



**CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN  
AGENDA FOR  
REGULAR COUNCIL MEETING  
GRAND HAVEN CITY HALL\*  
COUNCIL CHAMBERS  
519 WASHINGTON AVE  
MONDAY, OCTOBER 6, 2025  
7:30 PM**

**1. MEETING CALLED TO ORDER**

**2. ROLL CALL**

**3. INVOCATION**

A. Pastor Tim Taylor, Hope Church.

**4. PLEDGE OF ALLEGIANCE**

**5. REAPPOINTMENTS TO BOARDS & COMMISSIONS**

**6. NEW APPOINTMENTS TO BOARDS & COMMISSIONS ATTACHMENT A**

A. Jerry Ashcraft, Lake Forest Cemetery Board, term ending June 30, 2028.

**7. APPROVAL OF CONSENT AND REGULAR AGENDA**

**8. CONTINUATION OF WORK SESSION (IF NEEDED)**

**9. CALL TO AUDIENCE – ONE OF TWO OPPORTUNITIES**

At this time, members of the audience may address Council on any item, whether on the agenda or not. Those addressing Council are asked to provide their name and address and will be limited to three minutes of speaking time. Council will hear all comments for future consideration but will not have a response at this time. Those not physically present who would like to call in may dial 616-935-3203.

**10. PRESENTATION ATTACHMENT B**

A. Grand Haven Area Convention & Visitors Bureau.

*Marci Cisneros, Executive Director*

**11. CONSENT AGENDA ATTACHMENT C**

A. Approve the Special Work Session and Regular Council meeting minutes for September 15, 2025.

B. Approve the bill's memo in the amount of \$17,365,447.89.

- C. Award the Communication Tower Replacement contract to the low bidder, Midway Electronics of Rensselaer, Indiana, in the not-to-exceed budgeted amount of \$354,060, which includes a 5% contingency for unforeseen foundation removal costs.
- D. Approve the Prein & Newhof Professional Engineering Service Agreement, Amendment #1, for construction phase services in the budgeted amount of \$43,500.00.

## **12. UNFINISHED BUSINESS**

### **13. PUBLIC HEARING**

### **ATTACHMENT D**

- A. The Mayor opens the public hearing regarding a resolution to approve an Obsolete Property Rehabilitation Act Exemption Certificate at 224 Washington Avenue, parcel #70-03-20-436-011, with legal description of W 43 FT OF N 58 FT LOT 243 & W 43 FT LOT 244 ORIGINAL PLAT, pursuant to Public Act 146 of 2000 as amended.
- B. The Mayor closes the public hearing.

### **14. NEW BUSINESS**

### **ATTACHMENT E**

- A. Consideration by City Council of a resolution to approve the three-year Northwest Ottawa County Leaf Processing Services Contract with Verplank Dock Co. of Ferrysburg, MI, and authorize the Mayor and City Clerk to execute the necessary documents.

Administration recommends approval.

- B. Consideration by City Council of a resolution to approve an introductory resolution for a zoning change request from MDR, Moderate Density Residential, to B, Beechtree District, for a portion of 601 S. Beechtree Street (parcel #70-03-28-277-017).

Planning Commission recommends approval.

Administration recommends approval.

## **15. CORRESPONDENCE & BOARD MEETING MINUTES**

## **ATTACHMENT F**

- A. Board of Light and Power Meeting Minutes of July 17, 2025, and Special Meeting Minutes of July 17, 2025.
- B. Duncan Park Commission Meeting Minutes of July 15, 2025, and August 19, 2025.
- C. Human Relations Commission Meeting Minutes of July 24, 2025.
- D. Musical Fountain Meeting Minutes of August 13, 2025.
- E. Planning Commission Meeting Minutes of July 15, 2025, and August 12, 2025.

## **16. REPORT BY CITY COUNCIL**

## **17. REPORT BY CITY MANAGER**

## **18. CALL TO AUDIENCE—SECOND OPPORTUNITY**

At this time, members of the audience may address Council on any item, whether on the agenda or not. Those addressing Council are asked to provide their name and address and will be limited to three minutes of speaking time. Council will hear all comments for future consideration but will not have a response at this time. Those not physically present who would like to call in may dial 616-935-3203.

## **19. ADJOURNMENT**

# **Attachment A**

From: [COGH Application to Serve](#)  
To: [Clerk: Bob Monetza](#)  
Subject: COGH Application to Serve  
Date: Monday, May 19, 2025 4:38:00 PM

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The following application came through the Application to Serve form at GrandHaven.org.

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First Name **Jeri**

Last Name **Ashcraft**

Home Address [REDACTED]

City **Grand Haven**

State **MI**

Zip / Post Code **49417**

Primary Phone [REDACTED]

[REDACTED]

Email [REDACTED]

Application Choice(s) for Citizen Board/Commission **Cemetery Board,**

Are you over 21 years of age? **Yes**

Are you a resident of the City of Grand Haven? **Yes**

Are you a registered voter in the City of Grand Haven? **Yes**

Educational Qualifications **Sparta High School Graduate**  
**Muskegon Business College Associates Degree**

Place of Employment **Coldwell Banker Woodland Schmidt Real Estate**  
**Klaassen Family Funeral Home**

Type of Work Performed **Pre-Arrangement Specialist**  
**Marker Sales Consultant**

Please List Other Relevant Experience

# **Attachment B**



# Organizational Review

w/select stats from:

**January 1 – December 31, 2023 & 2024**

Presented to Grand Haven City Council  
October 6, 2025





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### **Mission Statement**

It is the mission of the Grand Haven Area Convention & Visitors Bureau to promote and market the Grand Haven Area as the Midwest's best overnight destination for leisure stays, meetings/events and tourism-related activities year-round by providing services, resources and tools that foster an environment for area businesses to deliver the ultimate visitor experience.

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### **Vision Statement**

The Grand Haven Area will be a leader in tourism and the most desirable four-season destination in Michigan where you can unwind, relax and enjoy the great outdoors.





# CVB Current Board Members

## Chair

**Ms. Sheila McNally**, Co-Owner  
Serendipity Resort & Suites  
100 Franklin Avenue  
Grand Haven, MI 49417  
616.842.2761

## Vice Chair

**Ms. Karla Constantine**  
Member At Large  
16451 124<sup>th</sup> Street  
Nunica, MI 49448  
616.402.0625

## Treasurer

**Ms. Linda Weavers**, Co-Owner  
Blue Water Inn & Suites  
1030 South Harbor Drive  
Grand Haven, MI 49417  
616.846.7431

## Secretary

**Mr. Tony Ciccantelli**, Co-Owner  
Washington Street Inn  
608 Washington Street  
Grand Haven, MI 49417  
616.842.1075

## **Ms. Autumn Kumzi**

General Manager  
Best Western Beacon Inn  
1525 South Beacon Blvd.  
Grand Haven, MI 49417  
616.842.4720

## **Mr. Eric Scott**

General Manager  
Baymont Inn & Suites  
1500 South Beacon Blvd.  
Grand Haven, MI 49417  
616.842.1999

## **Ms. Jami Osterman**

Director of Operations  
Jaqua Vacation Rentals  
218 S. Beacon Blvd.  
Grand Haven, MI 49417  
616.772.5007

## **Ms. Jessica VanGinhoven**

Member At Large  
Coordinator of Community Engagement  
Ottawa County Parks & Recreation  
8115 West Olive Road  
West Olive, MI 49460

**CVB Board Members: 8**

**Open Lodging Seat: 1**

## CVB Staff

Marci Cisneros  
Executive Director  
mcisneros@visitgrandhaven.com

Jennifer Miller  
Visitor Experience &  
Communications Specialist  
jmiller@visitgrandhaven.com

## Interns

Nattalie Addicott – Sand Sculpture  
Marissa Dykstra – Marketing & Media  
Maggie Mesler – Marketing & Media  
Intern@visitgrandhaven.com

www.visitgrandhaven.com  
visitorinfo@visitgrandhaven.com  
512 Washington Avenue  
Grand Haven, MI 49417  
616.842.4499



# Current Assessment Payers/District Members

Baymont Inn & Suites/Grand Harbor Apts.      100 Rooms/12 Units  
1500 S. Beacon Blvd.  
Grand Haven, MI 49417  
616.842.1999  
baymontinns.com

Best Western Beacon Inn      104 Rooms  
1525 S. Beacon Blvd.  
Grand Haven, MI 49417  
616.842.4720  
bestwestern.com/beaconinn

Blue Water Inn & Suites & BWI Downtown      14 Rooms/4 Units  
1030 Harbor Drive  
Grand Haven, MI 49417  
616.846.7431  
bluewaterinngrandhaven.com

Boyden House B&B/ & Captain's Cottage      8 Rooms/3 Units  
301 S. Fifth Street  
Grand Haven, MI 49417  
616.846.3538  
boydenhouse.com

Harbor House Inn      19 Rooms  
114 S. Harbor Drive  
Grand Haven, MI 49417  
616.846.0610  
harborhousegh.com

Evolve Vacation Rental Network, Inc.      13 Units  
717 17th St Suite 2100  
Denver, CO 80202  
877.818.1014  
evolve.com

Holiday Inn-Waterfront      123 Rooms  
940 Savidge Street  
Spring Lake, MI 49456  
616.846.1000  
higrandhaven.com

Jaqua Vacation Rentals      29 Units  
218 S. Beacon Boulevard  
Grand Haven, MI 49417  
616.772.5007  
lakeM.com

Looking Glass Beachfront Inn      5 Rooms  
1100 S. Harbor Drive  
Grand Haven, MI 49417  
616.842.7150  
lookingglassinnmi.com

Rodeway Inn-Coopersville      58 Rooms  
1040 O'Malley Drive  
Coopersville, MI 49404  
616.837.8100  
choicehotels.com

Rodeway Inn-Grand Haven      47 Rooms  
1010 S. Beacon Blvd.  
Grand Haven, MI 49417  
616.846.1800  
rodewayinn.com

Idema Explorers Camp      8 Units  
Ottawa County Parks  
18280 North Shore Drive  
Ferrysburg, MI  
616.738.4810

Serendipity Resort      3 Units  
200 Franklin Ave.  
Grand Haven, MI 49417  
616.842.2761  
serendipityresorts.com

Sleep Inn & Suites      60 Rooms  
4869 Becker Drive  
Allendale, MI 49401  
616.892.8000  
choicehotels.com/michigan/allendale/sleep-inn-hotels

Washington Street Inn/Downtown Haven      5 Rooms/1 Unit  
608 Washington Avenue  
Grand Haven, MI 49417  
616.842.1075  
washingtonstreetinngh.com

