

**VIRTUAL HISTORIC DISTRICT COMMISSION MEETING AGENDA
CITY OF LINDEN**

Wednesday, September 16, 2020

6:30 P.M.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

(A) Historic District Commission Regular Meeting Minutes of August 19, 2020

IV. CORRESPONDENCE

(A) Certified Local Government (CLG) Program-Conflict of Interest Policy
Discussion

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

(A) Certificate of Appropriateness – 123 N Bridge St., West Sky Wellness, LLC

VII. REPORTS

VIII. ADJOURN

CITY OF LINDEN
Minutes for the Virtual Regular Meeting of the Historic District Commission
Held at 6:30 P.M. on Wednesday, August 19, 2020

In light of the current Coronavirus (COVID-19) pandemic, the Wednesday, August 19, 2020, meeting of the Historic District Commission of the City of Linden, has put in place special accommodations for the public and board member attendance via Zoom Meetings or phone.

CALL TO ORDER

The meeting of the Linden Historic District Commission was called to order at 6:31 p.m. by Chairperson Joel Pounds. The meeting was held virtually (online and by phone). The link was provided in a notice to the public.

ROLL CALL

Present: Danielle Cusson, Jon-Claude Howd, Marguerite Plumb, Joel Pounds, Aaron Wiens

Absent: None

Others Present: Kristyn Kanyak, Deputy City Clerk

APPROVAL OF MINUTES

Motion by Cusson, second by Plumb to approve the minutes of the June 17, 2020 Regular Meeting. Motion carried 5-0.

CORRESPONDENCE

(A) Discussion Regarding CLG Program

Kanyak reviewed the application process and timeline for the Certified Local Government (CLG) program with the Commission. Kanyak reviewed details of the historic district survey process, options for conducting the survey and pricing information. Howd asked about what the program is. Kanyak discussed benefits of the program and services we would receive in regards to a survey, updating of design guidelines, technical assistance and grant opportunities. Members requested information about the program be provided. Kanyak requested members start putting together draft resumes, as part of the application process to be reviewed at a later meeting date; with the goal in mind to apply by the October 1, 2021 deadline.

Discussion with members regarding the process for updating of the ordinance.

Wiens suggested discussing with teachers involving the high school students in the historic district survey process, if we went the volunteer route; and offered assistance.

UNFINISHED BUSINESS

None.

NEW BUSINESS

(A) Certificate of Appropriateness – 114 N Main St., Residence

The Historic District Commission is in receipt of a Certificate of Appropriateness from Marta Wright, whom resides at 114 N Main St. The applicant is requesting to replace her current chain link fence, with a fence constructed of vinyl. The new fence will measure 4 feet high and be constructed of white vinyl (see the Victorian image provided by the applicant within agenda packet). The picket style would measure 7/8" x 1-1.5" wide, and the picket spacing would measure 3-5/8".

Howd questioned if the style of home and what led to her choice of Victorian-style fence. The applicant commented that the fence will compliment her porch's railing. Pounds asked when the chain link fence was put up.

Motion by Cusson, second by Howd to approve issuance of a Certificate of Appropriateness for residence located at 114 N Main St., Marta Wright. The work as proposed meets “The Secretary of the Interior’s Standards for Rehabilitation,” in particular standard number:

9. New additions, exterior alternations, or related new construction shall not destroy 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.

Roll call. Motion carried 5-0.

Ayes: Wiens, Plumb, Pounds, Howd, Cusson

Nays: None

Absent: None

(B) Certificate of Appropriateness – 117 N Bridge St., Bad Donkey BBQ

The Historic District Commission is in receipt of a Certificate of Appropriateness from Brian Bowers, owner of the new Bad Donkey BBQ Company, located at 117 N Bridge St. Brian Bowers is requesting a secondary structure be built, with the purpose of housing a smoker; which will be used for food preparation. The secondary structure is currently built, and was completed prior to receiving approval from the HDC. The applicant stated the structure can be removed if it does not receive approval, as well as if he leaves the location.

The secondary structure measures 8 feet by 16 feet, and is placed upon square, grey paver bricks (total bricking area of 128 square feet), in the rear of the building. The purpose of the structure is to protect the smoker, as well as food preparation area from weather. The structure is constructed of wood framing, and partially covered by grey sheet metal panels, measuring 0.0165 (29 gauge) in thickness. A black chain link material was used on the upper portion, to aid in keeping the public away from the smoker. The structure’s roof is constructed of the same grey sheet metal panels used on the exterior, and include an opening for the smoker to vent out. Kanyak reviewed the proposed work within her staff report and cited the applicable design guidelines in accordance with the *Linden Historic District Design Guidelines*.

Brian Bowers described the location of the structure (rear of the building) in relation to surrounding structures, and provided the following overview:

- 14 feet away from the main structure and the roof is 1 foot away from the rear deck off the second floor of the main structure.
- Encased in sheet metal siding. Fire Chief did come and look at the structure and did not express concern with the trees in proximity.
- Structure is unfinished and still in need of sheet metal on the side as a firestop, per the Fire Chief; in addition, for safety reasons and to keep weather away from the smoker the structure houses.
- ¼ inch cement board will be placed on the side, to keep the heat away from the wood (recommended by Fire Chief).

Wiens commented that the structure defaults in regards to the guidelines given by our Elements of Design, and questioned if there any other structures like it. Wiens also asked if the structure meets setback requirements.

Bowers discussed the reasoning behind using the materials he did, as he could not pour a slab; as well as explained why he used patio pavers instead. Bowers further explained that he tried to match the sheet metal color to the building color, and also discussed that the structure would be for year-round use.

Cusson discussed the lack of architectural relationship between the structure and nearby buildings, in regards to our Elements of Design and Standards for Rehabilitation. Cusson asked if it was possible to make it more

compatible or sympathetic to current buildings' designs. Wiens questioned the compliancy, if this was a shed being proposed at a residence within the Historic District. Members discussed the application of design standards and guidelines to the structure, bringing up a past scenario.

