

**FLINT HISTORIC DISTRICT COMMISSION**  
**Draft Meeting Minutes**  
**April 7th, 2022**

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**Commissioners Present**

Heather Burnash, Chair  
Beverly Davis, Vice-Chair  
Stephanie Wright  
Joe Schipani  
Kurt Neiswender  
Michael Hurley

**Staff Present**

Keizzy Anpalagan, GIS Specialist  
Joanne Gurley, Assistant City Attorney  
William Vandercook, Zoning Coordinator  
Jonathan Mateen, Planner I  
Max Lester, Planner 1

**ROLL CALL:**

Chairperson Burnash called the meeting to order at 5:42 p.m. Roll call was taken and a quorum was present.

The meeting was held in-person as well as via Zoom and phone conferencing as approved.

Heather Burnash, present in-person  
Beverly Davis, present via Zoom  
Michael Hurley, present in-person

Kurt Neiswender, present in-person  
Joe Schipani, present in-person  
Stephanie Wright, present via Zoom

Discussion was held on whether those commissioners that were present via teleconference needed to give a statement on where they were meeting from. William Vandercook commented that the relevant act was not extended into 2022 and thus a statement was not needed.

**ADOPTION OF THE AGENDA:**

Jonathan Mateen has two proposed changes, the first that the minutes for March 3rd, 2022 are not yet ready due to audio difficulties in the recording and asked for these minutes to be reviewed in the meeting scheduled for May 5th, 2022. Additionally, the HDC by-laws state that officer elections are to be held at the April meeting annually. The issue of officer elections suggested to be added to the New Business portion of the meeting for further discussion.

Commissioner Schipani made a motion to accept the agenda with the proposed changes.  
Commissioner Neiswender supported the motion.

*M/S – Schipani/Neiswender*  
*Motion carried by voice vote.*

**MINUTES OF PREVIOUS MEETING AND DISPOSAL:**

These will be discussed at the next meeting in May.

**PUBLIC FORUM:**

No members of the public spoke.

*Draft*

**CERTIFICATES OF APPROPRIATENESS/NOTICES TO PROCEED:**

**Applicant:** Peoples Church of Flint

**Property Owner:** Same

**Location:** 503 Garland St. (PID # 40-12-478-026)

Dale Emery, a representative of the Peoples Church of Flint, introduces Moses Timlin and Cade Surface to speak on the project.

Mr. Timlin asks for clarification on which items in the proposal are up for approval, with some items being non-permanent fixtures. Additionally, Mr. Timlin asks for clarification if they will specifically be allowed to install a water bottle filling station to be connected to the outside of the building.

Mr. Emery explains the water filling station is intended for public use, it will be attached to the exterior wall and be filtered from inside the building.

Mr. Timlin adds that applicants are seeking to plant trees on the property line, repave a section of asphalt not attached to designated parking spots, add fixtures to the existing light poles for charging stations, and temporary and moveable seating and moveable garden beds.

Mr. Surface discusses prior uses of the site and the owner's desire to turn the site into a community space. Adds that existing light posts have an access panel that would allow for installation of plugs with no damage or remove materials to the fixtures. Commented on the cooperation with the community to create this plan.

Mr. Timlin clarifies that they are not currently seeking to alter curb cuts.

Commissioner Schipani asks how the water station will be installed and if holes will need to be drilled into the brickwork.

Commissioner Hurley mentions that drilling into the mortar was acceptable in past discussions.

Mr. Emery says there is a freestanding model available, but they would use mortar joints for the wall attached model.

Commissioner Hurley says that a hole will be needed for the water pipe and asks what this would look like if the fixture is removed at a later date.

Mr. Emery states there will be a spigot in the same location as the fixture that matches a spigot on the north wall of the building.

Commissioner Hurley makes a motion to approve the application as submitted.

Commissioner Schipani supports the motion.

Commissioner Neiswender asks for clarification if applicants are seeking approval to remove the asphalt patch.

*Draft*

Mr. Surface says that they are not modifying the parking area, this is a section of asphalt adjacent to the sidewalk that would need to be removed to plant trees.

Commissioner Neiswender recommends the lot be re-stripped to ensure the barrier free spots are not interrupted.

Mr. Vandercook comments that the applicants will need to check in with the zoning office after with an application to review the fixtures, trees, and city right of way to ensure they won't need zoning commission or city council approval for some items of the application.

Mr. Timlin clarifies that the section of asphalt is adjacent to the sidewalk and would be removed to plant trees on the property line and agrees to check in with the zoning department.