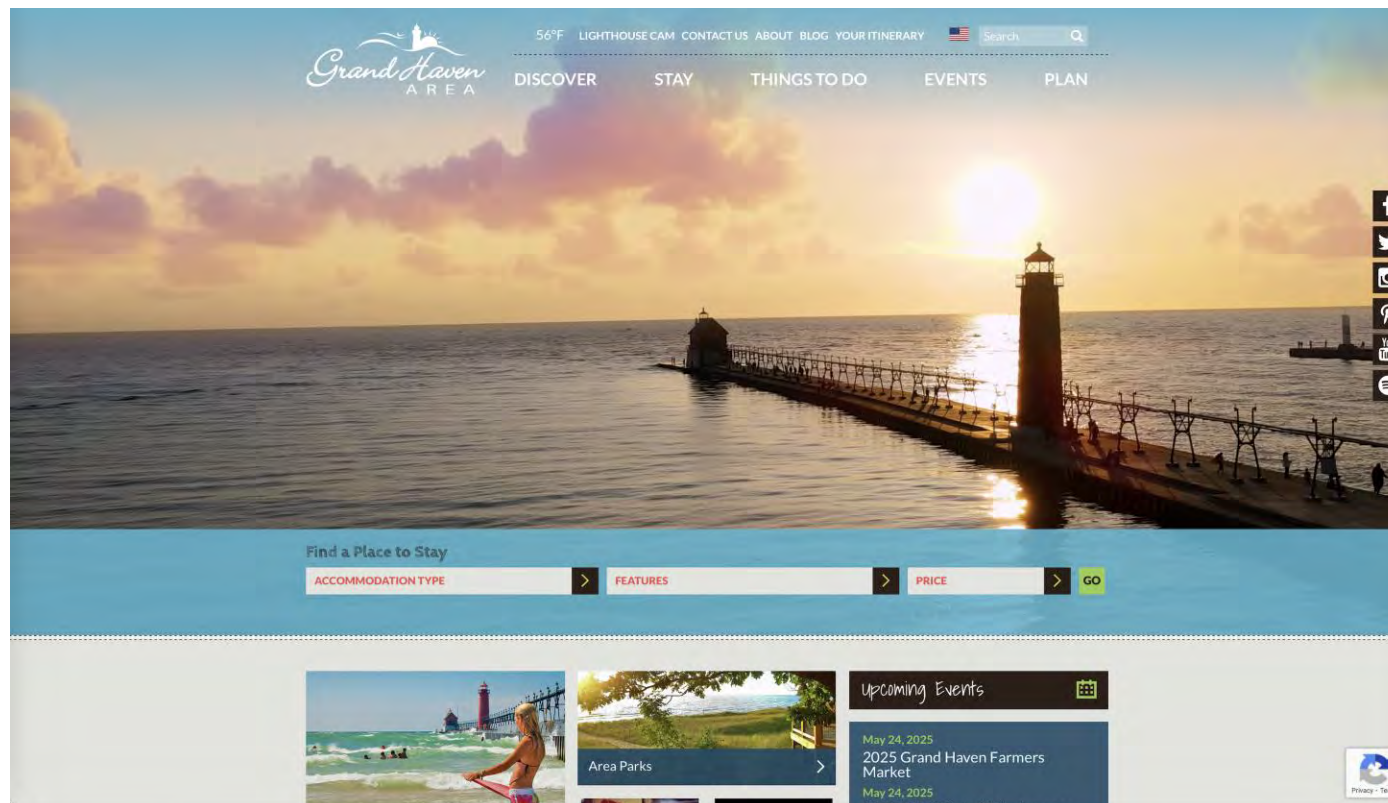
BVW Unsalted Vacations      60 Homes  
332 E. Lakewood Blvd., #400  
Holland, MI 49424  
616.224.0005  
unsaltedvacations.com

Grand Haven RV Resort      16 Cabins  
10990 US 31 North  
Grand Haven, MI 49417  
616.842.7777  
grandhaveresort.com

Total Assessment District Members: 17  
Total Rooms/Units in District: 692



# Website, Advertising, Social Media & Visitor Impact VisitGrandHaven.com & VisitGrandHavenArea

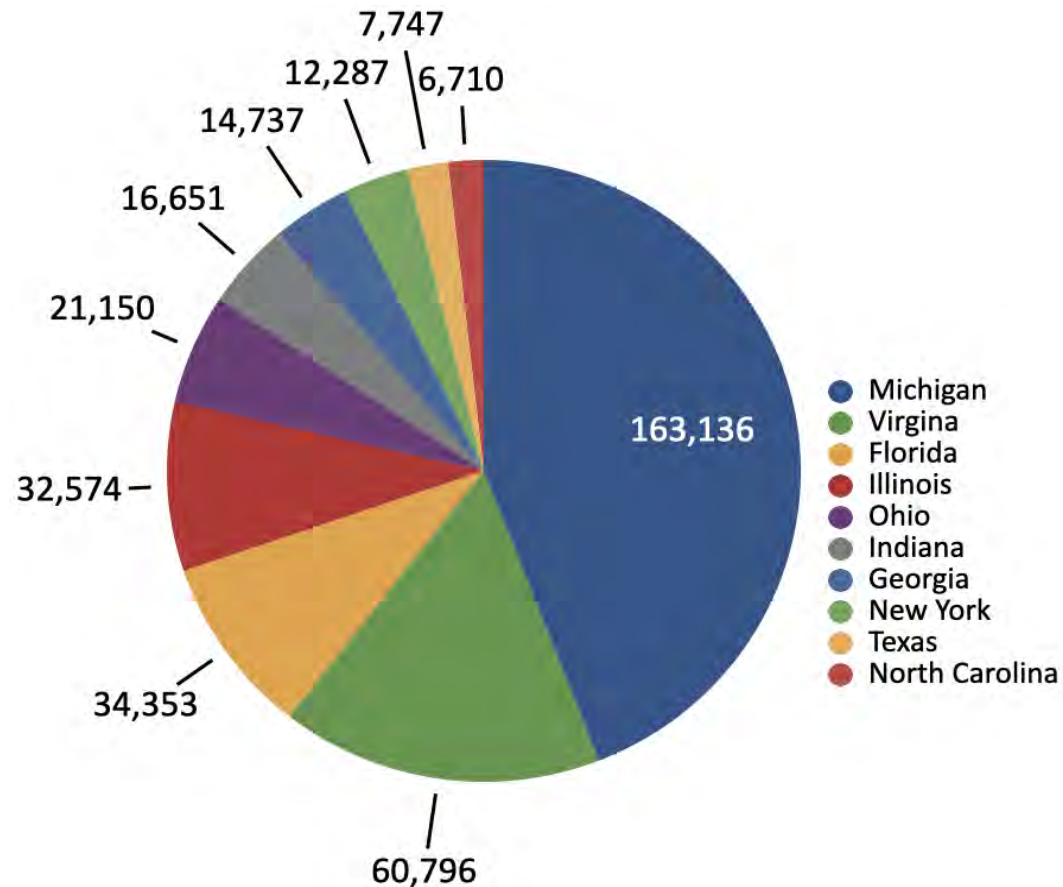


# Top 10 States

Visitors Interested in Travel to the Grand Haven Area from the Following States

**2024**

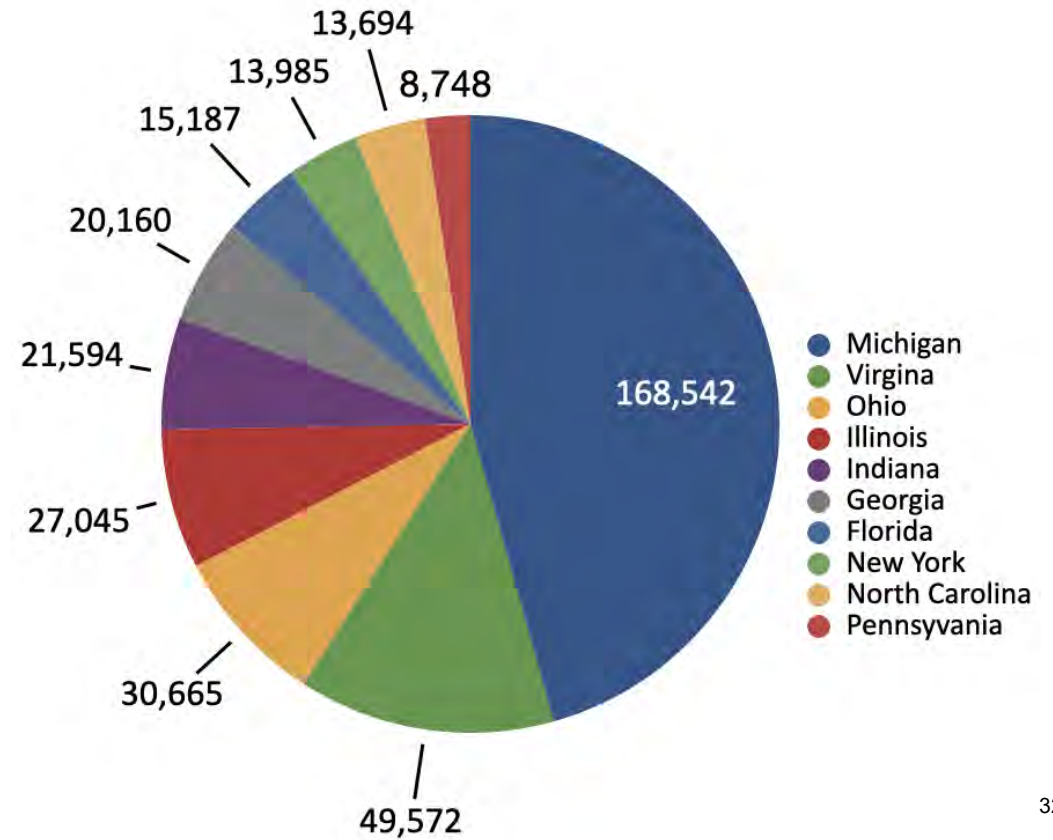
Total Active Users 408,077; Total New Users 411,917



**2023**

G4 6mths June – Dec

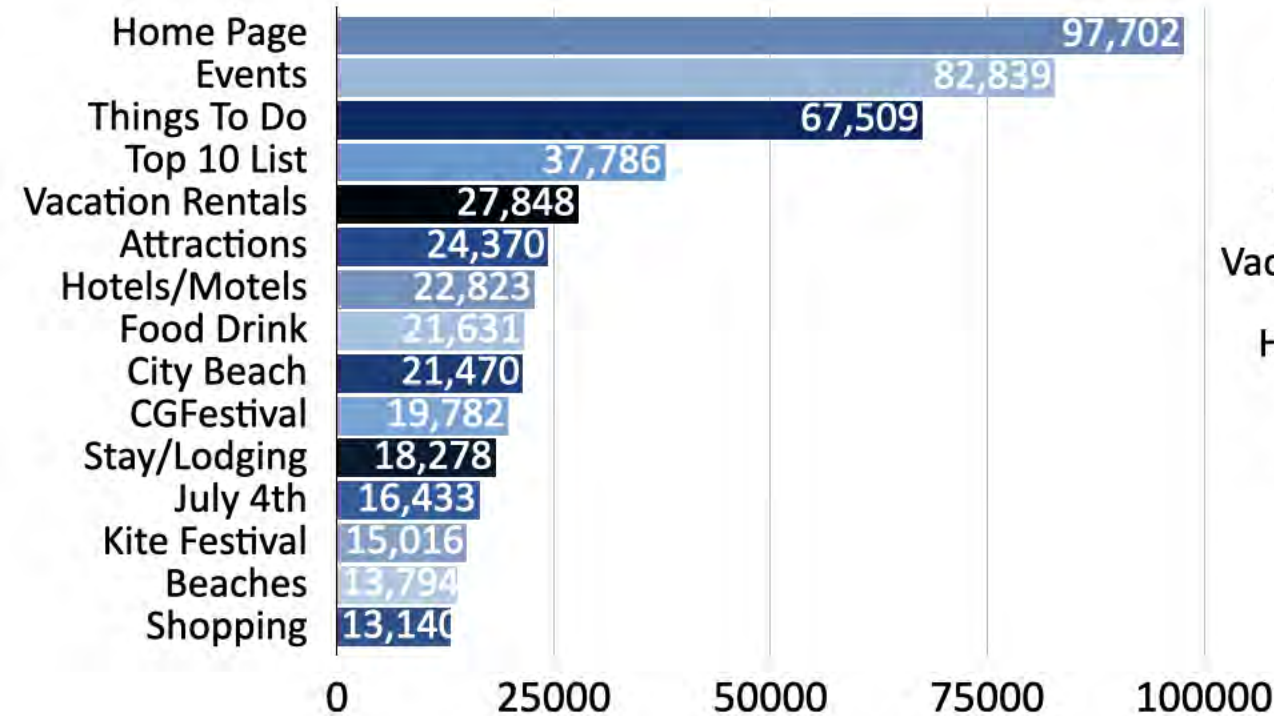
Total Active Users 259,439; Total New Users 261,979