Kanyak clarified that the structure is not temporary, it is permanent as it will be up and used for as long as the business operates at the location; the applicant stated previously that it's temporary in the sense it can be easily removed when he no longer owns the building.

Bowers discussed the reasoning behind the pitch of the roof and stated that no electrical power would be ran to the structure, it would only be battery power. Pounds asked if the building was anchored to the foundation or pavers. Bowers explained that the building is not anchored to the pavers and that he chose the paver bricks because he could not get approval to pour a concrete slab because of the utilities underneath the ground; he stated he received approval from Adam for the pavers. Bowers went on to explain that he dug 6 holes deep enough to fit half of a cinder block into below the pavers, and put the posts inside of the cinder blocks, filled those with 1 inch of concrete and covered the rest so not to wobble. Bowers discussed that the structure is easily removable, and it is not on a footing or foundation.

Cusson questioned if the applicant could use a different material in place of the sheet metal, such as something that would mimic brick siding. Bowers explained that it is less weight with this type of shed-like structure, that the sheet metal was used for fireproofing, he could not use concrete or brick because it requires a footing foundation, which was not approved. Discussion amongst members surrounding the materials used. Wiens asked if this type of structure was commonly used by other barbecue-like businesses. Bowers explained why he used the sheet metal: for color match to building, fire safety reason, as well as what he saw used at Alpine Marketplace. Kanyak clarified that Alpine is outside of the Historic District.

Discussion between members regarding applying the Design Guidelines to the structure, compatibility of materials and the suggestion of surrounding the structure with a fence. Bowers explained that the current exposed wood will not be bare and it will have black trim to match the roof, as well as the building. Kanyak referenced the Design Guidelines, in regards to the simplicity of secondary structures and materials used. Cusson discussed the fire safety aspect of the structure, as well as if this structure were to be removed, it would not take away from the integrity of the historic property.

Discussion amongst members surrounding the details, as well as conditions of the motion on the table. Bowers clarified items that would need to be done to complete the structure.

Motion by Cusson, second by Howd to approve issuance of a Certificate of Appropriateness to Brian Bowers of the Bad Donkey BBQ Company, located at 117 N Bridge St.; in regards to the building of the proposed secondary structure. The work as proposed meets "The Secretary of the Interior's Standards for Rehabilitation," in particular standard numbers:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Approval is subject to the following conditions:

1. Finish the sheet metal siding on the structure.
2. Build wall closest to the existing building for fire proofing reasons.
3. Install the cement board behind the fire box of the smoker on the interior of the structure.
4. Install the black soffit and fascia around all exterior exposed wood.

5. The exposed exterior wood be painted black.
6. That the applicant come back with further alterations to the structure, not discussed or listed in above conditions.

Roll Call. Motion carried 5-0.

Ayes: Pounds, Cusson, Plumb, Wiens, Howd

Nays: None

Absent: None

The Historic District Commission is in receipt of a Certificate of Appropriateness from Brian Bowers, owner of the new Bad Donkey BBQ Company. The property is zoned in the Central Business District. Brian Bowers is requesting vinyl signage to be placed on the business's front window and interior walls. The applicant is requesting peel and stick, vinyl decal signage for the following:

1. One round peel and stick, vinyl decal sign for the front window measuring 36 inches.
2. One round peel and stick, vinyl decal sign to be adhered to the interior wall, over the rear door. This particular one will measure 24 inches.
3. One round peel and stick, vinyl decal sign measuring 24 inches, that will be adhered to a wall on the interior of the restaurant.

Kanyak advised that the plastic "BBQ" pictured will be removed, as he had it placed to advertise what type of restaurant it would be; and that the signage would be going before the Sign Review Committee tomorrow. No further discussion occurred and no questions were posed by the Commission.

Motion by Howd, second Plumb by move that the Commission approve issuance of a Certificate of Appropriateness to Brian Bowers of the Bad Donkey BBQ Company, located at 117 N Bridge St.; in regards to the proposed signage. The work as proposed meets "The Secretary of the Interior's Standards for Rehabilitation," in particular standard numbers:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alterations of features, spaces, and spatial relationships that characterize a property will be avoided.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

Roll Call. Motion carried 5-0.

Ayes: Plumb, Wiens, Pounds, Howd, Cusson

Nays: None

Absent: None

REPORTS

Kanyak discussed the annual Michigan Historic Preservation Network (MHPN) Fall Conference going virtual and will be providing members with applicable training opportunities to attend. Kanyak shared website information with free webinar recordings and trainings with members.

ADJOURN

Motion by Wiens, second by Cusson to adjourn the meeting. Motion carried 5-0. The meeting was adjourned by Chairperson Pounds at 7:39 p.m.

Kristyn Kanyak, Deputy City Clerk

Approved: _____

DRAFT

HISTORIC DISTRICT COMMISSION
BY-LAWS
CITY OF LINDEN

I. OFFICERS AND THEIR DUTIES:

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. Two (2) commission members shall be property and/or business owners in the Historic District. Officers of the commission shall consist of a Chairperson and Vice-Chairperson, all whom shall be appointed members of the commission.

B. The chairperson, or vice-chairperson in the absence of the chairperson, shall have the privilege of discussing all matters before the commission and to vote on those matters. The chairperson shall call meetings, preside at all meetings, appoint such committees as shall from time to time be deemed necessary, administer oaths, compel attendance of witnesses and perform other duties that may be delegated by the commission.

C. The City Clerk or the Clerk's designate shall keep the minutes and records of the commission.

D. The City Manager or his/her designate shall act as staff for the Historic District Commission. As such he 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.

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 Historic District Commission.

III. MEETINGS:

A. Regular meetings shall be held on the third Wednesday of each month at 7:00 p.m. in the Council Chambers at 201 N. 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 day as determined by the commission.

B. Three (3) members of the commission shall constitute a quorum and the number of votes necessary to transact business shall be three (3).

C. All members of the commission shall vote on every motion placed on the floor unless there is a conflict of interest. In the event that a member of the commission shall question whether he or any other member has a conflict of interest, the question shall be submitted to the City Attorney who shall review the facts and issue an opinion.

