

**CITY OF GRAND HAVEN  
HISTORIC CONSERVATION DISTRICT COMMISSION  
REGULAR MEETING MINUTES  
THURSDAY, FEBRUARY 18, 2021 AT 5:00 PM  
ELECTRONIC REMOTE**

The regular meeting of the Grand Haven *Historic Conservation District Commission* was called to order, as an electronic, remote at 5:00 PM on Thursday, February 18, 2021 by Chairperson Liza Dora.

**Roll Call of Members Present:** Chair Liza Dora; Vice-Chair Karen Casey, Secretary Justin Forrest; and Commission Members Erik Bye (arrived at 5:07 PM.), Bonnie Cowles, Karen Lowe, and Lori VanderLende. All members stated their location as Grand Haven, Michigan.

**Members Absent:** None.

**Others Present:** Mary Angel, Administrative Liaison; John Martin, Loutit District Library Director; Erin Pilarski, Tri-Cities Museum Advisory Member; Pat McGinnis, City Manager; and Steve Davis resident and applicant/developer for 319 S First St.

It was requested that a change in order of agenda items be made to allow the site plan reviews to be presented at the beginning of the meeting. There were no objections.

**1. General Business Call to Viewing Audience**

At this time, a call to the audience was made to address the HCDC on any item, whether on the agenda or not. No comments were made by the public at this meeting.

**2. Planning Commission Site Plan Reviews**

- 319 S First Street, Applicant/Developer Steve Davis  
Mr. Davis provided the commission with several images reflecting examples of the architectural style he was intending to use, which he referred to as "cottage." He explained that he wanted to blend them in with the existing neighborhood and answered questions from members. He noted that he was not asking for any variances. He also mentioned that he was considering fiber/cement board material. In an advisory role, members were pleased with the proposed site plan and the aesthetics of the three new homes planning to use the same cottage design as the other surrounding homes on that block. The commission thanked Mr. Davis for his time in explaining the proposed structures.
- 133 Columbus Ave, otherwise known as Lucy's Market & Deli.  
The deli market is looking to expand with a beer garden added on to the north side of the property. The commission had no objections.

**3. Approval of the January 21, 2021 Regular Meeting Minutes**

Moved by Vice-Chair Casey, seconded by Commission Member Bye, to approve the regular electronic remote meeting minutes of Historic Conservation District Commission of January 21, 2021. This motion carried unanimously.

**4. Report Presentation by Karen Casey—Oldest Homes in City**

Vice-Chair Casey provided an update tonight on the *Oldest Homes in the City* record she has been working on. The list has been updated to reflect property ownership up until December of 2020. Casey also added parcel numbers to the record as well. Also, of note, 320 Clinton is no longer a home and is now a vacant lot. Due to many of the home's old ages, a majority of the structures have been added onto or changed over the years in many ways from their original design.

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## 5. Continued Discussion of HCDC Mission Statement and Goals for 2021

After discussion about modifying the current mission statement, the commission agreed on a statement that would provide a better understanding of the commission's purpose.

Moved by Vice-Chair Casey, seconded by Commission member Lowe, to approve the new mission statement for future use, as follows:

"The Grand Haven Historic Commission works to preserve the historical, cultural and architectural heritage of Grand Haven."

This motion carried unanimously.

### **Karen Lowe's Gap Analysis Report**

After doing some very thorough research, Commission Member Lowe discovered that, as a commission, we may not be doing certain procedural steps in carrying out our responsibilities as defined by City Ordinance (Chapter 19) and Act 169 of Michigan Public Acts. Below is a summary of key findings where we have a gap in our policies in operating as a commission.