# Top 15 Content Pages | Views

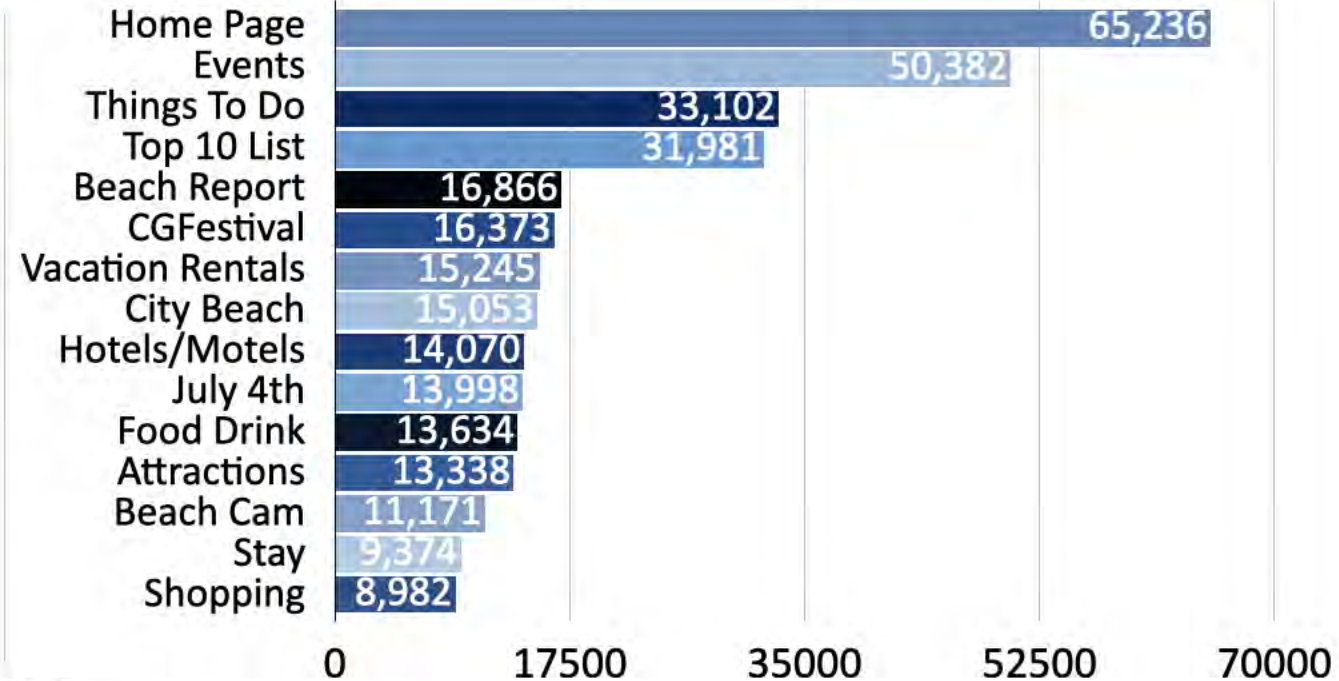
**2024**

Total Page Views 1,213,297



**2023**

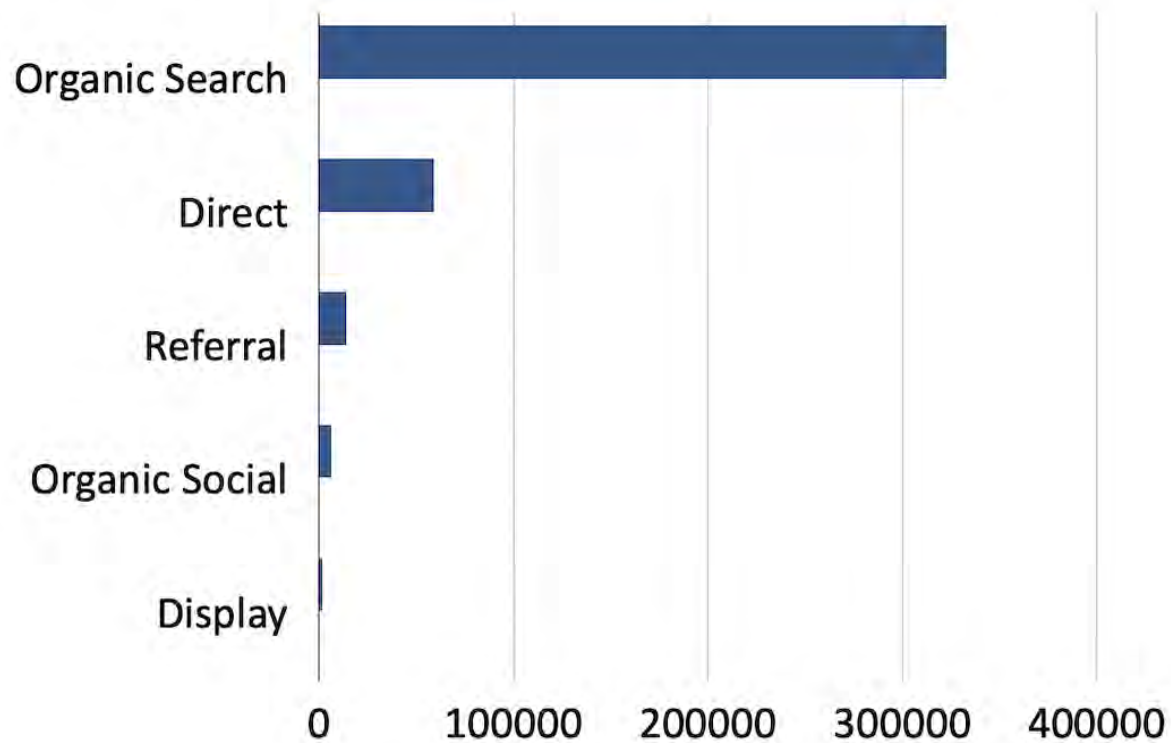
G4 June – Dec  
Total Page Views 753,061



