

**CITY OF GRAND HAVEN  
HISTORIC CONSERVATION DISTRICT COMMISSION  
REGULAR MEETING MINUTES  
THURSDAY, DECEMBER 16, 2021 AT 5:00 PM  
ELECTRONIC REMOTE MEETING**

**Call to order:** Chair Erik Bye at 5:04pm via Zoom

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

**Members Absent:** Member Bonnie Cowles.

**Others Present:** Kelly Beattie, City Clerk; Ashley Latsch, Assistant City Manager; Jennifer Howland, Community Development Manager.

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

There was no response.

**2) Approval of the November 18, 2021 Regular Meeting Minutes**

Motion by Casey, second by Martin, approved unanimously.

**3) Planning Commission Site Plan Reviews (*if necessary*)**

There were none to review.

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

There was no report.

**5) Loutit District Library Events Update**

There was no report.

**6) Other Business Not On the Agenda**

Jennifer Howland, Community Development Manager, followed up on Chapter 19, Article II, Historic Conservation Districts after City Staff had an opportunity to review. Ms. Howland asked the Commission to consider maintaining the existing ordinance, with a few tweaks. She reviewed her interpretations for Section 19-14 – Same, Duties and authority (1), (7), (9) and (10) and covered the scope of review for the commission in regard to landmarks. She also presented a postcard draft that could be mailed to all properties within historic district boundaries. (Attachment A)

Howland stated the commission would always be informed of any requested changes to Landmark designated homes and recommended the commission would receive a list of approved permits for other buildings in all historic districts weekly, which would give the commission an opportunity to reach out with any informational material to aid the owner with aesthetic changes to the street side of home. She recommended the commission send a letter to all 12 landmark homes informing them of the text referenced in Chapter 19 to clear up any misconceptions regarding landmarks. Then, she recommended a mailing be sent from the HCDC to all building owners within historic districts (approximately 1,500 properties) to inform them of the purpose of the commission and the information available to them prior to any planned renovations. The commissioners were impressed with the draft postcard that Assistant City Manager Ashley Latsch created and thought this would be good to send after the ordinance is worked out. Commissioners brought up continued concerns with the existing district boundaries and noted that the boundaries would need to be clarified. Commissioners thanked Howland for all her work to help make the commission function in the capacity that the members and the city want it to be. These changes in procedure may not require any amendments to the existing ordinance to implement. Ms. Howland would further review the interpretations and intentions of the HCDC with the city attorney and staff.

**7) Second General Business Call to Viewing Audience**

There was no response.

**8) Adjournment**

The meeting adjourned at 5:32 p.m.