D. Robert's Rules of Order shall be used except where they conflict with the By-Laws, State Statute, City Charter or the Linden Municipal Code.

E. All meetings at which official action taken shall be open to the general public.

F. Any member of the Historic District Commission who misses three(3) meetings per year of the commission may be subject to removal by a majority vote of the City Council upon recommendation of the Historic District Commission. Written notice to the member being considered for removal shall be made at least seven (7) days prior to the City Council meeting at

which removal will be considered.

G. The Historic District Commission may utilize a registered historic architect to review plans when it deems necessary. Fees incurred in the review process will be passed to the applicant.

IV. ORDER OF BUSINESS:

The order of business at regular meetings shall be:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Correspondence
5. Unfinished Business
6. New Business
7. Report of Officers, Committee or Staff
8. Adjournment

This order of business may be suspended by a vote of the commission.

V. COMMITTEES

The chairperson shall appoint such committees as he/she deems necessary subject, however, to the mandates of the State Statutes, City Charter and the Linden Municipal Code. Any committee appointed shall be given a specific task along with a specific date upon which a committee will expire.

VI. HEARINGS AND PROCEEDINGS:

A. The commission shall conduct hearings and proceedings as provided for in the City of Linden Municipal Code or as provided for by State Statute.

B. The case before the commission shall be presented in summary by staff. Parties in interest shall have privilege of the floor. No record of statement shall be recorded or sworn to as

evidence for any Court of Law without notice to parties.

C. When rendering an opinion or when granting or denying a Certificate of Appropriateness, the commission shall make specific findings of fact or conclusions of law. These findings and conclusions shall be made a part of the minutes. The commission shall consider those standards required by the Secretary of Interior=s Guidelines and State Law and any other standards or factors deemed necessary by the Commission. A site visit by the commission, in part or as a whole, is allowable upon a majority vote of the members present. No action shall be taken during a site visit. A site visit shall be recorded in the minutes of the commission.

D. In order to be included on the agenda of the Historic District Commission, a petitioner shall submit his or her request at least one week prior to the regularly scheduled meeting. The request shall be submitted on a form provided by the City at the office of the City Clerk. All fees must be paid in order for the request to be deemed Submitted@.

E. The city administration shall submit to each commission member three (3) days before the regularly scheduled meeting a copy of the petition for a Certificate of Appropriateness as well as a copy of supporting documentation submitted by the applicant.

VII. AMENDMENTS:

These By-Laws may be amended by a two-thirds (2/3) vote of the entire membership of the commission.

VIII. ADOPTION:

ADOPTED by the City of Linden Historic District Commission at a regular meeting on the 18th Day of January, 2012.

Chairperson

ATTEST:

Martha A. Donnelly, City Clerk

BYLAWS OF THE

ANN ARBOR HISTORIC DISTRICT COMMISSION – CITY OF ANN ARBOR, MICHIGAN

Article I. Name

The name of this commission is the Ann Arbor Historic District Commission.

Article II. Enabling Authority

The Ann Arbor Historic District Commission is established by Ann Arbor City Code, Chapter 8, section 1:191 and operates pursuant to Ann Arbor City Code, Chapter 103, Historic Preservation and the Michigan Local Historic Districts Act, Act 169 of 1970, MCL § 399.201 et seq.

Article III. Purpose, Objectives, and Duties

Section 1. The purpose of the Ann Arbor Historic District Commission ("the Commission") is to implement Chapter 103 of Ann Arbor City Code and the Michigan Local Historic Districts Act.

Section 2. The Commission shall submit an Annual Report to City Council in April of each year, detailing the activities of the Commission for the previous calendar year. Commission staff shall prepare a draft Annual Report in time for the Commission to review at the March regular meeting. The report shall contain, at a minimum, the total number of applications submitted, the number of applications handled by staff versus those considered by the Commission, the number of certificates of appropriateness and notices to proceed issued and denied, the names of award winners, and a description of the work of any active study committee.

Section 3. The Commission shall have all powers and duties of commissions authorized by Chapter 103 of Ann Arbor City Code and by Public Act 169 of 1970, as amended, MCL 399.201 et. seq., including but not limited to the following pursuant to Chapter 8, section 1:191 of Ann Arbor City Code:

- (1) To hold public hearings and review applications for work in proposed and designated historic districts, and to issue certificates of appropriateness, notices to proceed, and denials of applications for work pursuant to Chapter 103 of Ann Arbor City Code;
- (2) To conduct an ongoing survey to identify historically and architecturally significant properties, structures, and areas that exemplify the cultural, social, economic, political, or architectural history of the nation, state, or city;
- (3) To determine an appropriate system of markers and make recommendations for the design and implementation of specific markings of the streets and routes leading from one historic district to another;
- (4) To advise and assist owners of property or structures within historic districts on physical and financial aspects of preservation, renovation, rehabilitation, and reuse, and on procedures for inclusion on the state and national registers of historic places;

- (5) To review and comment on any national register nominations submitted to the Commission;
- (6) To inform and educate the citizens of Ann Arbor concerning the historic and architectural heritage of the city by publishing appropriate maps, newsletters, brochures, and pamphlets, and by holding programs and seminars;
- (7) To appoint such citizen advisory committees as may be required from time to time;
- (8) To testify before and provide comments to all boards and commissions, including but not limited to the planning commission and the zoning board of appeals, on any matter affecting historically and architecturally significant property, structures, and area, as requested by a board or commission;
- (9) To confer recognition upon the owners of property or structures by means of certificates, plaques, or markers;
- (10) To develop preservation components in planning efforts undertaken by the city and to recommend such planning components to the planning commission and to the city council;
- (11) To review the current zoning ordinance and recommend to the planning commission and the city council any amendments appropriate for the protection and continued use of historically and architecturally significant property, structures, and areas;
- (12) To work with other interested organizations to record and promote an appreciation of local history and to preserve and designate historic buildings, structures, sites, districts and objects;
- (13) To develop design guidelines for work within historic districts;
- (14) To adopt bylaws and rules of procedure subject to city council approval.
- (15) To hold its meetings in compliance with the Open Meetings Act and to provide public notice of its meetings in accordance with that act;
- (16) To keep records of resolutions, proceedings and actions, and make records available to the public in compliance with the Michigan Freedom of Information Act; and
- (17) To undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or to the implementation of the purpose of Chapter 103 of Ann Arbor City Code.