MICHIGAN SHPO "Checklist"	KEY COMPLIANCE ISSUES/GAPS	TYPE OF GAP
<b>BASIC REQUIREMENT #1</b> A local government shall " Enforce appropriate state or local legislation for the designation and protection of historic properties" (This pertains to city ordinance alignment and compliance with Act 169)	<ul style="list-style-type: none"><li>Confusing definitions within ordinance that conflict with Act 169</li><li>Lack of clarity/overlapping boundary descriptions for hist. districts</li><li>Provisions where participation in local review is voluntary for properties within historic districts or requires consent of property owners</li><li>Lack of Code of Conduct/Conflict of Interest for HCDC</li></ul>	ORDINANCE/POLICY GAP
<b>BASIC REQUIREMENT #2</b> A local government shall " Establish by state or local law an adequate and qualified historic preservation review commission composed of professional and lay members."	<ul style="list-style-type: none"><li>Local government must appoint at least one member who is an architect, an archeologist, a historian or combination thereof that meets the qualifications in NPS 36 CFR 61.</li><li>Question: Are we compliant here?</li></ul>	(Potential) RESOURCE/SKILL GAP
<b>BASIC REQUIREMENT #3</b> A local government shall " Maintain a system for the survey and inventory of historic resources."	<ul style="list-style-type: none"><li>Inadequate or missing documentation for historic districts previously designated</li><li>Lack of classification of historic resources within districts: (I-S-C-N)</li><li>No database or master inventory of prior survey information for historic districts</li></ul>	DOCUMENTATION GAP
<b>BASIC REQUIREMENT #4</b> A local government shall "Provide for adequate public participation (via Open Meetings Act, etc.) in the Historic Preservation program, including the process of recommending properties to the National Register."	<ul style="list-style-type: none"><li>HCDC does not actively participate directly by reviewing and making recommendations on nominations to the National Register of Historic Places</li><li>Instead, the commission spends a significant amount of time around its own local landmark program (potentially due to mis-understanding and conflicting definitions within the ordinance code.)</li></ul>	(Potential) FOCUS GAP
<b>BASIC REQUIREMENT #5</b> A local government shall "Satisfactorily perform the responsibilities delegated to it under the Act."	<ul style="list-style-type: none"><li>No Historic Preservation COA application exists</li><li>There is inconsistent compliance with procedures set forth in ordinance (potentially due to confusing language.)</li><li>Community education of community has focused on general history, walking tours; significant education gap exists with regard to preservation guidelines, preservation resources and community's understanding of the HCDC.</li></ul>	PROCESS/PROCEDURAL GAP

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With Karen's research, she also presented the commission with an action plan, timeline, and suggestions of potential best practices to bridge the gaps in helping the commission act in proper compliance of its official duties.

RECOMMENDED ACTION PLAN	TIME HORIZON (S-M-L)	BEST PRACTICES / COMMENTS
1. Create Historic Preservation COA application and process	S "Quick Win"	<ul style="list-style-type: none"> <li>Best practice examples available from <b>City of Saugatuck</b> and <b>City of Grand Rapids</b></li> <li>Both applications shift work to property owner/applicant, require exterior photos. Saugatuck's application is also organized and aligned to the 10 Key Principles of NPS Secretary of Interior standards, facilitating HDCC review.</li> </ul>
2. Document/create database of historic resources within districts from all prior partial surveys (L-S-C-N)	S/M	<ul style="list-style-type: none"> <li>We have started some of this work but will likely need to contact the State if we cannot find our original documentation of surveys and inventory of historic districts.</li> </ul>
3. Revise HCDC Tri-Fold to focus on historical preservation	S "Quick Win"	<ul style="list-style-type: none"> <li>Best practice examples available from <b>City of Saugatuck</b></li> <li>Clearly differentiates the mission of the HCDC from a Historical Society</li> <li>Outlines both the Historic District CDA process as well as 10 Key Principles of NPS Secretary of Interior's standards</li> </ul>
4. Create HCDC Guidelines Booklet/Educational Materials	S/M	<ul style="list-style-type: none"> <li>Best practice examples: <b>City of Grand Rapids</b> Historic Preservation Guidelines as well as Grand Haven's own MSDDA Preservation and Place Committee Guidelines</li> </ul>
5. Review/Update of Ordinance	M/L	<ul style="list-style-type: none"> <li>Saugatuck, Holland and Grand Rapids Ordinance closely follows Act 169 and SHPO recommendations from a language perspective</li> <li>EXAMPLE: Definitions section: Landmark versus Resource or Historical Resource</li> <li>None provide for Local Landmark Designation, as ours does.</li> </ul>
6. Inventory, survey, and classify all structures within each Historic Conservation District (L-S-C-N)	L	<ul style="list-style-type: none"> <li>Most of the Western Michigan cities researched had 1-2 true Historical Districts and several Historical Districts-of-One /Landmarks.</li> <li>This will be behemoth effort due to the size and number of historic districts we have in Grand Haven.</li> <li>Given that, this task will require resources/skills/\$\$\$ we don't have.</li> </ul>