# Top 5 Traffic Source

**2024**

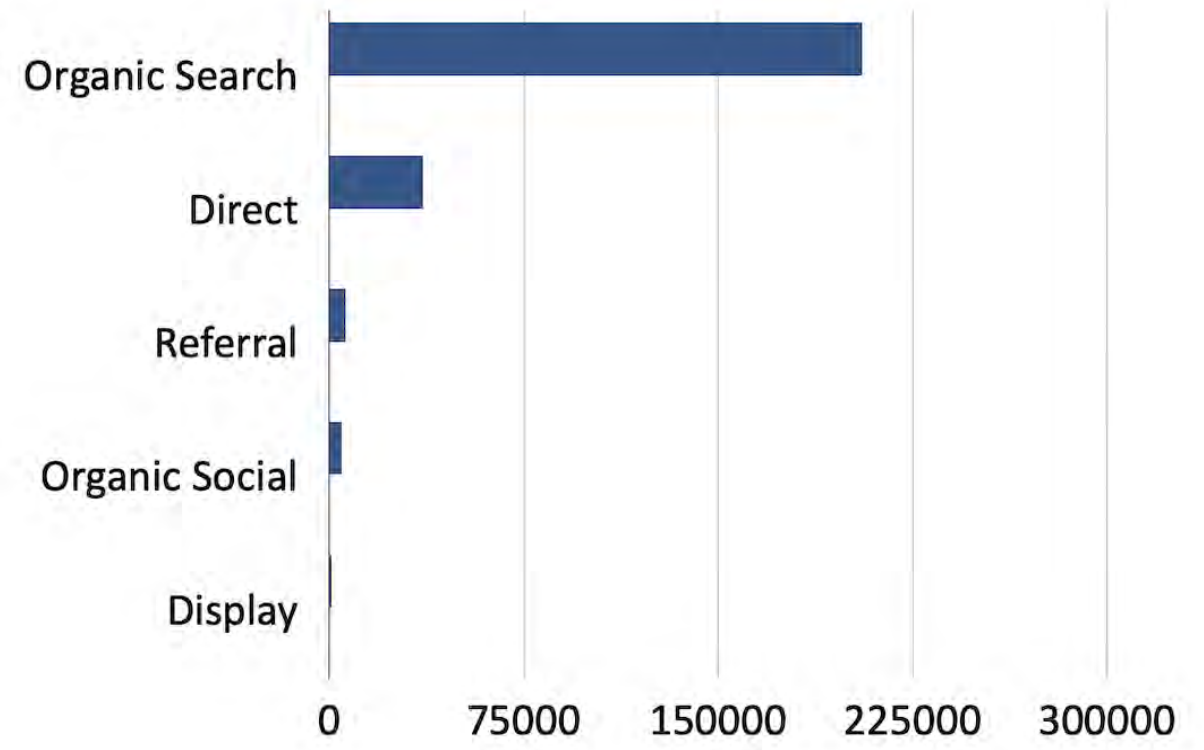
Total Sessions 526,466



**2023**

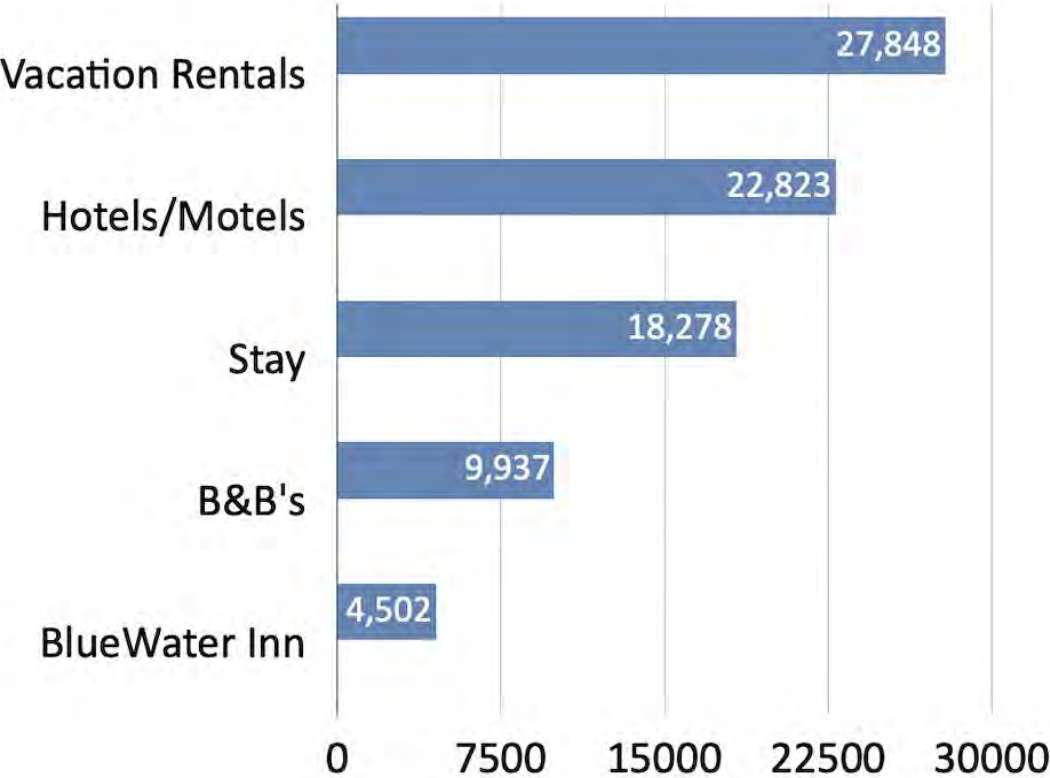
G4 June – Dec

Total Sessions 345,684



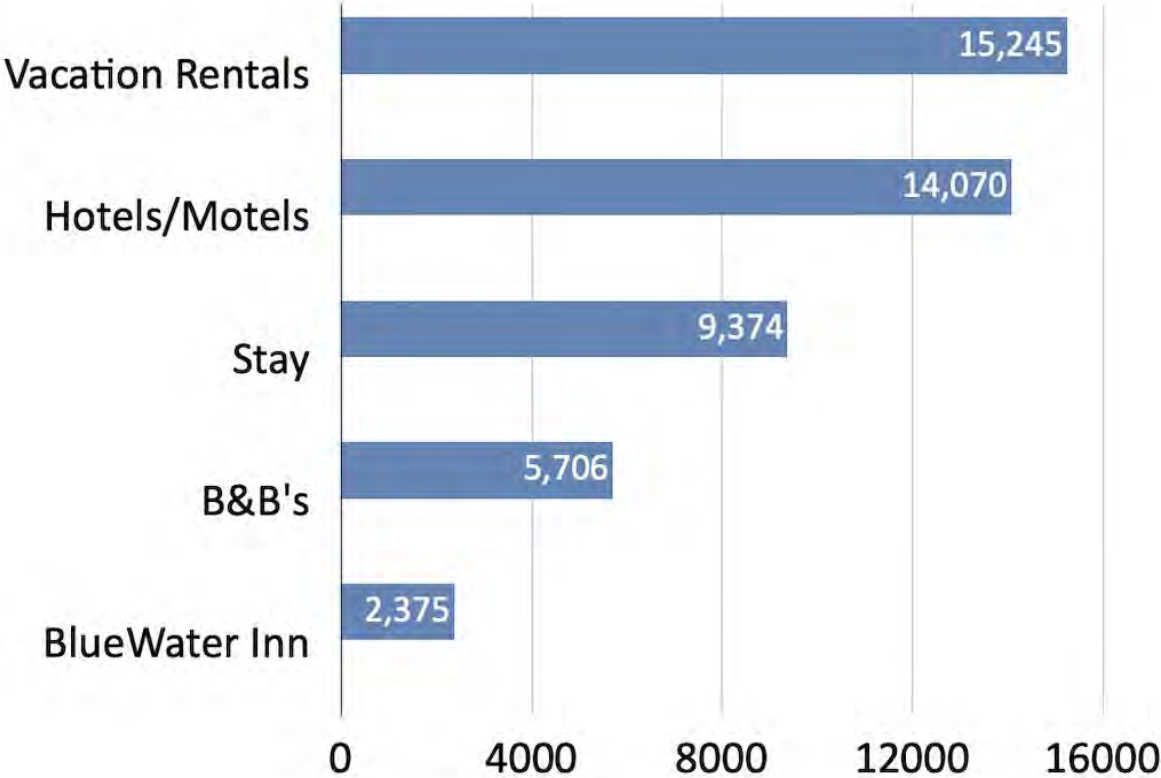
# Lodging Highlights

2024



2023

G4 June – Dec



# 2024 Advertising Samples

IT'S ONLY  
NATURAL  
TO MEET IN GRAND HAVEN.

With over 650 rooms, a diverse mix of venues, year-round activities and entertainment, and a support system of experienced planners, the Grand Haven Area is the perfect place to gather. [#VisitGrandHavenArea](#)

In the Grand Haven Area, it's all here, and it's only natural. [VisitGrandHaven.com](#)











IT'S ONLY  
NATURAL

When the days get warmer, it's only natural to head to the Grand Haven Area. Shaded trails and sunny beaches. Fresh produce picked that morning. Drinks on a patio while boats parade past. Brightly colored skies behind stoic lighthouses. A boardwalk dotted with shops and eateries. Live music and famous festivals. [#VisitGrandHavenArea](#)

In the Grand Haven Area, it's all here, and it's only natural. [VisitGrandHaven.com](#)






IT'S ONLY  
NATURAL

[#VisitGrandHavenArea](#) | [VisitGrandHaven.com](#)












Grand Haven | Spring Lake | Ferrysburg | Norton | Coopersville | Altona | Vliet Ohio

IT'S ONLY  
NATURAL

Like the snowflakes that fall from our skies, there's always something fresh when winter comes to the Grand Haven Area. Blazing sunsets, ice-famed lighthouses, and the season's best views all await. Here you'll find unique seasonal events, hearty meals, artful drinks, and our signature warm hospitality, all in a natural setting that beckons exploration.

[#VisitGrandHaven](#)

Plan Your Winter Getaway








Grand Haven | Spring Lake | Ferrysburg | Norton | Coopersville | Altona | Vliet Ohio

IT'S ONLY  
NATURAL

When the days grow cooler, head to the Grand Haven Area. Brightly colored trails, stunning sunsets, and the season's best views await. Here you'll find hand-picked harvests, hearty meals, and warm hospitality all in a natural setting that beckons exploration.

In the Grand Haven Area, it's all here, and it's only natural.

Plan Your Fall Getaway



IT'S ONLY  
NATURAL

When the days get warmer, it's only natural to head to the lake. Lotion on your nose, sand in your toes, and the perfect summer vacation at your fingertips. Shaded trails and sunny beaches. Fresh produce picked that morning. Drinks on a patio while boats parade past. Brightly colored skies behind stoic lighthouses. A boardwalk lined with shops and eateries. Live music and famous festivals. [#VisitGrandHavenArea](#)

In the Grand Haven Area, it's all here, and it's only natural. [VisitGrandHaven.com](#)





IT'S ONLY  
NATURAL

When the days grow cooler, head to the Grand Haven Area. Brightly colored trails, stunning sunsets, and the season's best waves await. Here you'll find hand-picked harvests, hearty meals, and warm hospitality all in a natural setting that beckons exploration.

[VisitGrandHaven.com](#)  
[#VisitGrandHavenArea](#)

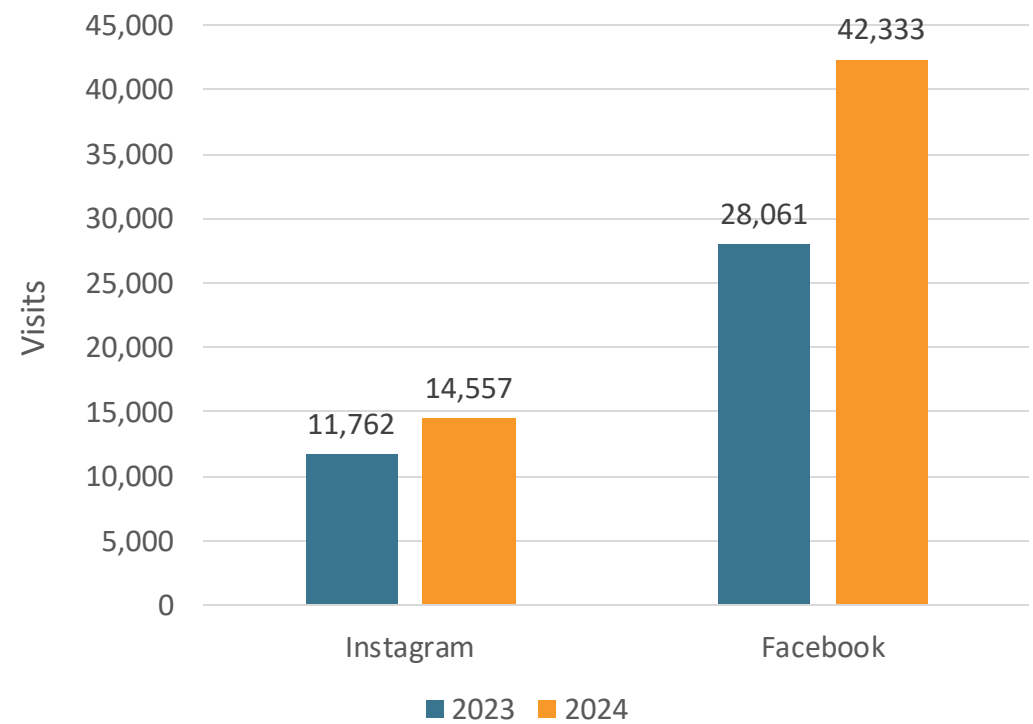
In the Grand Haven Area, it's all here, and it's only natural. [VisitGrandHaven.com](#)





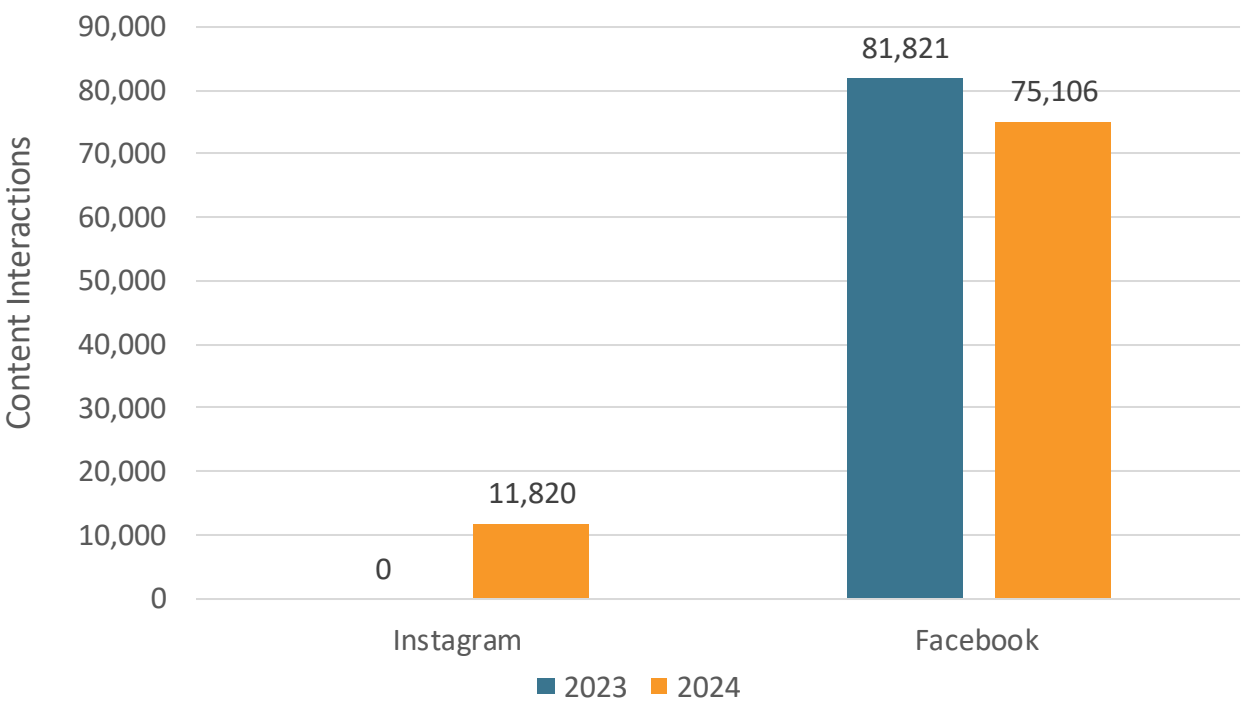
# GHACVB Social Media Visits and Content Interactions

