

**CITY OF GRAND HAVEN
HISTORIC CONSERVATION DISTRICT COMMISSION
REGULAR MEETING MINUTES
THURSDAY, AUGUST 19, 2021 AT 5:00 PM
GRAND HAVEN CITY HALL
519 WASHINGTON AVENUE**

The regular meeting of the Grand Haven Historic Conservation District Commission was called to order, at 5:03 PM on Thursday, July 15, 2021 by Chairperson Liza Dora.

Members Present: Chair Liza Dora; Vice-Chair Karen Casey; Secretary Justin Forrest; and Commission Members Bonnie Cowles, and Erik Bye.

Absent: Robyn Vandenberg, excused.

Others present: Mary Angel, Administrative Liaison and Jennifer Howland, Community Development Manager.

1) Welcome New Member

The board welcomed Paul Martin to the commission.

2) 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.

3) Approval of the July 15, 2021 Regular Meeting Minutes

Moved by Member Bye, seconded by Member Cowles, to approve the Historic Conservation District Commission's regular meeting minutes of June 17, 2021. This motion carried unanimously.

4) Planning Commission Site Plan Reviews

There were no site plans for the commission to review.

5) Discussion of possible language for a text amendment to the Zoning Ordinance, Sec. 40-413.03.D and Sec. 40-201.19 related to the sign band on buildings in the CB District.

Jennifer Howland, Community Development Manager, asked the commission for input concerning "sign bands" located on buildings in the downtown business district, primarily on Washington. Sandy Gentry is building a second story addition and asked the Planning Commission to consider permitting signage on the second story. This prompted the Planning Commission to look at it for everyone. Ms. Howland explained the "sign band" area and showed examples of buildings with existing signage.

Input was given from the commission on size and that signage should not cover historic features or architectural elements of a store front or building. Consensus of the commission was that they were in support of size requirements of signs or that they be dependent upon the proportions of the sign band.

6) Tri-Cities Museum Advisory Member Update

Erin Pilarski was absent this evening. Chair Dora read Pilarski's email update.

7) Loutit District Library Events Update

John Martin was absent this evening.

8) Depot Update

There were no further updates.

9) BLP Diesel Plant Community Open House – Planning Progress Updates

Discussion was had about securing a potential date to give the public open house tour, hopefully around national public power week, which is October 3-9. Discussion also took place regarding the importance of scheduling it for students to attend. Homecoming is also that week, so it would be best to have it on a Wed/Thurs afternoon/evening. The dates of Wednesday, October 6-7 were being considered, with a time of 3:00 PM to 7:00 PM. Administrative Liaison Mary Angel would check with City Manager Pat McGinnis about potential dates and support from the city.

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

At the July HCDC meeting, the commission discussed Section 19.16, which was originally proposed for the entire section to be stricken. The consensus of the commission was that this section should not be stricken out entirely as it would prohibit the commissions ability to protect historic "assets." In addition, comments were made about text in other sections; therefore, members were given printouts at the end of the meeting to edit and revise with their suggestions. Administrative Liaison Mary Angel compiled those changes and Chair Liza Dora presented each one in its entirety, as follows:

- 19-11 Purpose, subsections (1) and (6)
- 19-12 Definitions, a new definition was added to define the new term "historical asset," as well as some other changes to the text. The word "historical asset" was included in much of the text relating to the word "landmark." The words are arranged in ABC order and some corrections were made for consistency and clarification.
- 19-14 Same-Duties and authority. Title was clarified, and the word "Same" was replaced with Historic conservation district commission. Text changes to subsections (1), (3), (4), (7), (9) were made and a new subsection was added (11) Public Awareness.
- 19-15 Procedures; designation or removal of designation. Title was clarified and the words "of an historic conservation district" were added. Changes to text in subsection (6), (7) were made.
- 19-16 A new section was drafted for "Procedures; approval for local historic landmark designation. This made all subsequent numbers change by one.
- 19-17 (formerly 19-16) Procedures; certificate of approval for historic conservation districts. Title was clarified and the words "recommendations for permits for work on designated local historic landmarks and other historic assets with historic facades" was added and the words "certificate of approval for historic conservation districts was struck. Changes to text in subsections (1)-(4) were made. It is proposed to strike text in subsections (4)-(11) in its entirety.
- 19-18 Severability (formerly 19-17) the number only changed.
- 19-19 Administrative liability (formerly 19-18) the number only changed.
- 19-20 Historic conservation district designation (formerly 19-19) the title was changed for clarification from "Historic conservation district designation" to "Established historic conservation district designation boundaries." We are waiting for attorney opinion to determine whether or not changes can be made to clarify the boundaries of each district. Changes noted are submissions from Chair Liza Dora and she discovered that the district

map shows 7th street while the description states 6th street. We will need to figure this out and correct the map if necessary.

Some minor additional changes were made during the meeting and will be presented to the commission as a final draft for approval at their September meeting, as follows:

- The word "Historical" to be changed to "Historic" throughout for consistency
- 19-12 Definitions (5) clarification that the board is advisory rather than regulatory would be stated.
- 19-14 Historic conservation district commission – Duties and authority (5) Commendation and recognition. The word "currently" was struck.
- 19-16 Procedures; approval for local historic landmark designation (new section) The word "Homeowners" would be replaced with "property owners" throughout.
- 19-16 Procedures; approval for local historic landmark designation (new section) (2) 90 days was the time frame set to review application and determine whether qualifications were met for a local landmark designation.
- 19-16 Procedures; approval for local historic landmark designation (new section) (3) typo in the word visual. Replace with "visible."
- 19-16 Procedures; approval for local historic landmark designation (new section) (4) the word District was added to accurately describe the commission name.
- 19-17 Procedures; recommendations for permits . . . (formerly 19-16) (10) was inadvertently struck, so it would be added back in.

11) Other Business not on the Agenda

Chair Dora noted the Airport Open House that would be held on Saturday, August 21 from 10:00 a.m. to 2:00 p.m.

12) Second General Business Call to Viewing Audience

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.

13) Adjournment

Chairperson Dora adjourned the meeting at 7:15 p.m.

Respectfully submitted by,
Secretary Justin Forrest

Administrative Liaison Mary Angel