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Currently, permits for landmark homes in the city are issued without review from the *HCDC*. Commission Member Lowe felt that there seemed to be a correctable solution, and the City of Grand Haven Community Development Manager Jennifer Howland has been working with the *HCDC* to help this process going forward so that the *HCDC* can be aware of potential permits being issued and advise as needed. Commission member Lowe also presented the **Draft Addendum for All Building Permit Applications** within a historic district. This application would be under the Grand Haven Department of Public Safety Building and Code Division.

DRAFT ADDENDUM FOR ALL BUILDING PERMIT APPLICATIONS (Residential and Commercial)											
Grand Haven Department of Public Safety Building and Code Division 525 Washington Avenue, Grand Haven, MI 49417 Phone: (616) 842-3460 Website: <a href="http://www.grandhaven.org">www.grandhaven.org</a>											
<b>IX. HISTORIC DISTRICT ADDENDUM TO BUILDING PERMIT APPLICATION</b>											
Job Location	(RE-ENTER OR AUTOFILL FROM SECTION II)	Parcel #	(RE-ENTER OR AUTOFILL FROM SECTION II)								
Owner Name	(RE-ENTER OR AUTOFILL FROM SECTION II)	Email	(RE-ENTER OR AUTOFILL FROM SECTION II)								
Builder or Architect	(RE-ENTER OR AUTOFILL FROM SECTION II)	Email	(RE-ENTER OR AUTOFILL FROM SECTION II)								
<p><b>A. Is the job location for this permit located within one of the city's local historic districts?</b></p> <p><input type="checkbox"/> YES      <input type="checkbox"/> NO      If 'NO', STOP here</p>											
<p><b>B. If yes, in which historic district is the job location?</b></p> <table style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/> DOWNTOWN</td> <td><input type="checkbox"/> NORTHWEST</td> <td><input type="checkbox"/> EAST END</td> <td><input type="checkbox"/> LAKE FOREST CEMETERY</td> </tr> <tr> <td><input type="checkbox"/> HIGHLAND PARK</td> <td><input type="checkbox"/> SOUTHWEST</td> <td><input type="checkbox"/> RIVERFRONT</td> <td></td> </tr> </table>				<input type="checkbox"/> DOWNTOWN	<input type="checkbox"/> NORTHWEST	<input type="checkbox"/> EAST END	<input type="checkbox"/> LAKE FOREST CEMETERY	<input type="checkbox"/> HIGHLAND PARK	<input type="checkbox"/> SOUTHWEST	<input type="checkbox"/> RIVERFRONT	
<input type="checkbox"/> DOWNTOWN	<input type="checkbox"/> NORTHWEST	<input type="checkbox"/> EAST END	<input type="checkbox"/> LAKE FOREST CEMETERY								
<input type="checkbox"/> HIGHLAND PARK	<input type="checkbox"/> SOUTHWEST	<input type="checkbox"/> RIVERFRONT									
<p><b>C. Is the property a <i>Contributing Resource</i> to one of Grand Haven's Historical Districts? (Refer to <a href="#">Listing of Historic District Contributing Resources</a> - Historic Conservation District Commission)</b></p> <p><input type="checkbox"/> YES      <input type="checkbox"/> NO      <input type="checkbox"/> UNSURE</p>											
<p><b>D. To the best of your knowledge, is the property/structure architecturally significant or is the property associated with either important local historical events or individuals who in our history made a demonstrable and lasting contribution?</b></p> <p><input type="checkbox"/> YES      <input type="checkbox"/> NO      <input type="checkbox"/> UNSURE</p> <p>If 'YES', please explain: _____</p>											
<p><b>E. Please check all that apply. The proposed work includes alterations, repairs, or additions to the existing structure's:</b></p> <p><input type="checkbox"/> MASONRY    <input type="checkbox"/> WOOD    <input type="checkbox"/> METALS    <input type="checkbox"/> ROOFS    <input type="checkbox"/> WINDOWS    <input type="checkbox"/> ENTRANCES/PORCHES/STOREFRONT</p>											
<p><b>F. To the best of your knowledge, do the proposed alterations, repairs, or additions to the property's primary elevation (i.e., street or public view) comply with the National Park Service (NPS) Secretary of Interior's <i>Standards for Rehabilitation</i>?</b></p> <p><input type="checkbox"/> YES      <input type="checkbox"/> NO      <input type="checkbox"/> UNSURE</p>											
<p><b>APPLICANT'S AFFIDAVIT</b></p> <p><i>I hereby certify that the information submitted on this application addendum is accurate to the best of my knowledge.</i></p>											
Signature of Applicant		Date									

