

**CITY OF GRAND HAVEN
HISTORIC CONSERVATION DISTRICT COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, AUGUST 16, 2023 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 Liza Dora at 5:00 p.m. in the City Council Chambers of City Hall.

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

Members Absent: Patrick Qua, excused.

Others Present: Jeanette Weiden, Loutit District Library Representative; Mary Angel, Administrative Liaison; Tim Price, Assistant City Manager, and Brian Urquhart, City Planner; Chandi Pape, Main Street DDA Director.

1) General Business Call to Viewing Audience

A general business call to the viewing audience was made; there were no members of the audience present.

2) Planning Commission Site Plan Reviews

There were no new plans for review. It was noted that the RFP for the Annex Building is due October 9 and the addendum was published. Phase Two for 300 Washington would include another building and more condos above the garage.

3) Approval of the Regular Meeting Minutes

Motion by Commission Member **Bye**, seconded by Commission Member **Fisk**, to approve the July 19, 2023, regular meeting minutes and July 24, 2023, special meeting minutes. This motion carried unanimously.

4) Approval of Local Landmark Application

Motion by Commission Member **Bye**, seconded by Commission Member **Fisk**, to approve the local landmark application for the former historic Grand Haven Police and Fire Department building, at 18-20 N 5th Street, submitted by the City of Grand Haven. This motion carried unanimously.

A presentation of a local landmark certificate and plaque from the Historic Conservation District Commission would be given to City Council at the September 5 City Council Meeting. Chair Dora and Member Fisk offered to prepare the presentation. Chair Dora would make the presentation to Council. All members were encouraged to attend.

5) Approval of 2024 Meeting Schedule

Motion by Fisk, seconded by Commission Member Fisk, to approve the 2024 Historic Conservation District Commission Meeting Schedule, as follows:

Meets monthly, 3rd Wednesday, 5:00 pm, City Hall-Chambers, 519 Washington			
01/17/24	04/17/24	07/17/24	10/16/24
02/21/24	05/15/24	08/21/24	11/20/24
03/20/24	06/25/24*	09/18/24	12/18/24

This motion carried unanimously.

- 6) Upcoming Annual Election of Chairperson, Vice-Chair, Secretary.** Chair Dora reminded commissioners that all city boards and commissions shall annually elect a presiding officer no later than the end of September, so this would be on the September meeting agenda. The current chairperson, vice-chair, and secretary may be re-elected or any other member may be newly elected.

7) Tri-Cities Museum Advisory Member Update

Kate Crosby, Tri-Cities Museum Advisory Member, was not present. For ongoing events and information visit <https://www.tri-citiesmuseum.org/>

8) Loutit District Library Events Update

Jeanette Weiden, Loutit District Library Representative, highlighted the following events:

- August 22, 10:00 a.m., Sundial; tour of Boardwalk history including downtown tourism and Industry.
- For ongoing events and information visit <https://www.loutitlibrary.org/>.
- Has Talmage Twp tax records from 1800s-1900s

9) Project Updates & Reports By HCDC Members

Goals for the coming months included completing the Historic District Boundaries, sending out postcards to those who reside within a Historic District, list of potential landmarks, list of City artifacts and structures.

10) Second General Business Call to Viewing Audience

A second general business call to the viewing audience was made; there were no members of the audience present. Chandi Pape, new Main Street DDA Director, introduced herself and members of the commission responded with a warm welcome.

11) Adjournment

The meeting adjourned at 5:49 p.m.

Respectfully Submitted by,
Mary Angel, Executive Assistant
Linda Rosema, Secretary