

**FLINT HISTORIC DISTRICT COMMISSION**  
**Meeting Minutes**  
**April 3<sup>rd</sup>, 2025**

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**Commissioners Present**

Stephanie Wright, Chair  
Kurt Neiswender, Vice-Chair  
Beverly Davis  
Cade Surface  
Megan McAdow  
Samantha Farah

**Staff Present**

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

**Absent**

Michael Hurley

**ROLL CALL:**

Chairperson Wright called the meeting to order at 5:43 p.m. Roll was taken, and a quorum was present.

The meeting was held in-person in the City Council Chambers and shared via Zoom.

Megan McAdow, absent (arrived 6:12 pm)  
Beverly Davis, present  
Michael Hurley, absent  
Kurt Neiswender, present

Stephanie Wright, present  
Samantha Farah, present  
Cade Surface, present

**ADOPTION OF THE AGENDA:**

Max requested the addition of a topic under New Business regarding the process for properties with complete structure loss.

Commissioner Surface made a motion to adopt the agenda as amended. Commissioner Farah supported the motion.

***M/S – Surface/Farah***

***The motion carried by voice vote.***

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## **ELECTION OF OFFICERS:**

Max asked if there were any nominations for the position of Chairperson. Commissioner Neiswender nominated Commissioner Wright. Commissioner Wright accepted the nomination. Commissioner Surface seconded the nomination. Max called for a roll call vote.

Roll Call:

Megan McAdow, absent  
Beverly Davis, yes  
Michael Hurley, absent  
Kurt Neiswender, yes

Stephanie Wright, yes  
Samantha Farah, yes  
Cade Surface, yes

***M/S – Neiswender/Surface***  
***The motion carried.***

Max asked if there were any nominations for the position of Vice-Chair. Chairwoman Wright nominated Commissioner Neiswender. Commissioner Neiswender accepted the nomination. Commissioner Farah seconded the nomination. Max called for a roll call vote.

Roll Call:

Megan McAdow, absent  
Beverly Davis, yes  
Michael Hurley, absent  
Kurt Neiswender, yes

Stephanie Wright, yes  
Samantha Farah, yes  
Cade Surface, yes

***M/S – Wright/Farah***  
***The motion carried.***

## **MINUTES OF PREVIOUS MEETING AND DISPOSAL:**

Draft minutes for the meeting of December 5<sup>th</sup>, 2024 were presented.

Chairwoman Wright made a motion to accept the minutes of December 5<sup>th</sup>, 2024 as presented. Vice-Chair Neiswender seconded the motion.

***M/S – Wright/Neiswender***  
***The motion carried by voice vote.***

## **PUBLIC FORUM:**

Chairwoman Wright opened the floor for public comment; No one spoke.

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

**Case:** HDC 25-01  
**Applicant:** Jon Mason  
**Property Owner:** Derek Dohrman  
**Location:** 307 Mason St. (PID # 40-13-226-019)

Derek Dohrman and Jon Mason spoke. Mr. Mason stated the selected material is the best option for maintaining the historic appearance and to keep costs low. Chairwoman Wright asked which color options were being considered. Mr. Mason responded with the Presidential Shake Classic Weathered Wood color. Chairwoman Wright asked what type of shingle is currently on the house. Mr. Mason responded that it is a cedar shake that has been aged. Mr. Mason explained much of the roof had been replaced approximately ten years ago but the roof has rapidly deteriorated as nearby trees prevent sunlight from properly drying the shingles.

Commissioner Surface asked if the entire roof would be replaced. Mr. Mason confirmed. Chairwoman Wright asked if the gutters would remain the same. Mr. Mason said they would be removed and put back on. There are some sections where the metal has rusted through and will be replaced with an exact match.

Commissioner Surface asked if this material was used elsewhere in the Carriage Town district. Mr. Mason confirmed and listed several houses with the same material.

Vice-Chair Neiswender made a motion to issue a Certificate of Appropriateness for application HDC 25-01 as submitted and referenced above. The work as proposed meets "The Secretary of the Interior's Standards for Rehabilitation," while recognizing the flexibility needed from the Commission to allow an asphalt-based shingle in place of a wood shingle. Commissioner Surface seconded the motion. Chairwoman Wright called for a roll call vote.

Roll Call:

Megan McAdow, absent  
Beverly Davis, yes  
Michael Hurley, absent  
Kurt Neiswender, yes

Stephanie Wright, yes  
Samantha Farah, yes  
Cade Surface, yes

***M/S – Neiswender/Surface***  
***The motion carried.***

**OLD BUSINESS:**

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## **NEW BUSINESS:**

### ***Haley Schriber, State Historic Preservation Office (SHPO), Certified Local Government Program (CLG)***

Haley Schriber spoke. SHPO is a component of the Michigan Economic Development Corporation (MEDC) and was previously a part of the Michigan State Housing Development Authority (MSHDA). SHPO is structured with an Archaeology Program, Cultural Resource Management and Planning, Identification and Designation, and Incentives and Development components.

The CLG Program is administered by the Department of Natural Resources in partnership with State preservation offices. A CLG is a local unit of government that has made a formal commitment to historic preservation at the local level. CLG communities gain special access to technical assistance, funding opportunities, and other benefits. The CLG program is flexible to the needs of each community and allows communities to work towards self-defined goals and priorities.

The five requirements to join the CLG program are 1) enact and enforce a historic district ordinance, 2) establish a historic district commission, 3) maintain a system for the survey of historic resources, 4) provide for public participation in the local program, and 5) satisfactorily perform responsibilities.

SHPO provides specialized support in survey planning, building consultations, archaeological advice, as well as training for staff, commissioners, the public, etc.

Communities can apply at any time and the process typically takes three to four months.

Vice-Chair Neiswender asked about the changes needed to be made to Flint's historic district ordinance and when discussion should take place on this. Max responded that they have begun to work on a draft that corrects out of compliance information, however, the process is currently delayed due to a backlog of items going to City Council.

Commissioner Surface asked if a community that engages with the CLG program while receiving MEDC funding will see any impact on the MEDC or CLG funding. Ms. Schriber stated she does not believe they would have any impact on each other.

Commissioner Farah asked if the surveying of local historic resources encompasses only existing defined historic structures or whether it can be wider to the whole community. Ms. Schriber responded that surveys typically can be targeted at any structure fifty years or older and is intended to inform the community of potential structures and maintain a record of existing historic structures. Surveys of the status and materials used on historic structures and resources.

Commissioner Farah asked what a formal application submission looks like. Max responded that they will likely fill out the application and share it with the Commission prior to submitting it to SHPO.

### ***Review Process for Properties with Complete Structure Loss***

Max gave background on two properties within the Carriage Town Local Historic District which have been cited by Building Safety & Inspections requiring an emergency demolition due to the structures being completely burned to the ground with only the foundations and basement/crawl space areas remaining. Max requested guidance on a process to review these applications and if this can be an administrative review.

Chairwoman Wright clarified that staff are seeking guidance on whether structures that have been completely lost and only have a basement and/or foundation remaining can be administratively reviewed on the basis of the risk of leaving an open basement and the lack of remaining historical features to preserve.

Commissioner Davis asked who would be grading the lots which staff used as an example case. Jon Mason spoke, stating the Carriage Town Historic Neighborhood Association received money to complete the foundation demolitions and fill in the basements. Mr. Mason added that the Department of Building Safety & Inspections is requiring demolitions and grading on these properties, which required HDC approval to proceed with a demolition permit.

Commissioner Farah asked if there was a process to fill in the sites in a historic district. Chairwoman Wright asked Ms. Shriber if there were any grants available to address diminished structures owned by the Genesee County Land Bank, a public entity. Ms. Schriber said she would need to investigate this further. Commissioner Farah clarified that she meant to ask if there is an existing best practice to use as guidance for this type of scenario. Vice-Chair Neiswender stated foundations cannot be buried and must be removed prior to filling and grading.

Max stated their idea is to follow a similar process to sign refacing applications. Staff will complete a review of the request and send it to the Chair for final approval, then provide the materials as a report at the subsequent regular meeting. Max added that staff would only review applications for which only the foundation remains. If there is a partial structure remaining or it was a significant resource staff will send the application to the HDC for review. Vice-Chair Neiswender recalled a standard where if 50% of the walls are remaining it is considered a remodel, but if less than that remains it is a new build. Vice-Chair Neiswender added that these situations are not necessarily the same, but the threshold should be considered.

Vice-Chair Neiswender asked if a motion was needed. Attorney Huckabay stated that amending the bylaws to include the details of the administrative review process may be the most appropriate course of action, in the meantime this can be left on the agenda as old business for subsequent review. Max stated that they would intake the applications, draft staff reports, then send them for review to Chairwoman Wright.

#### **ADJOURNMENT:**

***M/S – Surface/Neiswender***

***The meeting was adjourned at 6:53 p.m.***

***The motion carried by voice vote.***