Article IV Membership

Section 1. The Commission shall consist of seven (7) Commissioners appointed by the Mayor and approved by City Council. The majority of the Commissioners shall have a

clearly demonstrated interest in or knowledge of historic preservation. At least two (2) Commissioners shall be appointed from a list submitted by one (1) or more local historic preservation organizations. If such a person is available for appointment, one (1) Commissioner shall be a graduate of an accredited school of architecture who has two (2) years of architectural experience or who is an architect registered in the State of Michigan. If possible, one (1) Commissioner shall meet the professional qualifications for history as defined by the Secretary of the Interior's Historic Preservation Professional Qualifications Standards.

Section 2. All Commissioners shall serve without compensation. On a case by case basis, Commissioners may receive reimbursement for expenses incurred in the exercise of their duties or in continuing education in historic preservation, subject to the prior approval of the Community Services Area Administrator.

Section 3. All Commissioners shall be appointed for a three-year term. In order to insure that approximately one-third of the voting members' appointments expire each year, initial appointments shall be two (2) Commissioners for a one-year term, two (2) Commissioners for a two-year term, and two (2) Commissioners for a three-year term. Consistent with MCL § 399.204, Commissioners shall be eligible for reappointment.

Section 4. Consistent with City Charter § 12.2, all Commissioners shall have been registered electors in the City of Ann Arbor for at least one (1) year immediately preceding the time of appointment, unless an exception is granted by a resolution concurred in by at least seven (7) members of City Council. Consistent with City Code § 1:191 and MCL § 399.204, each Commissioner shall reside in the City of Ann Arbor.

Section 5. A Commissioner whose term has expired shall hold over and continue to serve until a successor has been appointed. Consistent with City Code §§ 1:171, 1:191 and MCL § 399.204, no Commissioner shall be allowed to hold over for more than 60 days beyond the appointed term whether or not a successor has been appointed.

Section 6. Consistent with City Code § 1:171, the Mayor shall notify City Council of the expiration of a Commissioner's term at least 30 days prior and shall present to City Council all proposed reappointments no later than 60 days after the expiration of the term.

Section 7. Consistent with City Code § 1:171, any vacancy on the Commission occurring in the middle of a term shall be filled for the remainder of the term in the same manner as for full-term appointments. Consistent with City Code § 1:191 and MCL § 399.204, any vacancy shall be filled within 60 days,

Section 8. Commissioners are expected to attend regularly scheduled meetings and to notify the Chair and the primary staff liaison in advance if they expect to be tardy or absent. If a Commissioner misses more than three (3) regularly scheduled meetings in a twelve (12) month period, the Chair shall notify the Mayor and may recommend removal of the Commissioner.

Section 9. A Commissioner may be removed by the Mayor with the approval of Council for cause following notice and a hearing.

Section 10. Each retiring Commissioner who has not been removed for cause shall receive appropriate recognition and a certificate of commendation from the Commission that shall be prepared by the Chair or their designee.

Section 11. Commission staff shall conduct an orientation session for new Commissioners within two (2) months of appointment, which staff, the Chair or the Chair's designee shall attend. All Commissioners shall be notified of the time and place of the orientation and may attend. For the benefit of the new Commissioner(s), the Chair or designee shall review operational matters, including bylaws, procedures, and committees, and staff shall review Chapter 103, including the background of all current and proposed districts in the City. The following shall be provided to new Commissioners:

- (1) Chapter 103
- (2) Bylaws
- (3) Information about current Commissioners
- (4) Chronology of districts
- (5) Map of districts
- (6) Study Committee Reports for all current districts
- (7) The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings
- (8) Design Guidelines
- (9) Application and application guidelines

Article V Ethics and Conflicts of Interest

Section 1. A Commissioner shall abstain from discussion or voting on any matter where that Commissioner is involved in a real or apparent conflict of interest. Decisions regarding conflicts of interest shall be evaluated on a case-by-case basis with reasonable application of the principles provided in this Article. A conflict of interest shall at a minimum include, but is not necessarily limited to:

- a. A matter involving property in which that Commissioner, any member of his/her immediate family, his/her partner, or an entity with whom the Commissioner has family or business ties has an ownership or other direct interest.
- b. A matter where the Commissioner's employee or employer is an applicant or agent for an applicant, or has a direct interest in the outcome.
- c. A matter which may result in a financial or other benefit to that Commissioner, any member of his/her immediate family, his/her partner, or an entity with whom the Commissioner has family or business ties.

Section 2. Each Commissioner shall complete an annual disclosure of employer and any other organization affiliations that reasonably could lead to a conflict of interest and shall update this disclosure in writing at any time during the year when such affiliations change.

Section 3. A Commissioner shall neither solicit nor accept gratuities, favors, or anything of monetary value from entities in a position to benefit from a decision of the Commission.

Section 4. Except where it violates a confidence, a Commissioner shall disclose all pertinent facts regarding any possible conflict of interest, real or apparent, and those facts shall be recorded in the minutes of the proceedings. The Commissioner may then abstain from discussion and voting on the matter.

Section 5. Where a question has arisen as to whether a Commissioner is ineligible to participate in discussion or vote on a matter because of a conflict of interest, the Commission may determine that the Commissioner is ineligible due to a conflict of interest by a vote of a majority of the other Commissioners present. Upon such a determination, the ineligible Commissioner shall not participate in discussion or vote on the matter.

Section 6. A Commissioner who cannot vote due to a conflict of interest shall, during deliberation of the matter before the Commission, leave the meeting or the area where the Commissioners sit until action on the matter is concluded.