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Commission member Lowe also created a proposed ten step **Historical Preservation Permit Application for Certificate of Appropriateness** in compliance with the Secretary of Interior Standards for Rehabilitation.

**II. COMPLIANCE WITH SECRETARY OF INTERIOR STANDARDS FOR REHABILITATION**

*(continued)*

**STANDARD 2 – CHARACTER/ORIGINAL QUALITIES PRESERVED**

The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize the property will be avoided.

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**STANDARD 3 – FALSE FEATURES/PERIOD APPROPRIATENESS**

Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.

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**STANDARD 4 – CUMULATIVE AND ACQUIRED SIGNIFICANCE**

Changes to a property that have acquired historic significance in their own right will be retained and preserved.

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**STANDARD 5 – DISTINCTIVE MATERIALS/STYLISTIC FEATURES AND CRAFTSMANSHIP**

Distinctive materials, features, finishes, and construction techniques or examples of fine craftsmanship that characterize a property will be preserved:

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**STANDARD 6 – REPAIR VS. REPLACE OF DETERIORATED ARCHITECTURAL FEATURES**

Deteriorated historical features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

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**II. COMPLIANCE WITH SECRETARY OF INTERIOR STANDARDS FOR REHABILITATION**

*(continued)*

**STANDARD 7 – NON-DAMAGING SURFACE TREATMENTS**

Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

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**STANDARD 8 – ARCHEOLOGICAL RESOURCES PRESERVED**

Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

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**STANDARD 9 – ADDITIONS/ALTERATIONS ARE CONTEXT SENSITIVE AND COMPATIBLE**

New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

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**STANDARD 10 – RETROVERSION/ESSENTIAL FORM AND INTEGRITY PRESERVED**

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 not be impaired.

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**III. APPLICANT'S AFFIDAVIT**

*I hereby certify that the information submitted on this application is accurate to the best of my knowledge.*