Social Media Visits Comparison



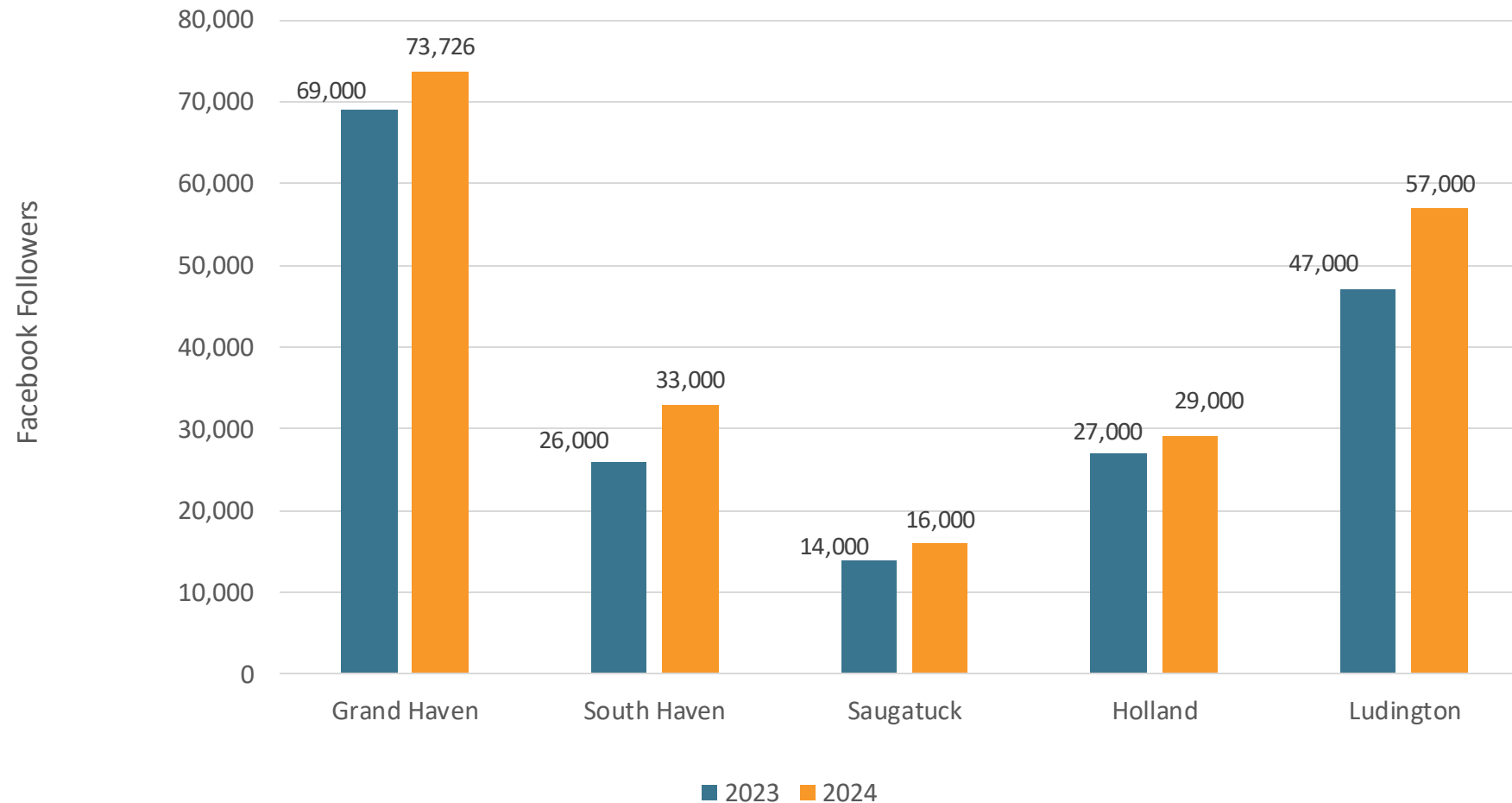
Visits: The number of times our profile was visited.

Social Media Content Interactions Comparison

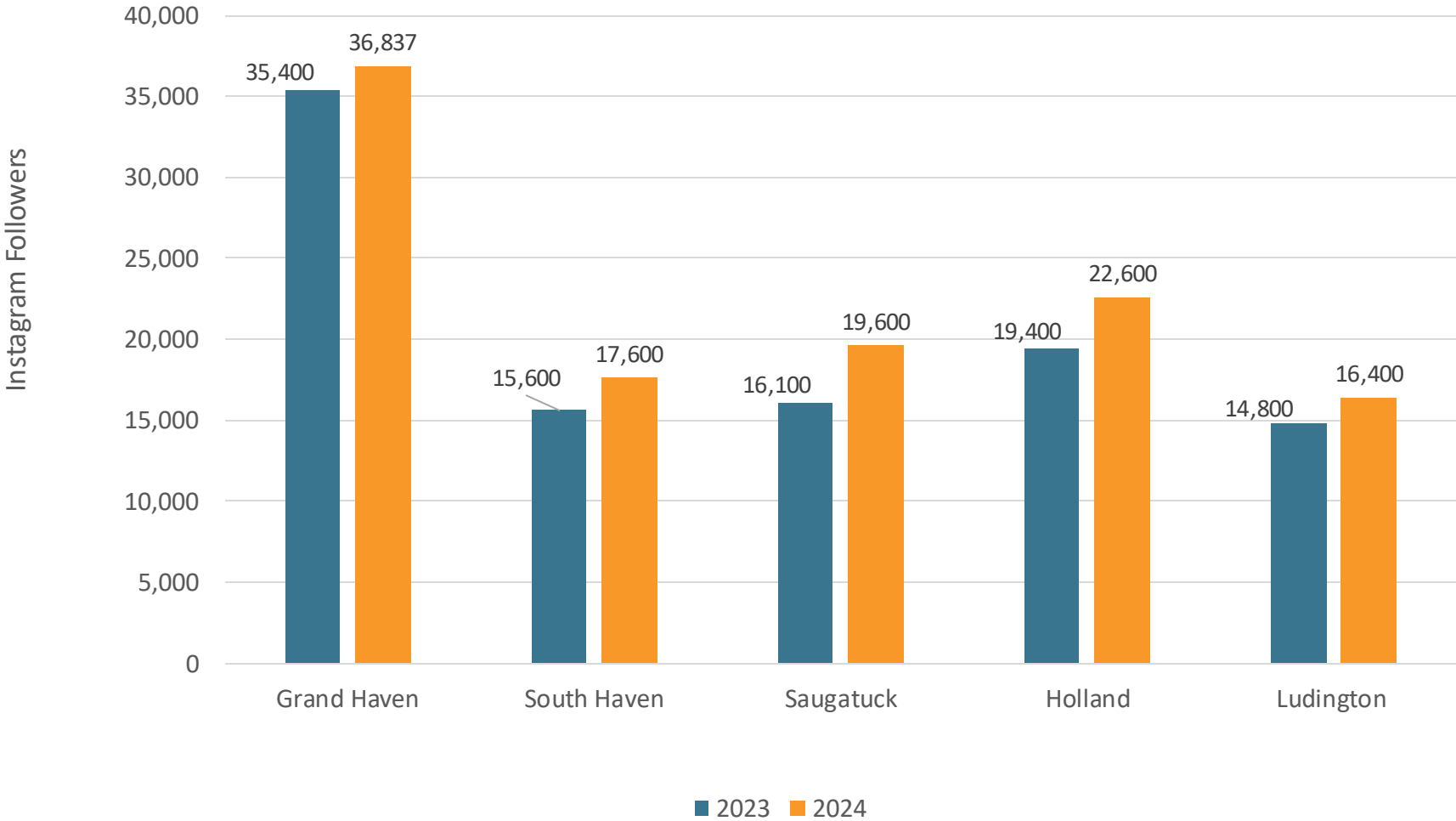


Content Interactions: The number of likes or reactions, saves, comments, shares and replies on our content, including ads.

# CVB Social Media Growth Comparison - Facebook



# CVB Social Media Growth Comparison - Instagram



# Visitors Center 2024 Guest Book

## Entries in Visitor Log

\*Not an exact measure of the # of people who visited, only the # of people who signed in and typically only one entry per group.

## Countries & States Represented



### Countries:

- Canada
- Denmark
- France
- Netherlands
- United Arab Emirates

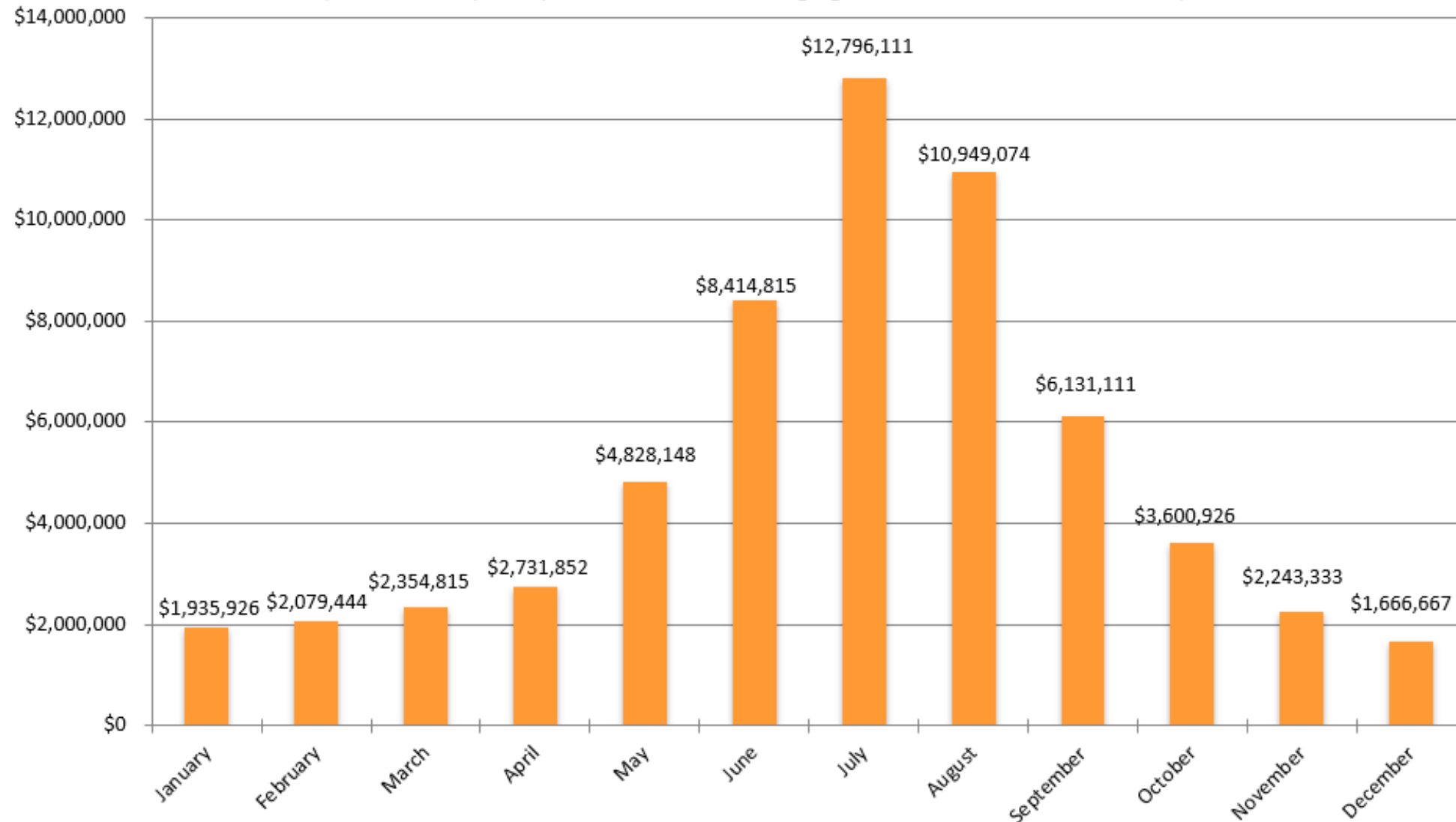
- Alabama
- Arizona
- California
- Colorado
- Delaware
- Florida
- Georgia
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Maryland
- Michigan
- Minnesota
- Mississippi
- Missouri
- New Mexico
- New York
- North Carolina
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- South Carolina
- South Dakota
- Texas
- Virginia
- Washington
- Wisconsin



