

**CITY OF GRAND HAVEN
HISTORIC CONSERVATION DISTRICT COMMISSION
REGULAR MEETING AGENDA**

TUESDAY, SEPTEMBER 20, 2022 AT 5:00 PM

**GRAND HAVEN CITY HALL COUNCIL CHAMBERS
519 WASHINGTON AVENUE
GRAND HAVEN, MI 49417**

Call to order: Chair Erik Bye.

Roll call of members present: Chair Erik Bye, Vice-Chair Robyn Vandenberg, Secretary Liza Dora, Commission Members Chad Fisk, Linda Rosema, Wendy Knoth, and Patrick Qua.

Members expected to be absent, pre-excused: None.

Others who may be present: Mary Angel, Administrative Liaison; Jeannette Weiden, Loutit District Library Representative; and Kate Crosby, Tri-Cities Museum Advisory Member, City Planner Brian Urquhart

- 1) **Introduction of City Planner Brian Urquhart**
- 2) **General Business Call to Viewing Audience [3 minutes per person] ***
At this time, members of the viewing audience may address the Historic Conservation District Commission (HCDC) on any item, whether on the agenda or not. Those addressing the HCDC are asked to provide their name and address and will be limited to three minutes of speaking time. The HCDC will hear all comments for future consideration but will not have a response at this time.
- 3) **Motion to approve the August 18, 2022, Regular Meeting Minutes**
- 4) **Discussion & Motion to approve the 2023 Historic Conservation District Commission Meeting Schedule**
- 5) **Planning Commission Site Plan Reviews**
[Refer to City Ordinance Ch 19-16(3) and Mainstreet Guidelines]
None for review/comment at this time.
- 6) **Tri-Cities Museum Advisory Member Update**
Report By Kate Crosby, Museum Advisory Member
- 7) **Loutit District Library Events Update**
Report By Jeannette Weiden, Loutit District Library Representative
- 8) **Annual Election of Chairperson, Vice-Chair, Secretary. *Grand Haven Code of Ordinances, Chapter 2, Administration, Article V. Boards and Commissions, Sec. 2-76.1 Officers, terms.*** All city boards and commissions shall annually elect a presiding officer no later than the end of September. Current chairperson, vice-chair, and secretary may be re-elected or any other member may be newly elected. Chair Eric Bye has indicated that he would be willing to serve again.
- 9) **Other Business Not On The Agenda** (that members of the HCDC would like to address)
*[3 minutes per person]**
- 10) **Second General Business Call to Viewing Audience [3 minutes per person] ***
- 11) **Adjournment**

**CITY OF GRAND HAVEN
HISTORIC CONSERVATION DISTRICT COMMISSION
REGULAR MEETING MINUTES**

THURSDAY, AUGUST 18, 2022 AT 5:00 PM

**GRAND HAVEN CITY HALL COUNCIL CHAMBERS
519 WASHINGTON AVENUE
GRAND HAVEN, MI 49417**

Call to order: Chair Erik Bye.

Members present: Chair Erik Bye, Vice-Chair Robyn Vandenberg, Commission Members Chad Fisk, Linda Rosema, Wendy Knoth, and Patrick Qua.

Members absent: Secretary Liza Dora, Excused.

Others present: Mary Angel, Administrative Liaison.

The meeting was called to order at 5:00 PM.

1) Welcome and Introductions of Commission Members & Staff

Members and staff introduced themselves and provided background on what led them to the commission and their positions.

2) General Business Call to Viewing Audience

At this time, Chair Bye made a call to the viewing audience. There was no response.

3) Approval of the Regular Meeting Minutes

Moved by Commission Member **Vandenberg**, seconded by Commission Member **Fisk**, to approve the July 21, 2022 regular meeting minutes of the Historic Conservation District Commission. This motion carried unanimously.

4) Planning Commission Site Plan Reviews

There were none for review/comment at this time. Discussion was held regarding the need to appoint a representative from the Historic Conservation District Commission to attend the Plan Review meetings that are held once per month. The meetings are held during the day prior to the Planning Commission. Member Patrick Qua volunteered to be the representative.

Moved by Commission Member **Bye**, seconded by Commission Member **Rosema**, to appoint Commission Member Qua to represent the Historic Conservation District Commission at the Planning Commission Plan Review meetings. This motion carried unanimously.

5) Tri-Cities Museum Advisory Member Update

There was no report. Kate Crosby, Museum Advisory Member, was not present. Chair Erik Bye commented that there was a nice article in the Grand Haven Tribune regarding the digital library access project. He also noted that they were asking for volunteers for cataloging.

6) Loutit District Library Events Update

There was no report. Jeannette Weiden, Loutit District Library Representative, was not present.

7) Other Business not on the Agenda

Chair Bye noted that according to Grand Haven Code of Ordinances, Chapter 2, Administration, Article V. Boards and Commissions, Sec. 2-76.1 Officers, terms, all city boards and commissions shall annually elect a presiding officer no later than the end of September. Current chairperson, vice-chair, and secretary may be re-elected or any other member may be newly elected.

Chair Bye asked commission members if the regular meeting of the Historic Conservation District Commission could be rescheduled from Thursday, September 15 to Tuesday, September 20, at 5:00 pm. There was a consensus of all members. Chair Bye also asked everyone to consider their schedules as the commission looks to rescheduled the meetings in 2023 to better coincide with adequate time frames and the ability to provide feedback at the Plan Review Meetings. The new 2023 schedule will be approved at the September meeting, with changes to possibly take effective as soon as October 2022.

Further outreach projects were discussed including informational postcards, street signs, historic research and the importance of Historic Conservation Districts. The status of the sign project that the library and museum had brought forward a few months ago was brought up. The commission can ask for an update from Jeanette and Kate at an upcoming meeting.

8) Second General Business Call to Viewing Audience

At this time, Chair Bye made a second call to the viewing audience. There was no response.

9) Adjournment

The meeting adjourned at 5:53 p.m.

Respectfully submitted,

Mary Angel

Administrative Liaison