

**FLINT HISTORIC DISTRICT COMMISSION**  
**Meeting Minutes**  
**July 18, 2024**

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**Commissioners Present**

Michael Hurley  
Beverly Davis  
Cade Surface  
Megan McAdow  
Samantha Farah

**Staff Present**

Max Lester, Zoning Coordinator  
Dalton Castle, Planner I  
Zach Huckabay, Assistant City Attorney

**Absent:**

Stephanie Wright, Chair  
Kurt Neiswender, Vice-Chair

**ROLL CALL:**

In the absence of Chairperson Wright and Vice-Chair Neiswender, Commissioner Davis assumed the role of Chair.

Chairperson Davis called the meeting to order at 5:40 p.m. Roll was taken, and a quorum was present.

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

Megan McAdow, Present  
Beverly Davis, Present  
Michael Hurley, Present  
Kurt Neiswender, Absent

Stephanie Wright, Absent  
Samantha Farah, Present  
Cade Surface, Present

**ADOPTION OF THE AGENDA:**

Max requested a discussion on vinyl decals being approved administratively as well as a formal introduction of the City's new legal staff member be held under New Business.

Commissioner Hurley made a motion to adopt the agenda with the requested additions. Commissioner Surface seconded the motion.

*M/S – Hurley/Surface*

*Motion carried by voice vote.*

**MINUTES OF PREVIOUS MEETING AND DISPOSAL:**

Minutes for the meeting of May 2<sup>nd</sup>, 2024, were presented.

Commissioner Surface made a motion to accept the minutes of May 2<sup>nd</sup>, 2024, as presented. Commissioner McAdow seconded the motion.

*M/S – Surface/McAdow*

*Motion carried by voice vote.*

**PUBLIC FORUM:**

Chairperson Davis opened the floor for public comment. No one spoke.

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

**Applicant:** *Pamela Price*  
**Property Owner:** *Friends of the Capitol Theatre, LLC*  
**Location:** *130 E Second St. Ste 103 (PID 41-18-129-001)*  
**Scope of Work:** *Vinyl decal signage for windows and door.*

Pamela Price presented her application. She explained she runs a non-profit called Priceless Dreams which assists students in attending High School and College and would like window decal signage at the new location.

Commissioner Hurley asked if the decals were non-permanent and removable. Ms. Price said that the proposed decals are not permanent and are removable.

Commissioner Hurley made a motion to approve the application as submitted. Commissioner Surface seconded the motion.

Commissioner Surface asked staff if the proposed decals meet the requirements within the zoning ordinance for transparency. Max said that the signage meets all requirements of the zoning ordinance.

Roll Call:

Megan McAdow, Yes	Stephanie Wright, Absent
Beverly Davis, Yes	Samantha Farah, Yes
Michael Hurley, Yes	Cade Surface, Yes
Kurt Neiswender, Absent	

***M/S – Hurley/Surface  
Motion carried.***

**Applicant:** *James Periaki*  
**Property Owner:** *Reach Resource Services/Genesee County Youth Corps*  
**Location:** *512 S Grand Traverse St. (PID 40-13-279-037)*  
**Scope of Work:** *Replace existing steps with new concrete, rebar, and wire mesh. Add additional staircase and sidewalk with the same description details. Two steel handrails to be installed on each staircase.*

Holly Eustace presented the application on behalf of James Periaki. She explained that the intention is to maintain the character of the existing staircase and handrails while repairing them with slight changes to the handrail location in order to be brought in line with Building Code requirements.

Commissioner Farah made a motion to approve the application as submitted. Commissioner McAdow seconded the motion.

Roll Call:

Megan McAdow, Yes  
Beverly Davis, Yes  
Michael Hurley, Yes  
Kurt Neiswender, Absent

Stephanie Wright, Absent  
Samantha Farah, Yes  
Cade Surface, Yes

*M/S – Farah/McAdow  
Motion carried.*

**OLD BUSINESS:**

No old business was discussed at this time.

**NEW BUSINESS:**

**Administrative Approval for Vinyl Decals**

Max proposed the idea of allowing temporary removable vinyl decals within historic districts to be administratively approved by staff rather than requiring an application to the Historic District Commission (HDC) for the sake of convenience to applicants. Commissioner Hurley agreed that would be for the best and asked if a motion would be necessary. Max expressed they do not believe a motion is necessary, but one could be made if the HDC wanted to make it more official. Max added that in a situation where they were unsure, they would bring the applicant to the HDC.

Commissioner Farah asked if there are any circumstances currently in which an applicant does not go through the HDC for approval. Max said there is not. Commissioner Hurley said that in the event of an emergency applicants go straight to the Chair for approval.

Commissioner McAdow agreed to allow staff to administratively approve temporary vinyl decals and asked that the HDC be given an update on any approvals handled administratively. She added that the HDC would reserve the right to revert back to requiring applicants to come before them.

Max introduced Zach Huckabay, the new representative to the HDC from the legal department. Zach Huckabay introduced himself to the HDC, he said that it may take him some time to review all of their by-laws, but he will do his best to assist in answering any of their legal questions.

Max provided the HDC with the most accurate map of Historic Districts within the City of Flint that is currently available, noting that it is not representative of the Historic District boundaries described in the ordinance. Commissioner Surface asked if the information was available via the City website. Max said they were unsure at this time but will ensure that it is.

Commissioner Davis pointed out that the properties along Forest Hill Ave. and Humboldt Ave. are part of the Civic Park Historic District but are not reflected as such on the provided map.

**ADJOURNMENT:**

*M/S – McAdow/Farah  
Unanimously carried.*

The meeting was adjourned at 6:10 p.m.