## Total Travel Expenditures/Visitors Spending 2023

**\$59.7m**

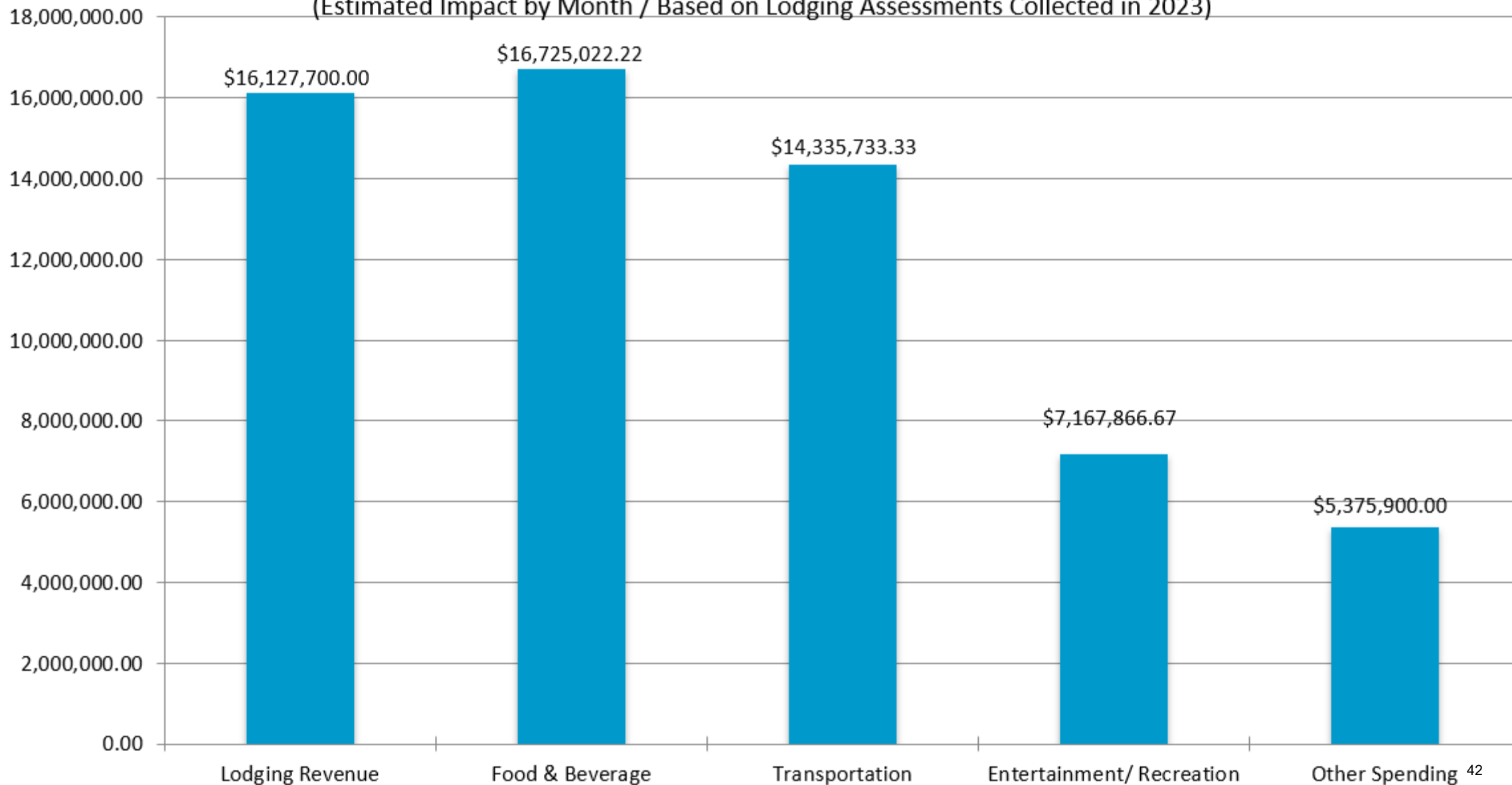
(Estimated Impact by Month / Based on Lodging Assessments Collected in 2023)



# Visitors Spending by Sector 2023

**Total Travel Expenditures \$59.7m**

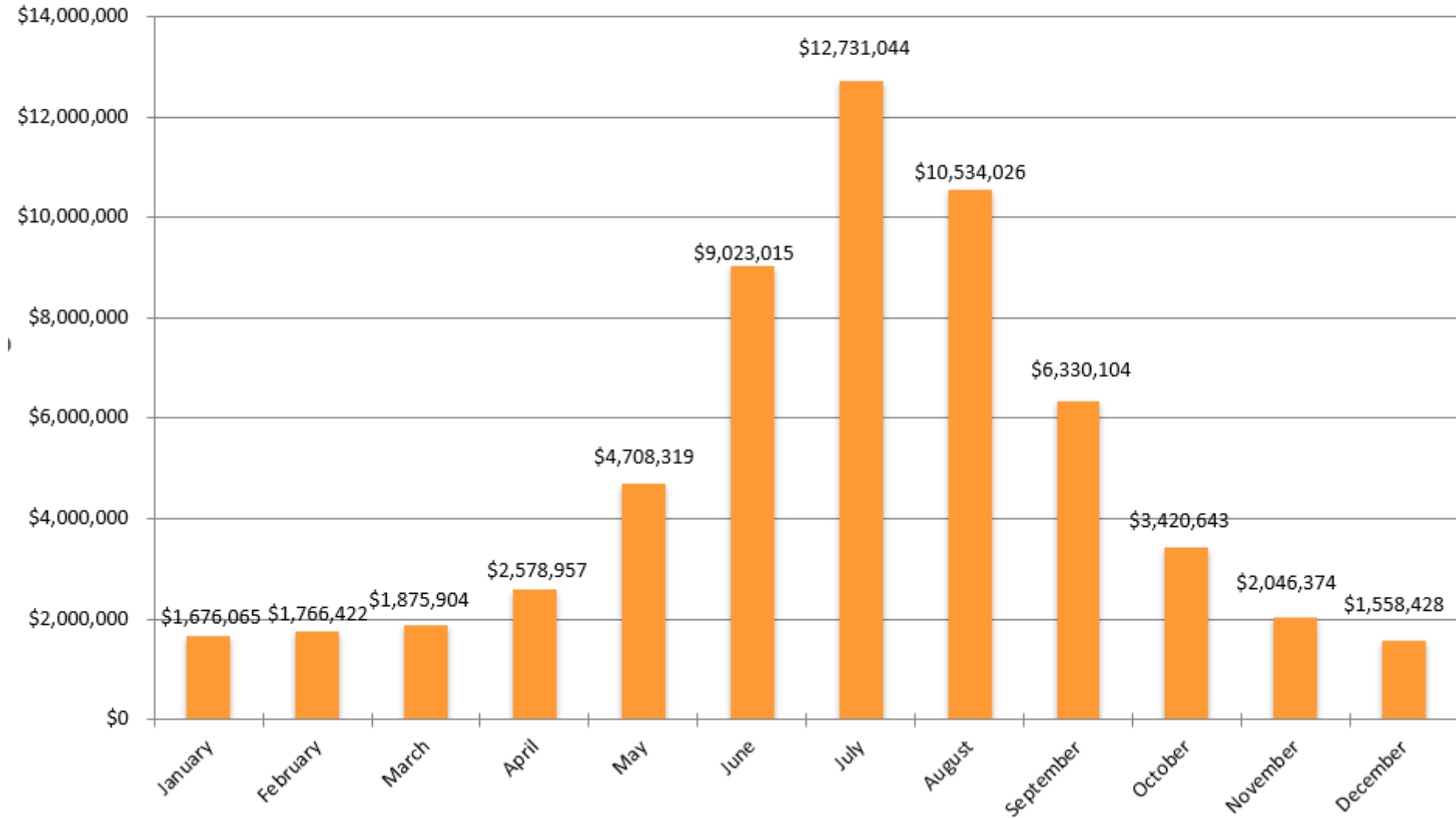
(Estimated Impact by Month / Based on Lodging Assessments Collected in 2023)