Section 7. Commissioners shall not act, hold themselves out, or permit themselves to be perceived as official representatives or spokespersons for the Commission without authorization from the Chair. When communicating for personal purposes on matters that may relate to the Commission's business, Commissioners shall clearly indicate that their statements are made in a personal capacity and do not necessarily reflect the views of the Commission. Whenever a Commissioner is asked to speak on behalf of the Commission, he/she shall seek permission of the Chair in advance.

Section 8. A Commissioner shall not be heard before the Commission as an applicant, representative of an applicant, or as a party interested in an application during the Commissioner's term of office.

Section 9. Members of the City Council are discouraged from appearing before the Commission as a petitioner, representative of a petitioner or as a party interested in a petition during the Councilmember's term of office.

Section 10. The Commission or individual Commissioners shall not intrude into the management of the City Planning and Development Services Unit or into those matters which are handled administratively within the service unit.

Section 11. Commissioners may, but are not obligated to, provide professional services to the Commission free of charge.

Section 12. Commissioners shall conduct themselves in a fair, courteous, and understanding manner at all times in the discharge of their duties, and shall avoid exchanges or actions based upon personal differences.

Article VI Officers

Section 1. The officers of the Commission shall be a Chair, Vice-Chair, and Secretary. The officers shall be elected from among the Commissioners by secret ballot each year at a regular meeting in October. Nominations may be made from the floor in addition to those in the report of the Nominating Committee. The officers shall be elected for a one-year term by a majority of the Commissioners currently serving on the Commission. No Commissioner shall serve more than two (2) consecutive full terms in the same office. The term of each officer shall run from November 1 to October 31 of the following year.

Section 2. The Chair shall preside at all meetings and shall decide points of order and procedure subject to the provisions of these bylaws and with the guidance of Robert's Rules of Order, as revised. The Chair shall have the privilege of discussing and voting on all matters before the Commission. The Vice-Chair shall assume the duties of the Chair in

the Chair's absence. The Secretary shall assume the duties of the Chair if both the Chair and Vice-Chair are absent.

Section 3. When an office becomes vacant before the expiration of the current term (whether by resignation, removal, incapacity, or other circumstance), the vacancy shall be filled by election in the same manner as for full-term officers and the new officer shall serve the remainder of the term. The replacement officer shall be elected at the next regularly scheduled meeting or as soon as practicable. If a Commissioner serving in another office is elected to the vacant office, then that Commissioner's former office shall be filled by election in the same manner.

Section 4. No individual may hold more than one (1) office at a time.

Article VII Meetings

Section 1. The Commission shall conduct regularly scheduled meetings at least monthly. Regular meetings shall be held on the second Thursday of each month unless the Commission sets alternate dates by resolution. The schedule of regular meetings for the following year shall be determined by the Commission before the end of the current year. Notice of the year's schedule of regular meetings shall be posted at least forty-eight (48) hours prior to the first meeting of the year.

Section 2. Special meetings may be called by the Chair in his/her discretion and shall be called by the Chair upon the written request of two (2) Commissioners. The purpose of the special meeting shall be stated in the public notice for that meeting. At the special meeting, the Commission may not conduct any business beyond the specific purpose stated in the public notice, except by unanimous consent of the voting members present. Public notice of the special meeting shall be posted at least eighteen (18) hours prior to the scheduled starting time.

Section 3. The Commission may hold non-voting working meetings to carry on the work of the Commission. Public notice of the working meeting shall be posted at least eighteen (18) hours prior to the scheduled starting time.

Section 4. Public notice of committee meetings shall be posted at least eighteen (18) hours prior to the scheduled starting time.

Section 5. Public notice of all meetings shall be posted at City Hall.

Section 6. Notice of each meeting shall be provided to all Commissioners at least forty-eight (48) hours prior to the scheduled starting time for all regular and special meetings and at least eighteen (18) hours prior for all rescheduled and committee meetings.

Section 7. The Chair may cancel a meeting due to weather, emergency, or other circumstances that may substantially limit the ability Commissioners or the public to attend. The Chair shall give notice of cancellation to Commissioners and Commission staff at least two (2) hours prior to the scheduled meeting time, where practicable. The Chair shall post public notice of the cancellation as soon as practicable. The Chair may reschedule cancelled meetings after consulting with staff. Public notice for rescheduled regular or special meetings shall be posted at least eighteen (18) hours prior to the scheduled starting time.

Section 8. A majority of all voting members currently serving on the Commission shall constitute a quorum. A concurring vote of the majority of all Commissioners present is required for the Commission to pass any motion. The right to vote is limited to Commissioners actually present at the time the vote is taken at a lawfully called meeting. A Commissioner who is not eligible to vote on a matter because of a conflict of interest shall not be counted in establishing a quorum for that matter.

Section 9. Except for the election of officers, voting shall be by voice and a show of hands. If the vote is not unanimous, a roll call vote shall be taken and recorded in the minutes.

Section 10. The Commission shall arrange to keep minutes of all meetings, which shall be a record of the Commission's consideration and actions, and which shall include at a minimum a list of those Commissioners present and not present at each meeting; identifying information, where given, of all persons appearing before the Commission; a copy of each resolution or other matter acted upon by the Commission and a description of the outcome of each action. The minutes shall be filed in the City Clerk's Office and shall be a public record.

Section 11. All meetings of the Commission and its committees shall be open to the public and conducted in accordance with the Michigan Open Meetings Act (PA 267 of 1976), as amended. Closed sessions may be called for purposes listed in the Open Meetings Act.

Section 12. Public comment shall be allowed at all meetings. Applicants shall be given sufficient time to present their application, subject to reasonable limits set in the Chair's discretion. Other speakers may speak for up to three (3) minutes on any item open for public comment. The Chair may extend an individual's speaking time in his/her discretion. Public comment on non-agenda items may be limited in the Chair's discretion. Speakers shall be requested to provide their name and address for the record.

Section 13. Applicants must submit all materials pertinent to their application to Commission staff no later than ten (10) business days prior to the meeting at which the application is to be considered.

