historic District Commission, this letter shall serve as a Certificate of Appropriateness for the proposed signage project described within the application dated March 18, 2025 and revised. This approval is effective as of April 8, 2026.

Please retain this letter of approval for your files. It is important to note that the approval by the Linden Historic District Commission does not waive the applicant’s responsibility to comply with any other applicable ordinances or statutes. If you have any questions regarding the foregoing, please phone the City of Linden Administrative Offices at (810) 735-7980.

On behalf of the Commission:



Arthur F. Mullen, AICP
HDC Preservation Staff Consultant
City of Linden Historic District Commission

Attachment: Linden Historic District Design Guidelines – Signs
Sign Applications – Sign Permit and COA

RECEIVED
MAR 4 6 2026
BY: _____

PAID
MAR 26 2026
City of Linden



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

Resource Address: 116 W Broad St Linden MI 48451
Property # _____
Phone: _____ Email: Thehoneyhive.tattoo@yahoo.com
Address: 116 W Broad St City Linden State MI ZIP 48451
Resource on National Register: yes _____ no _____ State Register: yes _____ no _____

Description of Proposed Work (Include existing materials and proposed materials, color selections, and lettering styles):
updating signage out front of building (existing)
new business signage 'The honey hive tattoo'
248 467 2141 gold lettering
Sign remains in same spot custom artwork, gifts, green background.
leaves trailing
Call historic colors

(Attach conceptual drawing or sketch of proposed work)

Fire Alarm System/Smoke Alarm: PA 67 of 2004 amending PA 169 of 1970 has been amended to require project applicants to certify that on or before the date of completion of proposed work their buildings will have a code compliant smoke detector or fire alarm system. Failure to provide such certification will constitute an incomplete application. I CERTIFY THAT ON OR BEFORE THE DATE OF COMPLETION OF THE PROPOSED WORK THE BUILDING WILL HAVE A CODE COMPLIANT SMOKE DETECTOR OR FIRE ALARM SYSTEM.

Signature of Applicant: [Signature] Date: 03-18-26

This certificate of appropriateness application and any supporting documents must be submitted and all fees paid at least 7 days prior to the next regularly scheduled Historic District Commission meeting.

Certificate of Appropriateness Application Fee: \$50

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

Signature of Applicant: [Signature] Date: 03-18-24

THIS SECTION FOR HDC USE ONLY

Fee Paid: _____ Date: _____ Referred to HDC Meeting Date: _____
HDC Action: _____ approved _____ denied
Approved with the following conditions: _____

Signature of Chairperson: _____ Date: _____



THE
HONEY HIVE
TATTOO

248 467 2641