## Total Travel Expenditures/Visitors Spending 2024

### \$58.2m

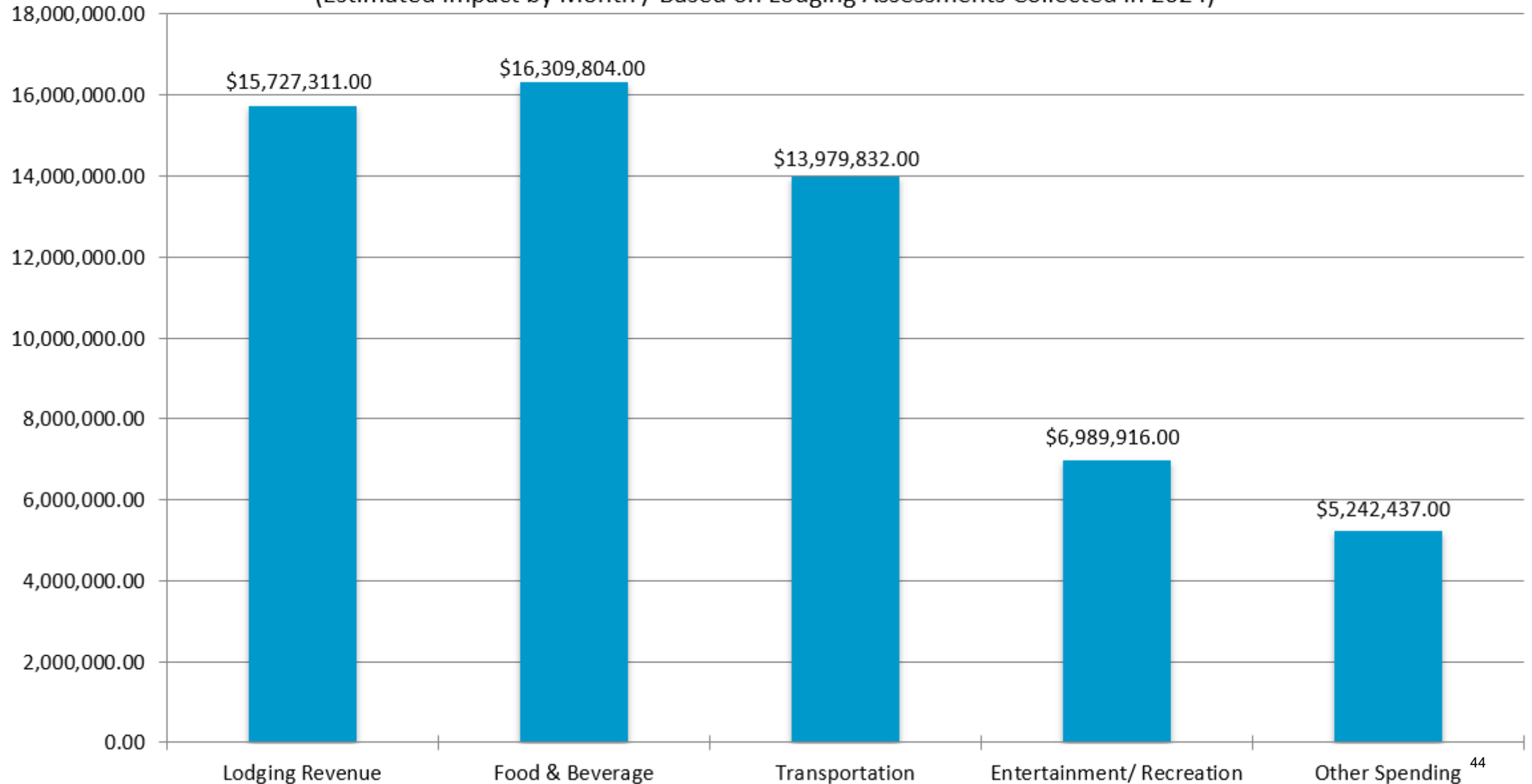
(Estimated Impact by Month / Based on Lodging Assessments Collected in 2024)



# Visitors Spending by Sector 2024

**Total Travel Expenditures \$58.2m**

(Estimated Impact by Month / Based on Lodging Assessments Collected in 2024)

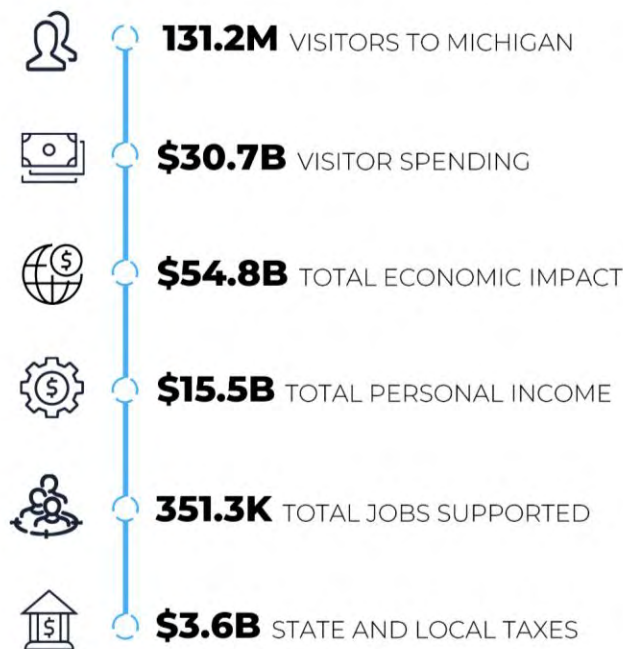


# Visitor Economic Impact (Michigan)

## Key Findings

### Visitors Generate Significant Economic Impact

In 2024, 131.2 million visitors spent \$30.7 billion in the Michigan economy, generating a total economic impact of \$54.8 billion.



# Day Visitor vs Overnight Visitor (Michigan)

## Visitor Volume and Spending Trends

Visitor spending increased 4.9% in 2024, a result of moderate demand growth coupled with price increases.

Driven by demand growth and higher room rates, in 2024, lodging led spending gains, increasing 6.2% year-over-year. Food and beverage spending growth followed, increasing 5.4% compared to the previous year.

In 2024, 55 million overnight visitors spent \$24.2 billion, with an average per person spend of \$440. Day spending increased to \$6.5 billion, with visitors spending an average of \$85 per person.

### Michigan Visitor Spending

\$ millions

	2020	2021	2022	2023	2024	2024 Growth
Total visitor spending	\$18,829	\$24,019	\$27,336	\$29,294	\$30,723	4.9%
Transportation	\$4,726	\$6,017	\$7,023	\$7,391	\$7,732	4.6%
Food & beverage	\$4,430	\$5,564	\$6,323	\$7,008	\$7,385	5.4%
Lodging	\$3,976	\$5,463	\$6,133	\$6,523	\$6,829	6.2%
Recreation & entertainment	\$2,666	\$3,401	\$3,970	\$4,222	\$4,457	3.0%
Retail	\$3,031	\$3,574	\$3,887	\$4,150	\$4,321	2.9%

Source: Tourism Economics

Note: Lodging includes all accommodation types; and transportation includes both ground and air transportation.

### Michigan Visitor Volume and Spending, by Segment

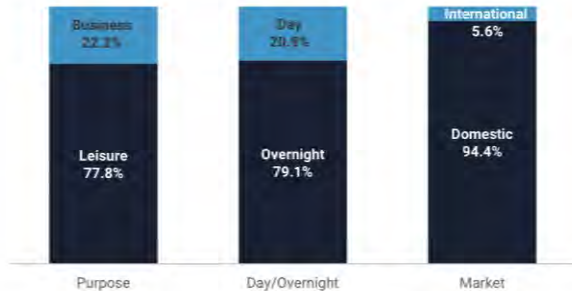
Millions of persons, \$ millions, and \$ per person

	2020	2021	2022	2023	2024	2024 Growth
Total visitor volume	106.3	117.4	125.0	128.3	131.2	2.3%
Day	63.0	68.5	72.5	74.5	76.1	2.1%
Overnight	43.3	48.9	52.5	53.8	55.1	2.4%
Total Visitor Spending	\$18,829	\$24,019	\$27,336	\$29,294	\$30,723	4.9%
Day	\$4,223	\$5,212	\$5,837	\$6,268	\$6,497	3.7%
Overnight	\$14,606	\$18,807	\$21,499	\$23,027	\$24,226	5.2%
Per Visitor Spending	\$405	\$461	\$490	\$512	\$525	2.5%
Day	\$67	\$76	\$81	\$84	\$85	1.4%
Overnight	\$338	\$385	\$409	\$428	\$440	2.8%

Source: Tourism Economics

### Michigan Visitor Spending Share, by Segment

% total spending by market



Source: Tourism Economics



# Economic Impact Model (Travel Michigan & Tourism Economics)

## Economic Impact Methodology

The development of visitor economy impact modeling begins with a comprehensive demand side analysis. Visitor survey data provides estimates on the volume of visitors by type and their spending in specific industries (e.g. lodging, restaurants, retail, recreation and entertainment, transportation). These estimates are strengthened through an analysis of industry-specific data sets on the lodging industry, aviation, and sectoral-level business sales. Government data, including taxes by type, as well as employment and personal income by industry, are used to supplement and confirm demand-side visitor spending calculations.

This provides a detailed profile of visitor spending by industry, which is then connected to a local input-output (I-O) economic impact model constructed within the IMPLAN platform. This uses government (Bureau of Economic Analysis and Census) data to trace the flow of visitors through the local economy and its effects on businesses, households, and government. The model quantifies three levels of impact:

- 1. Direct impacts:** Visitor spending creates direct economic value within a defined set of sectors. This supports a proportion of spending, jobs, wages, and taxes within each sector.
- 2. Indirect impacts:** Businesses providing direct services to visitors purchase goods and services, generating additional impacts called indirect impacts or supply-chain effects.
- 3. Induced impacts:** Additional business activity is generated as employees spend incomes locally that are earned due to visitor activity. This is called the induced impact or income effect.

The model calculates these three levels of impact—direct, indirect and induced—for the following metrics:

- Spending
- Wages
- Employment
- Federal Taxes
- State Taxes
- Local Taxes

## Economic Impact Model



# New Website Coming October 2025

Beach Cam 72°F ☀️

Grand Haven | Spring Lake | Allegan | Perryburg | Coopersville | West Olive | Huxley

Book Your Stay

Grand Haven Area CONVENTION & VISITORS BUREAU

Beaches Things To Do Stay Stories Winter | Spring | Summer | Fall

🔍



**We're a Four-Season Vacation Destination**

**Fall in Love with Grand Haven**

The Grand Haven area is famous for its beaches but there's still plenty to see and do in autumn. With many tree-covered parks and trails, the Grand Haven area offers lots of opportunities to take in the fall colors.



**Food + Drink**

**Top 5 Ice Cream Spots**

Did you know that there are fourteen different places to get ice cream in the Grand Haven area? You can find traditional ice cream treats



**Food + Drink**

**Best Brunch and Lunch Spots**

West Olive is located just south of Grand Haven along the shores of Lake Michigan. The area boasts miles of shoreline, acres and



**Activities**

**Top 10 Must Sees in the Fall**

The Grand Haven area is famous for its beaches but there is still plenty to see and do in autumn. With many tree-covered parks and

**Explore Our Beaches**

- + Secret beaches
- + Popular beaches
- + Inland lake
- + Sand dunes

**See All Beaches**



**25 Best Beaches in the U.S. – Travel + Leisure**

**Grand Haven Area Events**

Join us in celebrating all that makes our area unique and festive in every season by checking out our full event calendar:



**Full Event Calendar**

**11/30-12/25**

**Spring Lake Sparkle**  
11:00 a.m.-5:00 p.m.  
Grand Haven State Park is located on Lake Michigan with access to the Grand Haven...



**11/30-12/25**

**Spring Lake Sparkle**  
11:00 a.m.-5:00 p.m.  
Grand Haven State Park is located on Lake Michigan with access to the Grand Haven...



**11/30-12/25**

**Spring Lake Sparkle**  
11:00 a.m.-5:00 p.m.  
Grand Haven State Park is located on Lake Michigan with access to the Grand Haven...



**12/14**

**Coopersville and Marne Railway Santa Train**  
11:00 a.m.-5:00 p.m.  
All aboard the Santa Train! This vintage train has a special seat reserved just for Santa and more text here about...



**Make Your Next Getaway Grand**



Miles and miles of secret, soft-sand beaches beckon you in summer and cardboard sled races urge you to cheer in winter. Grand Haven is where the people make you feel like you belong, the natural beauty asks you to stare in awe and the diverse mix of annual area events creates family traditions and memories celebrated for years to come.

Girls Trip

Family Vacation

Romantic Getaway

Friends Trip

**#visitgrandhavenYES**

Follow us on social and tag us in your adventures



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Grand Haven Area CONVENTION & VISITORS BUREAU

# Behind the Scenes - GHACVB Staff

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- Concierge style customer service (phone calls/walk-ins/emails)
- Create & distribute Monthly Events Newsletter
- Create & distribute Constant Contact E-Blast (20k)
- Summer Occupancy Report
- Website Updates
- Visitors Guide Bulk Mailings
- Content creation, such as social media & blog posts, where we highlight area businesses and attractions.
- Local, State, National and International Media Leads (photos, movies, interviews, fact-checking, location scout, custom built itineraries, local contacts, etc.).
- Tourism related legislative oversight
- Identify and assess risks that may jeopardize the image and/or brand of the Grand Haven Area as a tourism destination. Work with local leaders to resolve current and prospective issues.



