

**CITY OF GRAND HAVEN  
HISTORIC CONSERVATION DISTRICT COMMISSION  
REGULAR MEETING MINUTES  
THURSDAY, MAY 19 AT 5:00 PM  
GRAND HAVEN CITY HALL COUNCIL CHAMBERS  
519 WASHINGTON AVENUE  
GRAND HAVEN, MI 49417**

**Call to order:** Vice-Chair Robyn Vandenberg. 5:02pm

**Members Present:** Vice-Chair Robyn Vandenberg; Commission Members Karen Casey, Liza Dora, Paul Martin, vacancy and vacancy.

**Members Absent:** Chair Erik Bye, Excused.

**Others Present:** Mary Angel, Administrative Liaison; Jeannette Weiden, Loutit District Library Representative; and Kate Crosby, Tri-Cities Museum Advisory Member.

**1) General Business Call to Viewing Audience [3 minutes per person] \***  
None.

**2) Approval of the March 17, 2022 Regular Meeting Minutes and Discussion Minutes of April 21**

Motion by Member Dora supported by Member Casey to approve the Regular Meeting Minutes of March 17 and Discussion Meeting Minutes of April 21 of the Historic Conservation District Commission. This motion carried unanimously.

**3) Planning Commission Site Plan Reviews (if necessary)** [Refer to City Ordinance Ch 19-16(3) and Mainstreet Guidelines]  
None.

**4) City Staff/Attorney Review of Chapter 19 Update – History of the City of Grand Haven Ordinances**

Motion by Member Casey supported by Dora approved the amendments, as suggested by the City Attorney, to the City of Grand Haven Code of Ordinances by revising Chapter 19, Article II, regarding historic conservation districts.

[Attachment A]

**5) Historic Commission Term Expirations & Vacancies**

In review of member term expirations, Members Casey and Martin informed other commissioners that they would not be seeking reappointment for a second term. At the end of June 2022 the HCDC will have 4 vacancies and so will not have a quorum to hold meetings. The commission was informed that there are currently 3 applications in house at this time. One applicant is currently a member of another board and the City only allows that a member serve on one board at a time. The Mayor will review the current applications and make any appointments. More members are critically needed for this commission to continue.

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

Kate Crosby, Museum Advisory Member, reported that the current exhibit "100 years of Grand River Fashion" will officially kick off at an Open House Reception on Friday, May 20 from 5-7 pm. It is a very unique and exciting exhibit that will be in place until October of this year. She also mentioned that the DeWitt School tours are coming up on July 14 from 6-8 pm with an Ice Cream Social.

**7) Loutit District Library Events Update**

Jeannette Weiden, Loutit District Library Representative, along with Kate Crosby, Museum Advisory Member, presented an opportunity to the Commission for a project that was brought to their attention.

Erica Layton, Museum Executive Director, and John Martin, Library Director, requested time to make a presentation to our commission at our next meeting. The idea is to possibly spearhead the updating of the historical wayfinding signs with historical details and be in charge of possibly expanding to make available more signs in the City. They indicated that there may be several opportunities for grants and fundraisers. The commission was interested in hearing more about this possible opportunity for the commission to get more involved and more exposure to generate more interest in possible future members to keep this commission going.

**8) Other Business not on the Agenda** (that members of the HCDC would like to address)

Vandenberg mentioned the work that is being done on historically significant buildings in our City. The Kenzie Café work is looking great. JW Restaurant work is coming along beautifully. Martin mentioned that he was disappointed with the update to the law office building at the corner of Washington and Third St. It was not completed in the manner that was originally presented and, unfortunately, was done in a color that does not match, enhance or complement the existing building. All commissioners present agreed.

**9) Second General Business Call to Viewing**

None

**10) Adjournment 5:50pm**

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO AMEND THE CITY OF GRAND HAVEN  
CODE OF ORDINANCES BY REVISING CHAPTER 19,  
ARTICLE II REGARDING HISTORIC CONSERVATION  
DISTRICTS.**

**THE CITY OF GRAND HAVEN, COUNTY OF OTTAWA, STATE OF MICHIGAN,  
ORDAINS:**

**Section 1. Major construction projects defined.** Chapter 19, Article II, Section 19-12 (14) shall be added to state as follows.

*Major construction projects* means changes to the exterior of a landmark which qualify as at least one (1) of the following:

- (a) Alterations, additions, or demolitions to a principal building, but excluding decks and patios on rear-facing elevations;
- (b) Changes to arrangement or orientation of exterior siding/cladding materials on walls facing a public street, public park, or publicly maintained alley;
- (c) New or altered window or door openings on walls facing a public street, public park, or public alley; or
- (d) Changes to an existing accessory building that are each greater than two hundred (200) square feet in size.

**Section 2. Commission duties and authority – power to designate.** Chapter 19, Article II, Section 19-14 (1) shall be restated to state as follows.

(1) *Power to designate and protect; generally.*

- (a) The city council has the authority to designate by ordinance historic conservation districts. Historic preservation shall be practiced in historic conservation districts through several measures. Such measures shall include the commission's review of permit requests for additions, alterations, demolitions, protection, new construction, reconstruction, rehabilitation, repair, restoration and any other type of action proposed with regard to a landmark which requires a permit, except for major construction projects. The commission shall be consulted prior to the moving of any landmark. The commission shall be given copies of all permit applications pertaining to properties within historic conservation districts whether or not such properties are landmarks and shall offer information and assistance on historic preservation to property owners and people living within historic conservation districts.

- (b) As to any major construction project for a landmark, a separate application shall be filed with the commission.

**Section 3. Commission duties and authority – advisory capacity.** Chapter 19, Article II, Section 19-14 (7) shall be restated to state as follows.

(7) *Advisory capacity.*

- (a) It shall be the duty of the commission to render advice and guidance with respect to any proposed work to property within historic conservation districts in the City of Grand Haven for which a permit is required. In rendering advice and guidance, the committee shall promote historical consciousness in educational programs, and shall undertake any advisory duty deemed appropriate by the city council.
- (b) To assist the commission with its advisory duties, city staff shall send commission members a weekly list of permit applications in historic conservation districts. If the commission decides, during a regular or special meeting, that a permit application merits comment by the commission, it may contact the applicant or the owner of the property in question and render advisory educational comments. The commission shall not take further action unless directed to do so by the city council.

**Section 4. Commission duties and authority – review of applications.** Chapter 19, Article II, Section 19-14 (9) shall be restated to state as follows.

- (9) *Review of permit applications.* The commission shall review all applicable permit applications and plans for landmarks in historic conservation districts. No permit with regard to a major construction project for a landmark in an historic conservation district shall be granted until, pursuant to section 19-16, the commission has granted its approval or the commission's denial has been reversed on appeal.

**Section 5. Procedures; certificate of approval.** Chapter 19, Article II, Section 19-16 (12) shall be added to state as follows.

- (12) Notwithstanding all of the above, the language of this section shall not change the fact that the commission's decisions are advisory only, except for a major construction project for a landmark in an historic conservation district.

**Section 6. Effective Date.** This amendment to the City of Grand Haven Code of Ordinances was approved and adopted by the City Council on \_\_\_\_\_, 2022. This Ordinance shall be effective 20 days after its publication.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk