

**CITY OF GRAND HAVEN  
HISTORIC CONSERVATION DISTRICT COMMISSION  
REGULAR MEETING MINUTES**  
**TUESDAY, SEPTEMBER 20, 2022 AT 5:00 PM**  
**GRAND HAVEN CITY HALL COUNCIL CHAMBERS**  
**519 WASHINGTON AVENUE**  
**GRAND HAVEN, MI 49417**

The meeting was called to order by Chair Erik Bye at 5:00 p.m.

**Members Present:** Chair Erik Bye, Vice-Chair Robyn Vandenberg, Secretary Liza Dora, Commission Members Chad Fisk, Linda Rosema, Wendy Knoth, and Patrick Qua.

**Members absent:** None.

**Others present:** Mary Angel, Administrative Liaison; Kate Crosby, Tri-Cities Museum Advisory Member and City Planner Brian Urquhart.

**1) Introduction of City Planner Brian Urquhart.**

Urquhart stated that he was coming to Grand Haven after 8 1/2 years with Middleville and had experience with Historic Grants, although Middleville does not have any recognized historic districts.

**2) General Business Call to Viewing Audience - none**

**3) Approval of the Regular Meeting Minutes.**

Moved by Commission Member **Vandenberg**, seconded by Commission Member **Rosema**, to approve the August 18, 2022. This motion carried unanimously.

**4) 2023 Historic Conservation District Commission Meeting Schedule.**

Moved by Commission Member **Dora**, seconded by Commission Member **Fisk**, to reschedule the Historic Conservation District Commission meetings from the third Thursday to the third Wednesday of each month at 5:00 p.m., effective October 2022 and to approve the 2023 meeting schedule, as follows:

HISTORIC CONSERVATION DISTRICT COMMISSION			
Meets monthly, 3rd Wed, 5:00 pm,			
City Hall-Chambers, 519 Washington Ave			
01/18/23	04/19/23	07/19/23	10/18/23
02/15/23	05/17/23	08/16/23	11/15/23
03/15/23	06/21/23	09/20/23	12/20/23

This motion carried unanimously.

Prior to the roll call, several days were discussed and then it was found that it will work best for the Commission, as well as timing with the Planning Dept. Site Plan Review deadlines, if the meetings are kept to the third week of the month.

**5) Planning Commission Site Plan Reviews [Refer to City Ordinance Ch 19-16(3) and Mainstreet Guidelines]**

Pat Qua has been selected by the Commission to represent at any site plan reviews that are within Historic Districts that City Planner Urquhart offers. There will be a site plan review of 1320 Washington Ave. for a Special Land Use on Wed., Sept. 21 at 1:30 p.m. and Qua is planning to attend. He will then report back to the commission at the next meeting. City Planner Urquhart reported that there is a Public Hearing coming up on October 11 also due to special land use. Concerns were expressed regarding developers potentially not following through with plans as presented to the HCDC. Fisk mentioned a project that he has been working on in Muskegon and that they use a conditional approval and then a second approval at time of bidding the project. He stated this might give the Commission a little more chance to influence the project to not stray from

the initial approval and possibly become something completely different from what was shown at the Site Plan review. Liaison Angel stated that she didn't believe the current ordinance gives the commission the power to do that for any structure, even within an historic district but especially if it is not a designated landmark. The ordinance would have to be reviewed, but it would likely require a text amendment to the ordinance (Chapter 19). Dora stated that the commission had set aside amendments to the ordinance at this time but will need to bring it to a meeting again in the near future.

**6) Tri-Cities Museum Advisory Member Update**

Kate Crosby, Museum Advisory Member, reported that the Community Archive Research Center (CARC) at 14110 172<sup>nd</sup>, Grand Haven Township, is holding a volunteer meeting Wed., Sept. 21, from 4 to 6 pm. They are looking for volunteers to help organize and sort artifacts. She informed the Commission that by calling the museum, anyone can set up a tour of the facility. Dora mentioned that she had taken a tour and found it very interesting and exciting to see so many artifacts for our little town. Bye stated that he uses Collective Access often, personally, as well as in the classroom. Crosby informed members that it is now available to the public.

**7) Loutit District Library Events Update**

Jeanette Weiden, Loutit District Library Representative, was not available to attend this evening due a prior commitment but Crosby stated that the Ferry/Civil War Program is moving forward quickly and it was going to be an amazing experience.

**8) Annual Election of Chairperson, Vice-Chair, Secretary. (Grand Haven Code of Ordinances, Chapter 2, Administration, Article V. Boards and Commissions, Sec. 2-76.1 Officers, terms.)**

After Chair Bye asked members if there were any nominations or volunteers for these positions, the following motions were made.

Moved by Commission Member **Bye**, seconded by Commission Member **Vandenberg**, to name Liza Dora as Chair. This motion carried unanimously.

Moved by Commission Member **Vandenberg**, seconded by Commission Member **Fisk**, to name Erik Bye as Vice-Chair. This motion carried unanimously.

Moved by Commission Member **Dora**, seconded by Commission Member **Bye**, to name Linda Rosema as Secretary. This motion carried unanimously.

Bye thanked each member for their past service and to the new officers for their terms this year.

**9) Other Business Not On the Agenda** (that members of the HCDC would like to address)

Dora provided to the Commissioners sets of the Historic Districts walking tour brochures that the Commission currently has completed: Cemetery, River Front, Northwest, and Downtown. She mentioned that a brochure for East End and Southwest still needs to be created. She suggested a subcommittee could be formed to collect information. We will be working toward this over the next year. Brochures are stored at City Hall and can be obtained from Mary Angel. She has stated that the supply of Cemetery brochures is getting low and will be checking with administration to see if more can be ordered at this time. It will also be necessary to have volunteer members to supply brochures to each of the following locations for residents and tourists to obtain:

- Library – Jeannette Weiden
- Museum – Kate Crosby
- Visitors Center – Linda Rosema
- Chamber – Linda Rosema
- GH State Park – Wendy Knoth
- City Hall – Internal, City Staff Liaison Angel

- East Pointe RV Park (Summer) – Liza Dora
- Four Points Senior Center – Liza Dora
- Cemetery – Judy Brower (Internal, City Staff Liaison Angel)

**10) Second General Business Call to Viewing Audience - none**

**11) Adjournment – 5:57pm**

Respectfully Submitted by Liza Dora, Recording Secretary