

**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