# Chapter 19, Article II: Historic Conservation Districts

December 16, 2021

## **PARCELS**

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## Northwest: 144

East End: 655

Riverfront: 18

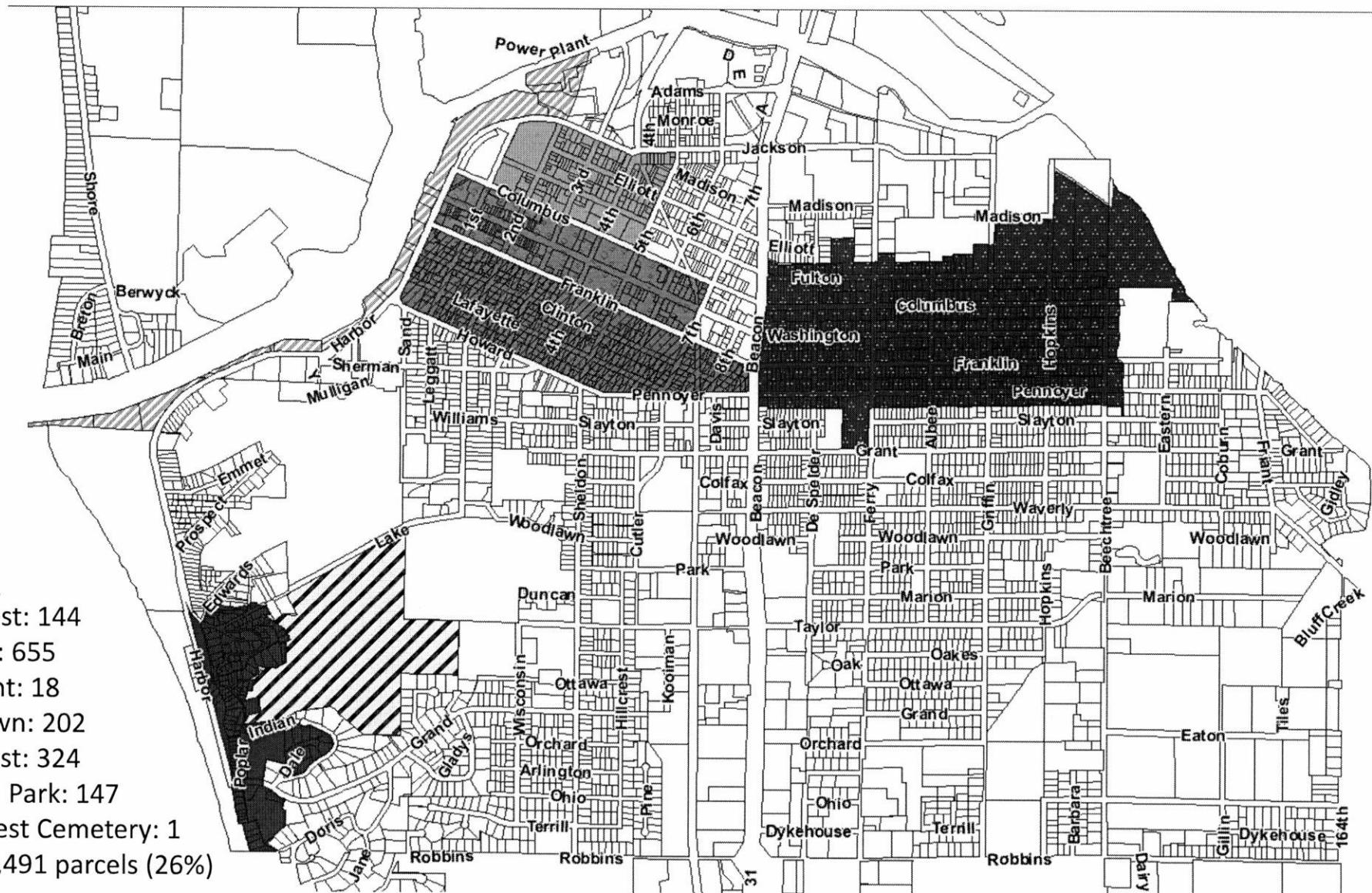
## Downtown: 202

Southwest: 324

## Highland Park: 147

## Lake Forest Cemetery: 1

Total = 1 491 parcels (26%)



# Existing Ordinance

- Consider maintaining existing ordinance with a few tweaks
- Existing ordinance focuses on landmark preservation and awareness of district construction activity

## Section 19-14 – Same, Duties and authority

- (1) *Power to designate and protect; generally.* 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. 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.
- Landmarks: HCDC reviews permit applications
- District Properties: Advisory only. City to generate weekly permit application list. HCDC can request more information or reach out to applicants if they would like to consult with them.

## Section 19-14 – Same, Duties and authority

- (7) *Advisory capacity.* 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.
- This section can be accomplished by providing a weekly list of permit applications in historic districts. We can send via email so if there is something significant, the HCDC could reach out to the owner to have an advisory/educational conversation. Nothing further would be done UNLESS the City Council directed the HCDC to take a more active role.

## Section 19-14 – Same, Duties and authority

- (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 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.
- This section can be interpreted to apply to the scope of work recently developed for the proposed ordinance re-write (next slide)

## Scope of Review: Landmarks

Changes to the exterior of the building, limited to:

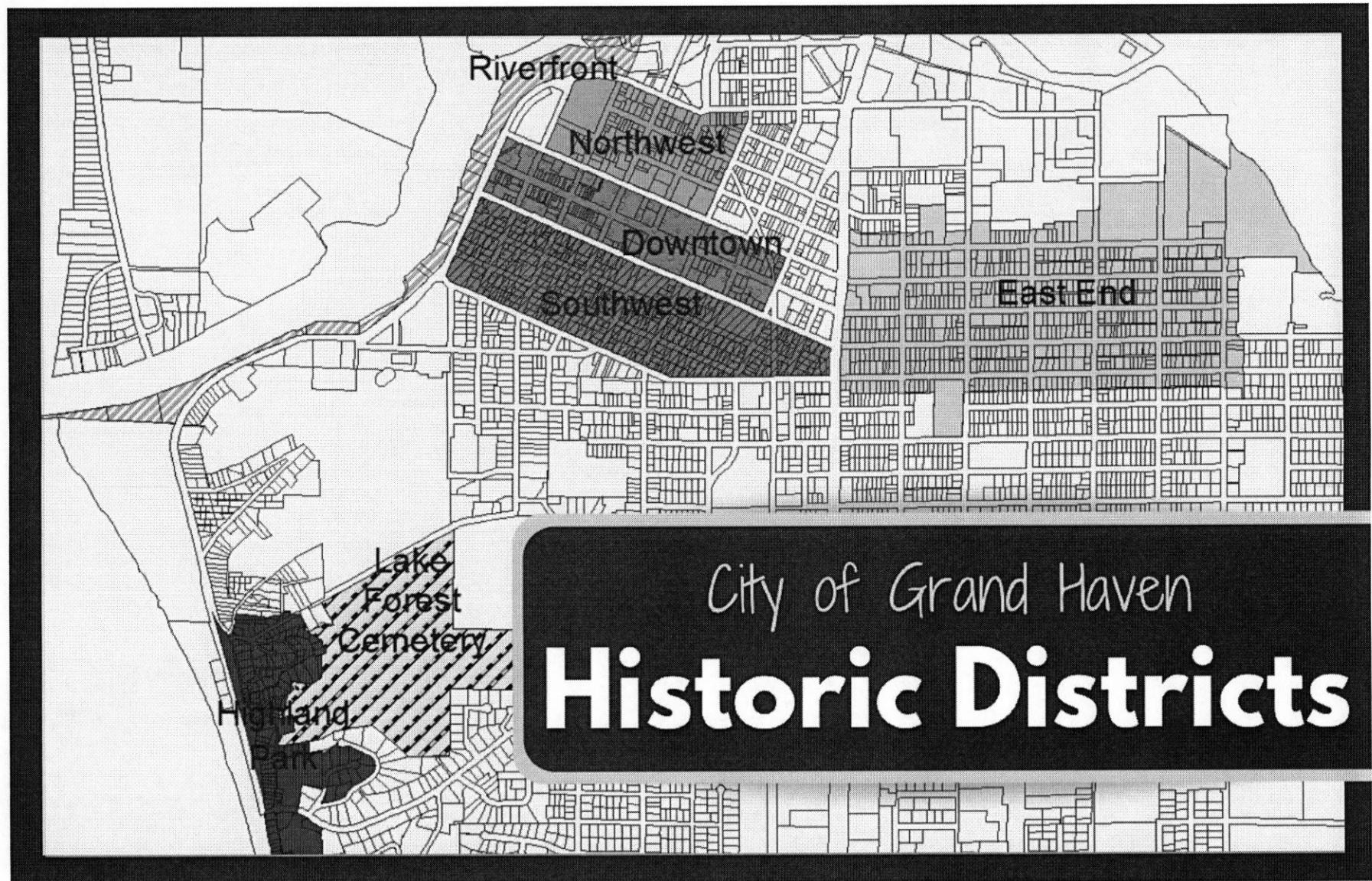
1. Alterations, additions or demolitions to a principal building, but excluding decks and patios on rear-facing elevations.
2. Changes to arrangement or orientation of exterior siding/cladding materials on walls facing a public street, public park or publicly maintained alley.
3. New or altered window or door openings on walls facing a public street, public park or public alley.
4. Changes to an existing accessory building that is greater than 200 sq. ft. in size.

## Section 19-16 – Procedures; certification of approval for historic conservation districts

- (1) Application and plans. Application for a permit for addition, alteration, demolition, protection, new construction, reconstruction, rehabilitation, repair, restoration and/or any other type of action proposed with regard to a landmark which requires a permit shall be accompanied by an historical preservation permit application (hereinafter sometimes referred to as an "application") and plans.
- HCDC to notify landmark owners of intent to enforce ordinance and encourage owners to reach out to HCDC in early stages of project planning.

## Section 19-16 – Procedures; certification of approval for historic conservation districts

- (10) *Ordinary maintenance; prior permits.* Nothing in this article shall be construed to prevent ordinary maintenance of a landmark.
- This section would include electrical, mechanical, and plumbing projects, or a building permit required for a repair or in-kind replacement (roof, windows, doors, same siding, etc).



City of Grand Haven  
**Historic Districts**

## Did you know...



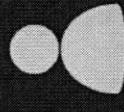
Your property is located in one of 7 designated  
City of Grand Haven historic districts!

## Planning any work on your home?



The Historic Conservation District Commission (HCDC) encourages you to contact us in the early stages of planning a renovation, addition, or demolition of your property so we can offer assistance with your design in an effort to preserve historic qualities of your property.

## Interested in learning more?



The Commission would love to help you learn about the history of your property.

For more information, please contact Kelly Beattie, City Clerk, at 616-847-4886 or [kbeattie@grandhaven.org](mailto:kbeattie@grandhaven.org).

Learn More About the HCDC Here:

<https://grandhaven.org/city-services/boards-and-commissions/historic-conservation-district/>



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