

CITY OF GRAND HAVEN  
HISTORIC CONSERVATION DISTRICT COMMISSION  
REGULAR MEETING MINUTES  
WEDNESDAY, MARCH 20, 2024, AT 5:00 PM  
GRAND HAVEN CITY HALL  
CITY COUNCIL CHAMBERS  
519 WASHINGTON AVENUE, GRAND HAVEN, MI 49417

**Call to order:** Chair Liza Dora at 5:01PM

**Roll call of members present:** Chair Liza Dora, Secretary Linda Rosema, Members Robyn Vandenberg, Patrick Qua and Chad Fisk.

**Members excused:** Vice Chair Erik Bye

**Members absent:** Member Nina Bryhn

**Others present:** City Planner and Administrative Liaison Brian Urquhart and Mayor Bob Monetza

1) **General Business Call to the Viewing Audience** [3 minutes per person] No one in the audience.

2) **Planning Commission Site Plan Reviews**

Member Qua reported that there are no new site plans.

3) **Approval of the Regular Meeting Minutes of February 21, 2024**

Motion made by Member Vandenberg and seconded by Member Qua to approve. The motion passed unanimously.

4) **By-Laws**

We discussed changes to the By-Laws. City Council does not need to approve our By-Laws. We will plan to review them next month. We will strike 3.3 concerning board vacancies. We also discussed membership, 2.1, and agreed to delete, after willing to serve. Members are appointed by the Mayor and City Council.

We discussed attendance requirements and our concern with Nina Bryhn's absences. Chair Liza Dora will contact Nina. We need to clarify an excused absence in the By-Laws, 4.2. Member Fisk made a motion that was seconded by Member Vandenberg and passed unanimously suggesting failure to contact the chairperson or staff in advance is considered an unexcused absence.

5) **Tri-Cities Museum Update**

Kate Crosby, Museum Advisory Member-No report

6) **Loutit District Library Update**

Jeanette Weiden, Library Representative Member-No report

**7) Updates and Reports/Comments by HCDC Members**

- a. Chair Liza Dora reported that we need to find someone to type the minutes since she is finished with her term in June. Secretary Linda Rosema suggested asking Jeanette Weiden, Loutit District Library Representative, if she could help Linda at the library. Liza will contact Jeanette.
- b. Member Patrick Qua will bring the final draft for the SW Walking Tour to the April meeting.
- c. Member Chad Fisk suggested that we have a special meeting or work session to discuss Section 19 of the Code of Ordinance of the City. We will plan to meet April 22, 2024 at 5:30pm. Brian Urquhart will confirm. Chad will update the progress on district maps next month. Capstone has asked for his advice on painting the Fire barn and doing minor repairs. They must keep it historic and follow Michigan building codes.
- d. City Planner, Brian Urquhart reported that the Depot is being repaired after damage sustained from a car. It should have come to our attention sooner, it is in the Historic District and is a Landmark Building. The contract to do repairs has been awarded to Clifford-Buck and the permit approved, maybe too late for a review. Permits should go through the HCDC, Brian will follow up. Perhaps we need to reach out to City Council so they better understand our place with Historic and Landmark Buildings.

**8) Second General Business Call to the Viewing Audience [3 minutes per person] No one in the audience.**

**9) Meeting was adjourned by Chair Liza Dora at 6:15pm.**

Respectfully submitted,  
Linda Rosema  
Secretary