

**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 **# design guidelines** 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: \_\_\_\_\_