CITY OF GRAND HAVEN
HISTORIC CONSERVATION DISTRICT COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, FEBRUARY 5, 2020 AT 4:30 PM
CITY HALL COUNCIL CHAMBERS

The regular meeting of the Grand Haven Historic Conservation Commission was called to order at 4:30 p.m., Wednesday, February 5, 2020, by Chairperson Marsha Peterson at the City Hall Council Chambers, 519 Washington Avenue, Grand Haven, Michigan, 49417.

Call to order by Chairperson Marsha Peterson.

Roll Call of Members Present: Chairperson Marsha Peterson; Board Members Karen Casey, Cynthia Crane, Liza Dora, Karen Lowe, and Jane Stoepker; and Tri-Cities Museum Advisory Member Erin Pilarski.

Members Absent: Bonnie Cowles, excused.

Others present: Mary Angel, Administrative Liaison; John Martin, Loutit District Library Director, Ashley Latsch, Assistant to the City Manager; Kirsten Runschke, Architect; Mike Dora, Council Member; Kelly Larson, Sweet Temptations owner; Bob Monetza, Mayor.

1. Approval of the January 16, 2020 Meeting Minutes
   Moved by Cindy Crane, seconded by Karen Lowe, to approve the January 16, 2020, meeting minutes. This motion carried unanimously.

2. Depot Committee Update from HCDC Representative
   Representative Karen Lowe Reported that the Depot Committee had not met again since the last HCDC meeting.

3. Depot Building – Signage, Mechanical Placement & Doors
   a. Depot Doors: A healthy discussion was spent on the seven replacement doors that will grace the Depot. The tenants need door access that is functional and in union with upholding the style and flavor of the Depot, as an historic icon. The Commission affirmed that the arches would remain. Kirsten stated that the door needs to be ADA compliant and meet code. The appearance needs to have a long-term focus and still retain its historical look after the 19-month lease of the tenants.

   Kirsten went show examples of door designs with window style options, along with the placement of the panic bar on the door and overall function of the doors. The material of the door would be aluminum. Kirsten would come back to the commission with color samples for the door.

   Commission members discussed, at length, various options and combinations of styles until they eventually decided upon a style that they felt harmonized with the historic building and allowed for modern functionality and practicality while allowing light into the building.

   Moved by Cindy Crane, seconded by Karen Lowe, to accept door design A-6 (Attachment A). This motion carried unanimously.

   b. Signage:
      The signs will hang to not touch the building nor interfere with indoor lighting. They will have minimal impact on the Depot with one sign per tenant. There were no objections to the “sandwich” signs (portable A-Frame style).

   Moved by Cindy Crane, seconded by Liza Dora, to accept signage, as presented. This motion carried unanimously.
c. **Placement of Air Conditioning Units:**
   Two air conditioning units will be placed around the building: one on the Harbor Drive side of the building, just outside the brass river (southeast corner) and the second would also be on the Harbor Drive side of the building (northeast corner). They would be “screened-in” (as required by zoning) by landscaping (36” high).

   Moved by Karen Lowe, seconded by Cindy Crane, to approve the placement of the air conditioning units. This motion carried unanimously.

4. **Continued Discussion of 2020 HCDC Goals**
   Further discussion of goals took place and subcommittees were organized, as follows:
   - Recognition of historic homes – Karen Casey offered to head up and Liza Dora volunteered to begin research.
   - Highland Park Walking Tour – Karen Lowe offered to head up and would begin research. Also, a possibility is to work with John Martin to collaborate Highland Park homes with cemetery walking tours. Cindy Crane mentioned having a disclaimer for the Highland Park walks, since there are potholes and uneven boardwalks.

   Administrative Liaison Mary Angel provided a list of Council Goals for 2020-2021 and noted that the commission can support Council’s priority goals when and where possible, such as with the issue of the displacement of Chinook Pier tenants going into the depot.

5. **Lighthouse Conservancy Update (HCDC Representative Cindy Crane)**
   Although not all figures were in, the Eagles Fundraiser held on Saturday, January 25 for the Lighthouse Conservancy’s “Inside Out” project, was a success; $80,000 was raised on the legacy board that night, as well as $23,000 from the live and silent auction. The City donated $15,000 as an incentive match (funds drawn from the Artifact Fund at the Grand Haven Area Community Foundation). More dollars from sales of tickets will add to this total once the Eagles tally their costs.

6. **Tri-Cities Museum Advisory Member Update (Erin Pilarski)**
   The room upstairs at the museum is turning into a hands-on activity center for children and should be completed by the end of the month. This project was funded by Rotary Club of Spring Lake who donated $2,500 towards remodeling.

   The downstairs education room is going through re-design. The Tri-Cities Historical Museum was the recipient of a $30,000 donation from “Woman Who Care.” Bill Pushaw was working with the museum on the renovations with redesigning the room with an anticipated completion date by end of April.

   The museum is offering collection workshops throughout the summer. Fourteen people showed up at the latest workshop. They are still hosting walking tours for the summer; dates on tours yet to come. More educational programming is on its way.

7. **Loutit District Library (John Martin)**
   The library received a $5,000 grant from the Youth Advisory Council. The funds would be used to redo the early literacy area. In conjunction with Museum, the library is going for accreditation. The Library and museum are meeting together with Institute of Museum and Library Services. Loutit and Herrick honored at United Way in Holland for their collaboration work.

8. **Adjournment**
   The meeting was adjourned at 6:12 p.m.

Respectfully submitted,
Jane Stoepker
DEPOT SIGNAGE

PLACEMENT

We are currently working with five tenants to get the Depot in a temporarily usable condition. One of the main considerations in that effort is signage. Staff have reviewed a number of types and potential locations. Rather than considering signage that would be anchored to the brick exterior, we found the most reasonable placement to be hanging from the soffit. The soffit is currently in poor condition and was actively being considered for replacement.

ZONING

- Must have 9ft from bottom of the sign to grade.

APPROACH:

This approach is considerably similar to the approach of the Tri-Cities Historical Museum when they occupied the space.

We intend to place five signs on both the Waterfront and the Harbor Drive side of the Depot. One for each tenant on each side. This will assist in having a controlled, uniform, and overall complimentary look.
**MENU SIGNAGE**

In the two end-caps of the Depot will be food service businesses. The two businesses require exterior menu options as they provide a walk-up service.

There are two primary options for consideration:

1. Menu board hanging from the soffit, similar to other exterior signage, but hugging the wall.
2. Use of A-frame signs on the sidewalk (complying with the City’s sign ordinance)
3. Combination of the two.

**AC UNITS PLACEMENT**

In order to accommodate the tenants, upgrades will need to be made to the current air conditioning capacity. This will mean considering the placement of upgraded condensers.

In the pictures to the left you can see our recommended placement for the two additional units. These units require roughly 3 feet of space around the perimeter for mechanical access, and are only approximately 30 inches in height. The units will be hidden by tasteful landscaping.