Section 14. Applicants shall specify whether they are requesting a certificate of appropriateness or a notice to proceed, and may not request consideration of both in the same application. An applicant may not file more than one (1) application for substantially similar work until any previously filed applications for such work have been acted upon by the Commission or withdrawn. A subsequent application for work that is substantially similar to work already considered by the Commission will not be accepted unless the applicant presents evidence showing a substantial change in facts, circumstances, or the nature of the work, or the applicant is requesting a different approval from the Commission, e.g. a notice to proceed instead of a certificate of appropriateness. The Commission may require additional information or evidence in order to consider a notice to proceed.

Section 15. Commissioners who attend non-Commission meetings as a representative of the Commission shall prepare a brief written or oral report, including at a minimum the date, time, place, sponsoring organization, and topics discussed, unless Commission staff is present at the meeting to prepare such a report. When practicable, the report shall be submitted to Commission staff in time to be included in the packet for the following regular meeting.

Section 16. The Chair shall approve any report that a Commissioner proposes to submit

to a non-Commission committee, board, task force, or other body on which a Commissioner serves as official representative of the Commission. A copy of the report shall be included in the packet for the next regular meeting after approval.

Article VIII Agenda and Order of Business

Section 1. The agenda for each meeting of the Commission shall be developed by the Chair and the Historic Preservation Coordinator or other delegated staff member. Agendas for all regular meetings shall be made available to the public and Commissioners at least forty-eight (48) hours before the meeting's scheduled starting time.

Section 2. The suggested order of business at regular meetings shall be as follows. Once the agenda is approved, the order of business may be suspended or modified by a majority of those Commissioners present.

- a) Call to Order
- b) Roll Call
- c) Approval of Agenda
- d) Regular Business
- e) Public Comment on Non-Agenda Items
- f) Approval of Minutes
- g) Reports from Commissioners
- h) Assignments
- i) Reports from Staff
- j) Concerns of Commissioners
- k) Communications
- l) Adjournment

Section 3. The order of business for considering applications for certificates of appropriateness or notices to proceed shall be as follows. The order of business may be suspended or modified in the Chair's discretion, with the consent of the Commission.

- a) Chair calls the case
- b) Staff presentation, including a brief description of the property's location, historic district, and history including any significant changes to the original configuration, a summary of the application, and any staff findings or recommendations
- c) Review Committee's reports and recommendations
- d) Public hearing
 - 1. Applicant's presentation. Applicants are encouraged to address the Commission on their own behalf and may bring such other persons as may be necessary to support their application.
 - 2. Questions by the Commission of the applicant
 - 3. Public comment on the current application
 - 4. Applicant response, if requested
- e) Closing of public hearing, followed by Commission discussion and action. Further comment from the applicant or other members of the public shall not be allowed

during this time unless authorized by the Chair with the consent of the Commission.

Article IX Committees

Section 1. The Commission may create standing or special committees to carry on the work of the Commission. Standing committees may, but need not be, described in the bylaws. Committees shall be limited to performing the tasks delegated to them by the Commission. Each committee shall include at least one (1) Commissioner and may contain other community members, in the Commission's discretion.

Section 2. Members of committees shall be appointed by the Chair and approved by the Commission.

Section 3. Nominating Committee. The Commission shall appoint a Nominating Committee at the first regular meeting in September whose duty shall be to present nominations for officers at the October meeting.

Section 4. Review Committee. A Review Committee shall be established for each regular meeting or as otherwise necessary to carry out the Commission's business. Each Review Committee shall consist of Commission staff, any consultants deemed necessary, and at least two (2) Commissioners. Each Commissioner is expected to serve on a Review Committee at least three (3) times annually. Commission staff shall have discretion to select the members of each Review Committee in consultation with the Chair.

(1) All members of the Review Committee shall endeavor to visit each site that is the subject of an application on the Monday prior to the meeting at which the application will be considered, or at another convenient time. If an application is being reconsidered or consideration is being continued from a previous meeting, Commission staff, in consultation with the Chair, may determine that a Review Committee visit is not necessary.

(2) The names of those persons who visited each site as part of the Review Committee shall be listed in the minutes for each meeting.

(3) When the Review Committee is scheduled to visit a structure that is proposed for demolition, all Commissioners shall be notified of the Review Committee meeting time and place.

(4) Subject to the approval of the property owner, a representative of a neighborhood association or member of the public may attend the Review Committee's site visits. Each neighborhood association must submit the name of the attending representative prior to the visit.

Article X Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall guide the Commission; however parliamentary procedure shall be flexible and may be adjusted in the Chair's discretion to best serve the needs of the Commission. Nevertheless, no procedure shall be adopted that is inconsistent with these bylaws.

Section 2. The Commission shall not adopt or follow any operating rules, regulations, or guidelines not expressly prescribed by these bylaws.

Article XI Amendment of Bylaws

Section 1. Amendments to these bylaws may be approved at any regular meeting by a two-thirds vote of those Commissioners who are present, but in no case by fewer than four (4) votes, provided that notice of the substance of any proposed amendments was provided to the Commission at the previous regular meeting and specific proposed wording was included in the Commission's packet for the meeting at which the proposed amendment will be considered. Proposed amendments must be submitted to the Office of the City Attorney for review and amendments approved by the Commission shall not be effective until approved by City Council, which shall have final discretion to modify these bylaws. Amended bylaws shall be transmitted to the State Historic Preservation Office within 30 days of approval by City Council.

Section 2. These bylaws shall be reviewed by the Commission annually for possible amendment. The review shall be at the Commission's annual retreat unless another time is set by the Chair.

Article XII Miscellaneous

Section 1. At the discretion of the City Administrator, or as otherwise mandated by City Council, the staff of Planning and Development Services shall be the primary provider of administrative support and professional advice to the Commission and the Planning and Development Services Manager or their designee shall be the primary liaison between the Commission and Planning and Development Services staff.

Section 2. The Commission shall not review any plans for Cobblestone Farm until after the Cobblestone Farm Association Board of Directors has reviewed the same plans and taken action upon them.

Section 3. Design guidelines shall be approved by the Commission and the State Historic Preservation Office consistent with MCL 399.205(3).

Section 4. Categories of work that are delegated to staff for administrative approval under Ann Arbor City Code, Chapter 103, § 8:414 and MCL 399.205(10) shall be approved by the Commission and recorded on a "Staff Approvals List."

Section 5. The Ann Arbor City Attorney's Office shall be the legal consultant to the Commission.

Adopted by the Commission on February 9, 2012.

MICHIGAN STATE HISTORIC PRESERVATION OFFICE
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
CONFLICT OF INTEREST POLICY FOR HISTORIC PRESERVATION ACTIVITIES

Application of Policy

The Michigan State Historic Preservation Office is required to implement the federal conflict of interest policy for historic preservation activities. Generally speaking, this conflict of interest policy applies to any person who is paid in full or in part with Historic Preservation Fund (HPF) or matching share (state) monies, or who donates time or provides in-kind services to the HPF program. For purposes of the policy, "person" is defined as and means: the State Historic Preservation Officer; staff member of the State Historic Preservation Office (SHPO), including persons authorized to represent the SHPO or to perform in any official capacity for the SHPO; subgrantees and contractors paid in whole or part by HPF funds or whose time or salaries are used as allowable matching share; members of the State Historic Preservation Review Board and the Michigan Historical Commission; Certified Local Government Historic District Commission members, agents and staff; and the employees, agents, partners, associates, and family members of the persons listed above.

Policy

No person (as defined above) shall participate in the selection, award, or administration of any HPF-assisted program activity, subgrant, contract, or subcontract if a conflict of interest, real or apparent exists; nor shall a person participate through approval, disapproval, recommendation, or other decision concerning any Federal Preservation Tax Incentive Certification, National Register Nomination, or Review and Compliance case if such a conflict, real or apparent, exists.

No person shall engage in outside employment or have any direct or indirect financial interest that actually conflicts or would appear to conflict with the fair, impartial, and objective performance of officially assigned duties and responsibilities for the administration of the HPF program.

No person shall solicit nor accept gratuities, favors, nor anything of monetary value from contractors, potential contractors, or recipients or potential recipients of HPF subgrant award or contract.

Real and Apparent Conflicts

A real conflict of interest exists when a person may benefit (either through financial or personal gain) from the position the person holds with respect to the HPF-assisted program, or may be unable to make impartial decisions or render impartial advice due to outside relationships or other activities with persons as defined above. (This applies to those persons who participate in or influence the grant award decision-making process, gain information not available to the general public, or provide oversight or administration of any aspect of the HPF program.)

An apparent conflict of interest exists whenever circumstances are such that a person may appear to be in a position to benefit (either through financial or personal gain) from the position the person holds with respect to the HPF-assisted program, or may be unable to make impartial decisions or render impartial advice due to outside relationships or other activities with other persons as defined above. (This applies to those persons who participate in or influence the grant award decision-making process, gain information not available to the general public, or provide oversight or administration of any aspect of the HPF program, whether or not such a conflict actually exists.)

An apparent conflict also exists when a person may appear to have an unfair competitive advantage because of his or her relationship to the SHPO.

Declaring and Resolving Conflicts

Should a conflict of interest, real or apparent, exist: The person shall fully disclose the possible conflict in writing as soon as the situation becomes apparent, but at a minimum, before the issue or action for which the conflict exists is acted upon or brought to resolution and shall physically absent himself/herself from the decision-making process. The disclosure shall be presented (if appropriate) to the staff person's supervisor and then transmitted to the State Historic Preservation Officer and the Grant Section Supervisor. A disclosure statement shall be submitted for each subsequent fiscal year while the conflict of interest exists.

The entirety of the U.S. Department of the Interior's Policy and Procedure on Conflict of Interest which is set forth in

the National Park Service manual entitled Historic Preservation Fund Grants Manual, Chapter 3 is available in the SHPO office.

ACKNOWLEDGMENT

I certify that the conflict of interest policy for historic preservation activities has been read by me. I agree to abide by the policy and the procedures which implement it, including those specified in the Historic Preservation Fund Grants Manual. In particular, I agree to immediately disclose any real or apparent conflict of interest as soon as such a conflict becomes known to me.

Print Name of Staff Member* (or other affected person) Signature Date

Supervisor (if State employee) Date

Brian D. Conway, SHPO Date

*Staff members who serve in the state classified civil service are also subject to ethics and conflict of interest regulations as prescribed in the Michigan State Housing Development Authority Employee Handbook (January 20, 2010), specific Conflict of Interest Policy for Historic Preservation Activities, Civil Service Commission Rule 2-8, the Contracts with Public Servants Act (Act No. 317 of the Public Acts of 1968), and the State Ethics Act (Act No. 196 of the Public Acts of 1973).



HISTORIC DISTRICT COMMISSION STAFF REPORT

FROM: Kristyn Kanyak, Deputy Clerk

MEMO NO.: HDC 10-20

AGENDA: September 16, 2020 New Business (A)

TOPIC: 123 N Bridge St. – West Sky Wellness, LLC (Signage)

Background: The Historic District Commission is in receipt of a Certificate of Appropriateness from Sarah Bell, owner of the new West Sky Wellness, LLC (on behalf of property owner, William Hamrik). The applicant is requesting two vinyl decal signs: one vinyl decal will be placed on the front eastern facing window; and the second vinyl sign will be placed on the north facing door window. Both signs will measure 24 inches by 36 inches in diameter.

The vinyl signage will include four lines of text, as pictured (Item #5). The four lines of text will be in the color of gold. The business' name will be in cursive, and the remaining lines of text containing the address, phone number and Facebook page link of the business will all be in print.

Per the *Linden Historic District Design Guidelines*, display window lettering is permitted in the Historic District. The type of lettering avoids a sign cluttered building façade. It is best to keep information on a sign to a minimum, as well as to avoid using too many colors. Lettering should be legible and not crowded, and the font used should be consistent with the style of architecture. Avoid putting business hours, telephone numbers, address or other incidental information on a sign. Remember, most people only read and recall about six to nine words from a sign. When a building contains more than one storefront and each houses a different business, the signs should relate well with each other in terms of height, proportion, color and background value. Maintaining uniformity of characteristics between signs reinforces the building's façade composition while still retaining each business' identity. Window signs are regulated by the Linden Zoning Ordinance (page 34).

