

**CITY OF GRAND HAVEN  
HISTORIC CONSERVATION DISTRICT COMMISSION  
REGULAR MEETING MINUTES  
THURSDAY, JUNE 17, 2021 AT 5:00 PM  
GRAND HAVEN CITY HALL  
519 WASHINGTON**

The regular meeting of the Grand Haven *Historic Conservation District Commission* was called to order, at 5:04 PM on Thursday, June 17, 2021 by Chairperson Liza Dora.

**Members Present:** Chair Liza Dora; Vice-Chair Karen Casey; Secretary Justin Forrest; and Board Members Erik Bye, Bonnie Cowles, Robyn Vandenberg and Vacancy.

**Others Present:** Mary Angel, Administrative Liaison; John Martin, Loutit District Library Director; Erin Pilarski, Tri-Cities Museum Advisory Member; Pat McGinnis, City Manager.

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

Members of the viewing audience were given an opportunity to address the Historic Conservation District Commission (HCDC) on any item, whether on the agenda or not. Those addressing the HCDC were asked to provide their name and address and were limited to three minutes of speaking time. No comments were made by the public at this meeting.

**2) Approval of the May 20, 2021 Regular Meeting Minutes**

Moved by Vice-Chair Casey, seconded by Commission Member Cowles, to approve the regular electronic remote meeting minutes of the Historic Conservation District Commission of May 20, 2021. This motion carried unanimously.

**3) Planning Commission Site Plan Reviews: window ratio amendment requested by Denny Dryer to review**

The Planning Commission will hold a public hearing on July 13. Upon reviewing the newly proposed text the group is still in agreement about our stance in reducing the window transparency for windows on the side and backsides of buildings in the historic districts. We will gladly add any input further required by Community Development Manager Howland or The Planning Commission in the future if needed.

**4) Tri-Cities Museum Advisory Member By Erin Pilarski, Museum Advisory Member**

The museum is now on extended summer hours. The museum is extremely excited to present the "From Concept to Classic Tee: 50 Years of Screen-Printed Art at Marushka" exhibit, open to the public on June 23<sup>rd</sup> to December 18<sup>th</sup> of 2021.

**5) Loutit District Library Events Update By John Martin, Library Director**

The library has been offering Take and Make projects for kids this summer and has been a huge success. Take and Makes are available on a first-come, first-serve basis in the upper level of the library. Story walks in the park are still on-going. The free lunch program Meet Up and Eat Up for everyone 18 and under will start this summer on June 21<sup>st</sup> and goes until August 12<sup>th</sup>.

**6) Depot Update: Justin Forest, Secretary**

No official update currently.

**7) BLP Diesel Plant Community Open House – Planning Progress Updates**

Justin and Erik are working together on planning the community open house for the Diesel Plant. Justin will contact Erin and Kate Crosby at the museum about helping with the potential open house tour, seeing if we have any photographs to utilize. John Martin said his team may be interested in

helping as well. Justin will send an email to City Manager Pat McGinnis about potential dates and tour arrangements.

**8) Discussion & Review of Text Amendments to Chapter 19 – History of the City of Grand Haven Ordinances**

Another draft of markups to Chapter 19 was received by Commissioners prior to the meeting. Justin was concerned about who on the commission would be responsible for storing permits that the HCDC is requested to review. Is it possible to just host on Drop Box or Google Drive? All building permits currently go through Public Safety for review upon submission. Currently, the historic process seems to be towards the afterthought of a permit application. Bringing the historical awareness of a home to the beginning of the permit application, with the HCDC acting as an advisory committee if so needed, may help those who are looking to restore and or preserve the historic aspects to their homes.

Currently, Community Development Manager Howland is only made aware of applications if it is brought to the planning commission. This makes reviews of permits infrequent. Justin questioned that with the change to Public Safety reviewing the application, if it would be possible to add information on the actual application itself about the existence of the Historic District Commission and the availability of information resources in preserving and restoring homes in historic districts throughout the city. Liza is also concerned about the obscure definitions of historic districts. City Manager McGinnis would check with the city attorney regarding the district boundaries and whether or not we can amend the boundary text in the ordinance for purposes of clarification only rather than going through the whole process as outlined in the ordinance. It is unclear, in some instances, whether or not homes on both sides of the street are included in the district. It was suggested that the boundaries of one district each month be reviewed.

**9) Other Business Not On The Agenda**

Karen Casey discussed the historic application received by the Grand Haven Elks Lodge. We are not accepting landmark applications at this time. Karen will draft correspondence about receiving the application to the Elks Club. It was noted that the received application could use more information to help solidify the building's status as an historic landmark. (Attachment A)

Chair Liza Dora informed the group that she could not be reappointed to the Historic Commission due to nepotism (her husband Mike Dora is currently serving as a council member). She is able to continue serving as chair until the vacancy is filled. Members of the HCDC will need to be ready to appoint a new chair if her vacancy is filled. [Sections 2.76 and 4.4(d)].

**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 6:20 PM.

Respectfully submitted by,  
Secretary Justin Forrest



# City of Grand Haven

## Historic Conservation District Commission

June 23, 2021

Mr. Dan Clark and Mr. Mark Easton, Trustees  
Grand Haven Elks Lodge #1200  
15 S. 3<sup>rd</sup> St.  
Grand Haven, MI 49417

Re: Application for a City of Grand Haven Historic Landmark Designation

Dear Mr. Clark and Mr. Easton,

On behalf of the Grand Haven Historic Conservation District Commission (HCDC), I would like to thank you for sending the application, on behalf of Grand Haven Elks Lodge #1200, for a City of Grand Haven Historic Landmark designation. The membership of the HCDC was pleased to learn of your interest in the designation and to receive the application. Your efforts in submitting the application are appreciated.

At this time, however, the City of Grand Haven and the HCDC have a moratorium on accepting new Historic Landmark applications while a review of the city's *Chapter 19: History* section of the City of Grand Haven Code of Ordinances is under review and possible revision. For the past few months, and at the time your application was received, a statement on the city's website has had a reference to the fact that a new, more user-friendly application will be available. This notice can be found at:  
<https://grandhaven.org/city-services/boards-and-commissions/historic-conservation-district/>.

Therefore, the HCDC is unable to consider the application from the Elks at this time. Once the ordinance review process has been completed, Historic Landmark applications again will be received. The new application will be posted on the city's website at that time and the HCDC will notify you that it is available. The HCDC indeed hopes the Elks will remain interested in receiving the designation and will resubmit an application in the new format, with all the necessary details included.

Thank you, again, for your interest in the City of Grand Haven Historic Landmark designation. If you have any questions or comments, please feel free to e-mail me at [lizadora2026@gmail.com](mailto:lizadora2026@gmail.com) or call me at 616-402-0737.

Sincerely,

Liza Dora, Chair  
City of Grand Haven  
Historic Conservation District Commission

KC:maa