Certificate of Appropriateness

Roll Call:

Commissioner Davis, yes

Commissioner Neiswender, yes

Commissioner Wright, yes

Commissioner Hurley, yes

Commissioner Schipani, yes

Commissioner Burnash, yes

*M/S –Hurley/Schipani*

*Motion carried.*

**Applicant:** Genesee County Land Bank

**Property Owner:** Same

**Location:** 2313 Forest Hill Ave. (PID # 40-02-403-031)

Faith Finholm is speaking for the Genesee County Land Bank. Applicant is seeking a new Certificate of Appropriateness after grant issues stalled progress on the first approval.

Commissioner Burnash asks if the previous issues were due to a funding issue.

Ms. Finholm clarifies the Certificate of Appropriateness to move forward with demolition in 2017 was funded with a grant that had a funding cap. Applicants could not move forward due to an issue with the City of Flint and the methods contractors were using to remove water from the basement. The current plan is to have the water vacuum trucked to the water plant.

Commissioner Burnash asks if the condition of the structure has deteriorated or improved since 2017.

Ms. Finholm states the condition has deteriorated.

Commissioner Schipani expresses concern that there is an increase in demolition applications from the Genesee County Land Bank and asks if there are plans to restore any of these blighted historic homes.

Ms. Finholm says the Lank Bank is happy to work with those who wish to rehab or work with grants to rehab homes but does not have the resources to do so at this time.

Commissioner Hurley asks if there is a shed on the property and if it will also be demolished.

*Draft*

Ms. Finholm says that there is a shed and it will be demolished.

Commissioner Neiswender motions for a Certificate to Proceed for the application.  
Commissioner Wright supports the motion.

Commissioner Davis expresses concern that there are more homes that will likely be brought before the Historic District Commission that would preferably be rehabilitated instead of demolished.

Ms. Finholm says the Land Bank is now working with AmeriCorps, Community Foundation, and the University of Michigan - Flint Office of Public Safety to board structures and ensure AmeriCorps can not climb ladders or enter structures.

Commissioner Burnash comments that securing Land Bank properties is now a priority with the Land Bank.

Notice to Proceed

Roll Call:

Commissioner Davis, yes

Commissioner Wright, yes

Commissioner Schipani, yes

Commissioner Neiswender, yes

Commissioner Hurley, yes

Commissioner Burnash, yes

***M/S – Neiswender/Wright  
Motion carried.***

***Applicant:*** Ryan and Carlee Madis

***Property Owner:*** Same

***Location:*** 307 W. University Ave. (PID #40-12-477-018)

Ryan Madis is seeking to install an 8ft by 8ft prefabricated shed, wood sided, with a three tab shingle or metal roof.

Commissioner Schipani asks if the applicant is open to the shingle roofing as he doesn't believe the commission has approved metal roofing in the past.

Mr. Madis is willing to go with the shingle roof.

Commissioner Burnash comments that the shed seems appropriate for the district with the shingle roof.

Commissioner Schipani motions to approve the application with the amendment of an asphalt shingle roof.  
Commissioner Neiswender supports the motion.

Commissioner Wright asks if the shed will be visible from the street.

Mr. Madis says the shed will be visible from the street and will likely be at the end of the driveway.

Commissioner Burnash asks if the shed will be taller than the fence.

*Draft*

Mr. Madis says the shed will likely be taller than the fence, which is 6ft tall.

Mr. Vandercook comments on galvanized rolled metal roofs.

Certificate of Appropriateness

Roll Call:

Commissioner Davis, yes

Commissioner Neiswender, yes

Commissioner Wright, yes

Commissioner Hurley, yes

Commissioner Schipani, yes

Commissioner Burnash, yes

*M/S – Schipani/Neiswender*

*Motion carried.*

**OLD BUSINESS:**

No old business to discuss.

**NEW BUSINESS:**

Officer Elections:

Commissioner Burnash suggests officer elections be postponed to next month's meeting to allow for more discussion on the matter.

Commissioner Schipani motions for the elections to go on next month's agenda.

Commissioner Davis supports the motion.

Commissioner Wrights asks which positions are up for election.

Mr. Mateen says that the by-laws state the Chair and Vice-Chair positions are up for election.

Roll Call:

Commissioner Davis, yes

Commissioner Neiswender, yes

Commissioner Wright, yes

Commissioner Hurley, yes

Commissioner Schipani, yes

Commissioner Burnash, yes

*M/S – Schipani/Davis*

*Motion carried.*

Planning and Zoning New Hire:

Mr. Mateen introduces Max Lester, the new Planner I hired with the Planning and Zoning Division that will facilitate future Historic District Commission meetings.

**ADJOURNMENT:**

*M/S – Schipani/Neiswender*

The meeting was adjourned at 6:30 p.m.

*Unanimously carried.*

*Draft*