Pending approval from the HDC, the signage will also go before the Sign Review Committee

Requested Action: The Historic District Commission should consider a motion for [approval/denial] of the Certificate of Appropriateness for 123 N Bridge St.

Recommended Motion: The Historic District Commission should consider a motion for [approval/denial] of the Certificate of Appropriateness Application for 123 N Bridge St. as [presented/with the following conditions]:

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

Recommended Motion: *I move that the Commission [approve/deny] issuance of a Certificate of Appropriateness to Sarah Bell of West Sky Wellness, LLC, located at 123 N Bridge St.; in regards to the proposed signage. The*

work as proposed meets “The Secretary of the Interior’s Standards for Rehabilitation,” in particular standard number(s):

1. *A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.*
2. *The historic character of a property will be retained and preserved. The removal of distinctive materials or alterations of features, spaces, and spatial relationships that characterize a property will be avoided.*
4. *Changes to a property that have acquired historic significance in their own right will be retained and preserved.*

(insert Secretary of Interior’s Standards as discussed. . .)

Attachments:

Certificate of Appropriateness Application for 123 N Bridge St. & proposed materials
Correspondence from Adam Young, City Planner
Linden Historic District Design Guidelines: Signs, Page 34



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

September 10, 2020

Linden Historic District Commission
132 East Broad Street
Linden, MI 48451

Re: Window Signage for West Sky Wellness
123 North Bridge Street

Attn: Commissioners

The City has received a Certificate of Appropriateness application, dated August 19, 2020, to install new window signage at the new West Sky Wellness personal service/wellness center at 123 North Bridge Street. The applicant is Sarah Bell on behalf of property owner William Hamrik. The property is zoned Central Business District.

The applicant is proposing to install two new window signs:

- 24" x 36" vinyl decal to be located in the east facing window;
- 24" x 36" vinyl decal to be located in the north facing door window;

Both windows where the signs are proposed to be placed are approximately 5 feet tall by 2 ½ feet wide (12.5 sq. ft.). Window decal signs are allowed in the CBD provided they do not exceed 50% of the window area. We have reviewed the proposed sign for compliance with the requirements of the City of Linden Zoning Ordinance and note that all requirements have been met.

If you have any questions regarding this letter, please feel free to contact me.

Regards,

A handwritten signature in blue ink that reads 'Adam Young'.

Adam Young, AICP
City Planner

PW\LDN6100\20D\Docs\Correspondence\Letter HDC 123 N Bridge West Sky Wellness Signage.docx

RECEIVED
AUG 27 2020
BY: _____

PAID
AUG 27 2020
BY: _____



**CERTIFICATE OF APPROPRIATENESS
(HISTORIC DISTRICT) APPLICATION**

132 East Broad Street • P.O. Box 507 • Linden, Michigan 48451-0507
Telephone: (810) 735-7980 • Fax: (810) 735-4793

SECTION TO BE FILLED OUT BY APPLICANT

Resource Address: 123 N Bridge St
Property Owner: William Hamrick
Phone: (810) 644-7262
Address: _____ City Grand Blanc State Mi ZIP _____

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):

Two vinyl decals with gold cursive text. One decal to be placed on front eastern facing window and one on northern facing door

(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: 8/19/20

This certificate of appropriateness application and any supporting documents must be submitted and all fees paid at least 14 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: 8/19/20

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: _____

Final Inspection Signature: _____

Date: _____

1 *West Sky Wellness, LLC*

2 *West Sky Wellness, LLC*

3 *West Sky Wellness, LLC*

4 *West Sky Wellness, LLC*



5 *West Sky Wellness, LLC*

123 N Bridge St Linden, MI 48451

(248) 802-7750

www.facebook.com/WestSkyWellness

SIGNS

Good signage should always complement the architecture of the building. Signs that are too large, too numerous or out of place stylistically, will convey a poor image that will detract from the aesthetic appeal and character of the building and the Historic District.

Recommendations for Signs: All signage must conform to the Linden Zoning Ordinance. Historic Signage should be maintained and not removed.

Lettering should be legible and not crowded. When a sign contains more than one line of text, the lines should use different size letters. Sign lettering should be consistent with the style of the architecture and be selected from the fonts approved by the Linden Historic District Commission (See Appendix A- Approved Fonts).

It is best to keep information on the sign to a minimum. Avoid putting business hours, telephone numbers, address or other incidental information on a sign. Remember, most people only read and recall about six to nine words from a sign.

Avoid using too many colors on a sign. Colors shall be chosen from the color charts approved by the Linden Historic District Commission (Color charts are available at the City of Linden offices).

Display window lettering is permitted in the Historic District. This type of lettering avoids a sign cluttered building façade. Window signs are regulated by the Linden Zoning Ordinance.

Awnings with lettering on a detachable flap are historically appropriate types of signage.

Hanging or projecting signs shall be made of wood or wood facsimile material. They must also meet the requirements of the zoning ordinance. They should not obscure the signage of other businesses and should be of an appropriate scale for the building. Brackets used to mount signs should be made to complement the architecture and should be mounted in the mortar joints and not the face of the brick or any other masonry product.

Indirect lighting of signs is appropriate. Conspicuous lighting fixtures should not be used. The conduit should be painted to match the building. All lighting fixtures should be appropriate to the style and period of the building. In general, sign colors, materials, shapes and method of illumination should reinforce the overall composition of the building façade.

When a building contains more than one storefront and each houses a different business, the signs should relate well with each other in terms of height, proportion, color, and background value. Maintaining uniformity of characteristics between signs reinforces the building's façade composition while still retaining each business' identity.

We hope these suggestions have given you a better idea of what preservation means for the Historic District. We look forward to working with you. Additional information can be obtained from Linden City Hall and the State Historic Preservation Office.