*Signature of Applicant*

*Date*

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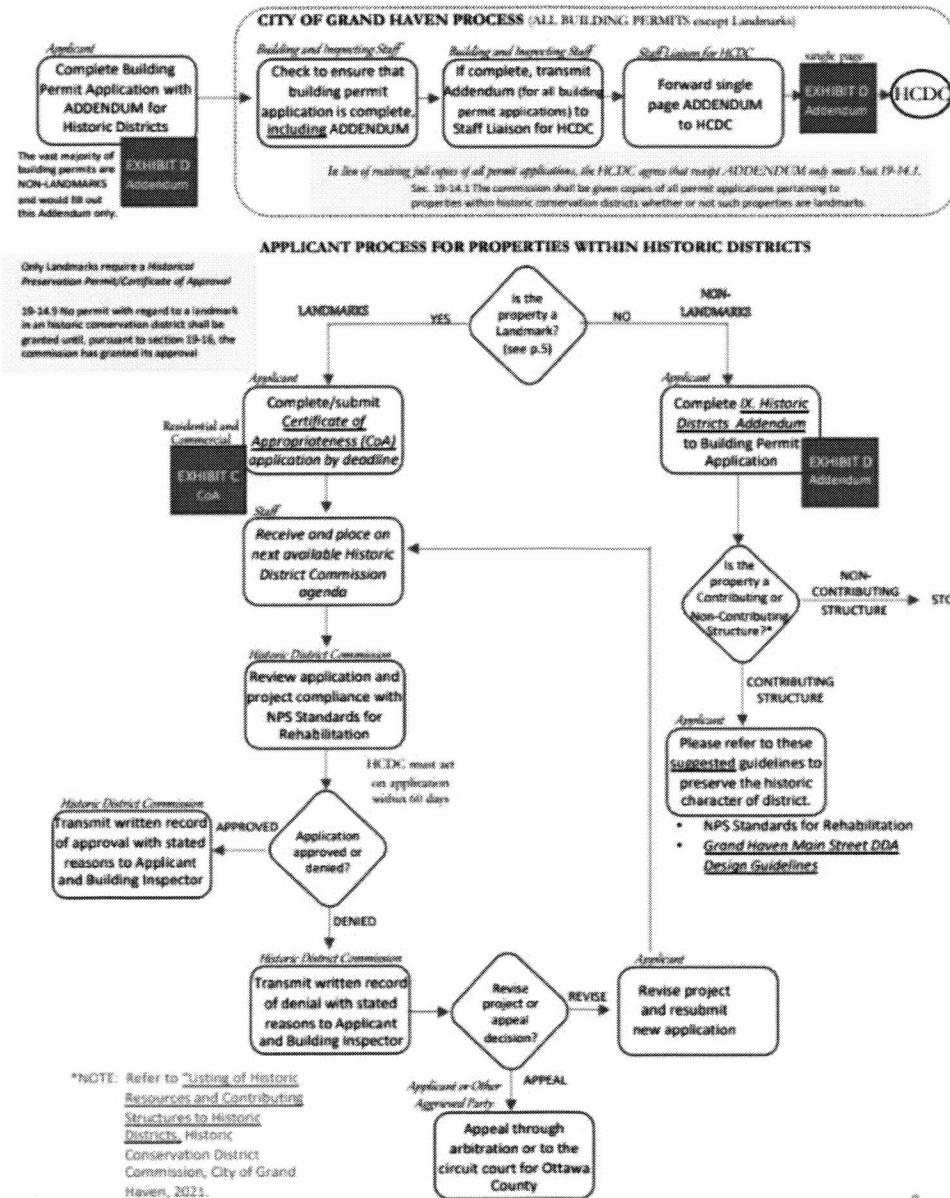
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Upon the presentation of the items listed above, commission member Lowe also presented the **Proposed Process Design for Historic Districts and Landmarks Review**. This will help the commission obtain more information on the current 1,200 or so homes within a historic district that we lack information on.



## Historic Districts and Landmark Preservation

### PROPOSED PROCESS DESIGN FOR HISTORIC DISTRICTS AND LANDMARKS REVIEW



City Manager Pat McGinnis was in attendance of tonight's meeting and he stated that, in the past, the City has not asked owners of landmark homes to get the City's approval for a permit on a home in an historic district. In the City ordinance, it states that homeowners must get approval first from the HCDC and this was likely not getting completed as it should have been. Moving forward, of the homes that are already considered historic landmarks, the City would contact the current homeowners and let them know that their homes would be specially conditioned in the process of any future permit usage. McGinnis was going to bring this topic of discussion up at the next City Council meeting in March.

Commission Member Karen Lowe nominated Commission Member Erik Bye to form a subcommittee with Cowles and VanderLende to help work on a new HCDC Tri-Fold to focus more of the spotlight on the historical preservation efforts done by the commission in the City of Grand Haven.

- 6. Depot Committee Update:** Karen has been present for discussions of depot renovation. There were some concerns regarding the exterior of the building not being in good shape. City manager McGinnis will be giving a presentation on this topic to the commission in March.
- 7. Tri-Cities Museum Advisory Member Update:** Provided by Erin Pilarski, the museum is still working on transitioning to the new collective access database. Erin was hoping to investigate Past Perfect database of any homes listed in the database that would be historical in the city of Grand Haven.
- 8. Loutit District Library Events Update:** John Martin left the meeting at 6:54pm. No updates from him tonight.
- 9. Other Business not on the Agenda:** Nothing else was discussed at this time.
- 10. Second General Business Call to Viewing Audience:** At this time, a second call to the audience was made to address the HCDC on any item, whether on the agenda or not. No comments were made by the public at this meeting.
- 11. Adjournment:** Chairperson Dora adjourned the meeting at 7:42 PM.

Respectfully submitted by,  
Secretary Justin Forrest