# **Attachment C**

**CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN  
SPECIAL CITY COUNCIL WORK SESSION  
MONDAY, SEPTEMBER 15, 2025**

The Special Work Session of the Grand Haven City Council was called to order at 6:30 p.m. by Mayor Bob Monetza in the Council Chambers of Grand Haven City Hall at 419 Washington Ave, Grand Haven, MI 49417.

**Present:** Council Members Mike Fritz, Karen Lowe, Mayor Pro-tem Kevin McLaughlin, and Mayor Bob Monetza.

**Absent:** None.

**Others Present:** City Manager Ashley Latsch, City Clerk Maria Boersma, and Assistant City Manager Dana Kolleywehr.

**PRESENTATION**

Grand Haven Area Public Schools Superintendent Kristen Perkowski presented on the district's 2025 Master Plan. The goal of the plan is to cover the next 10-15 years of the school district's operations. More information can be found on <https://www.ghaps.org/our-district/2025-master-plan/> along with a survey for feedback on the facility considerations.

**ADJOURNMENT**

Mayor Monetza adjourned the meeting at 7:10 p.m.

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Robert Monetza, Mayor

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Maria Boersma, City Clerk

**CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN  
REGULAR CITY COUNCIL MEETING  
MONDAY, SEPTEMBER 15, 2025**

The Regular Meeting of the Grand Haven City Council was called to order at 7:30 p.m. by Mayor Bob Monetza in the Council Chambers of City Hall, 519 Washington Ave.

**Present:** Council Members Mike Fritz, Karen Lowe, Mayor Pro-tem Kevin McLaughlin, and Mayor Bob Monetza.

**Absent:** None.

**Others Present:** City Manager Ashley Latsch, City Clerk Maria Boersma, Assistant City Manager Dana Kollewehr, Finance Director Emily Greene, City Planner Brian Urquhart, Waterfront & Events Manager Brian Jarosz, and Tom Manderscheid.

**INVOCATION/PLEDGE OF ALLEGIANCE**

**APPOINTMENTS**

**APPROVAL OF CONSENT AND REGULAR AGENDAS**

**25-167** Council Member **Fritz** moved, seconded by Council Member **Lowe**, to approve the agendas as presented.

Roll Call Vote:

**This motion carried unanimously.**

**FIRST CALL TO AUDIENCE**

**Jim Hagen, 400 Lake:** Commented on the presentation made by the Superintendent of Grand Haven Area Public Schools during the Work Session.

**CONSENT AGENDA.**

**25-168** Approve the Regular City Council Meeting Minutes of September 2, 2025.

**25-169** Approve the bill's memo in the amount of \$3,082,507.72.

**Attachment A**

**25-170** Adopt a certified resolution approving the MDOT AERO 2025-0727 Grant, for the Reconstruction of Runway 18/36, in the budgeted amount of \$524,121.00.

**25-171** Approve the Administrative Services Agreement between the City of Grand Haven and Northwest Ottawa Recreation Authority (NORA) for the City to continue providing administrative services to NORA.

**25-172** Approve a special event request for 5 Alarm Chili Cook Off from 9:00 a.m. to 5:00 p.m. on October 11, 2025, at the Lynne Sherwood Waterfront Stadium.

**25-173** Approve a request from Bluebird Cancer Retreats to use Lynne Sherwood Waterfront Stadium for the Community Cares Cancer Walk from 9:00 a.m. to 12:00 p.m. on October 4, 2025.

**25-174** Approve Oddside Ales' special event request to use 3 parallel parking spots on North 1<sup>st</sup> Street for a band's van and trailer during a Halloween show at their location at 41 Washington Avenue, Grand Haven, Michigan 49417.

Council Member **Lowe** moved, seconded by Council Member **Fritz**, to approve the Consent Agenda as presented.

Roll Call Vote:

Ayes: Lowe, McLaughlin, Monetza.

Nays: Fritz.

**This motion carried.**

## UNFINISHED BUSINESS

**25-175** Council Member **Fritz** moved, seconded by Mayor Pro-tem **McLaughlin**, to approve a resolution to establish an Obsolete Property Rehabilitation District at 224 Washington Avenue, parcel #70-03-20-436-011, with a legal description of W 43 FT OF N 58 FT LOT 243 & W 43 FT LOT 244 ORIGINAL PLAT, and to establish a finding that it is an obsolete property in an area characterized by obsolete commercial property or commercial housing pursuant to Section 3(1)a of the Obsolete Property Rehabilitation Act (PA146 of 2000).

Roll Call Vote:

**This motion carried unanimously.**

Council Member **Fritz** moved, seconded by Mayor Pro-tem **McLaughlin**, to approve a resolution to adopt the Brownfield Plan for the 224 Washington project, located at 224 Washington Avenue, Grand Haven, MI 49417, for a period of 20 years.

**25-176** Council Member **Fritz** moved, seconded by Mayor Pro-tem **McLaughlin**, to add the following four conditions:

- Construction to commence within one year of State of Michigan incentive approvals.
- Project to meet all applicable building and fire codes as determined by the Building Official and Fire Marshall.

- Façade must be complementary to the downtown and in alignment with the Downtown Development Authority Design Guidelines as determined by City staff.
- Construction to be completed within 18 months of building permits being issued.

Roll Call Vote:

**This motion carried unanimously.**

**25-177** Council Member **Fritz** moved, seconded by Mayor Pro-tem **McLaughlin**, to approve a resolution to adopt the Brownfield Plan for the 224 Washington project, located at 224 Washington Avenue, Grand Haven, MI 49417, for a period of 20 years as amended.

Roll Call Vote:

Ayes: Fritz, McLaughlin, Monetza.

Nays: Lowe.

**This motion carried.**

**25-178** Council Member **Fritz** moved, seconded by Council Member **Lowe**, to approve a final resolution for a zoning change request from I, Industrial district, to TI, Transitional Industrial District, for properties located near 924 Beechetre St. (parcels #70-03-27-315-013, #70-03-27-315-012, and #70-03-27-315-015).

Roll Call Vote:

**This motion carried unanimously.**

## NEW BUSINESS

**25-179** Council Member **Fritz** moved, seconded by Council Member **Lowe**, to approve McKenna as the consultant to prepare the Centertown Vision Plan update, with costs not to exceed the budgeted amount of \$20,000, with seventy-five percent (75%) of the total cost covered through Redevelopment Ready Communities (RRC) Technical Assistance funds.

Roll Call Vote

Ayes: Fritz, Lowe, Monetza.

Nays: McLaughlin.

**This motion carried.**

**25-180** Council Member **Lowe** moved, seconded by Mayor Pro-tem **McLaughlin**, to approve a land-lease agreement with 301 North Harbor LLC, for the redevelopment of Chinook Pier and authorize the Mayor and City Clerk to execute the necessary documents.

Roll Call Vote:

**This motion carried unanimously.**

### **REPORT BY CITY COUNCIL**

Council Member Lowe shared that she was part of a citizen group that interviewed candidates for the Ottawa County Administrator position. The Board of Commissioners selected Patrick Waterman to serve in the role. The NORA board is currently conducting a search for a new Executive Director.

Mayor Monetza shared that he participated in the American Legion's 9/11 Ceremony.

### **CITY MANAGER REPORT**

#### **CALL TO AUDIENCE SECOND OPPORTUNITY**

**Jim Hagen, 400 Lake:** Commented on the City's new website.

### **ADJOURNMENT**

After hearing no further business, Mayor Monetza adjourned the meeting at 8:47 p.m.

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Robert Monetza, Mayor

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Maria Boersma, City Clerk

Regular City Council Meeting Minutes  
Monday, September 15, 2025  
Page 5

Attachment A

To: Ashley Latsch, City Manager  
From: Emily Greene, Finance Director  
CM Date: 09.15.25  
RE: Bills From Payables Warrant

NEW FUND NUMBER	FUND NAME	WARRANT 09.03.25	ACH WARRANT 09.03.25	WARRANT 09.10.25	ACH WARRANT 09.10.25	CREDIT CARD WARRANT 09.09.25	TOTALS
101	General Fund	\$13,725.41	\$0.00	\$40,950.32	\$63,537.39	\$8,466.47	\$22,191.86
151	Cemetery Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
202	Major Street Fund	\$755.50	\$0.00	\$103.29	\$1,361.79	\$78.67	\$834.17
203	Local Street Fund	\$755.50	\$0.00	\$103.28	\$911.41	\$78.66	\$834.16
225	Land Acquisition Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
242	Brid LSRRF TIF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
243	Brownfield Redevelopment Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
244	Econ. Dev. Corp. Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
245	Downtown TIF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
246	GLTIF Spec Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
248	Main St Dist Dev	\$419.78	\$0.00	\$3,775.00	\$647.00	\$2,174.50	\$2,594.28
272	UTGO Inf Spec Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
273	LTGO Bond Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
274	2015 UTGO Bond Rev	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276	LightHouse Maintenance Fund	\$0.00	\$0.00	\$0.00	\$2,150.00	\$0.00	\$0.00
278	Community Land Trust	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
310	Assessment Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
351	Operating Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
352	Brownfield TIF Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
355	GLTIF Debt Serv Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
369	Building Auth Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
372	UTGO Inf Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
373	LTGO Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
374	2015 UTGO Bond Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
384	2020 LTGO Bond - Warber Drain	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
394	Downtown TIF Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
401	Public Improvements Fund	\$51,115.60	\$0.00	\$0.00	\$20,299.50	\$0.00	\$51,115.60
402	Fire Truck Replacement Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
403	Brownfield TIF Const	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
404	Downtown TIF Const.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
410	Harbor Island	\$0.00	\$0.00	\$0.00	\$0.00	\$51.00	\$51.00
455	G/L TIF Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
456	UTGO Inf Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
457	LTGO Bond Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
458	2015 UTGO Bond Inf Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
469	Building Auth. Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
508	North Ottawa Rec Authority	\$0.00	\$0.00	\$0.00	\$0.00	\$1,016.79	\$1,016.79
509	Sewer Authority Operations	\$461.66	\$0.00	\$94,665.11	\$63,614.32	\$88.21	\$549.87
509	Sewer Authority SL Force Mn	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	Sewer Authority Plant Mod	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-2013 Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-SLPS/Force Main Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-Local Lift Station Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-2018 Plant Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
510	NOWS Operating	\$245.13	\$0.00	\$2,655.48	\$160,497.36	\$0.00	\$245.13
510	NOWS Plant Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
510	NOWS Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
535	Housing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
572	Chinook Pier Rental Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
581	Airpark Fund	\$32,538.12	\$0.00	\$195.07	\$21,019.28	\$0.00	\$32,538.12
590	City Sewer Fund	\$1,324.84	\$0.00	\$103.83	\$4,943.39	\$663.00	\$1,987.84
591	City Water Fund	\$9,572.83	\$0.00	\$4,906.57	\$10,653.00	\$2,739.67	\$12,312.50
594	City Marina Fund	\$48.58	\$0.00	\$1,514.51	\$6,120.31	\$179.91	\$228.49
597	City Boat Launch Fund	\$40.01	\$0.00	\$0.00	\$540.00	\$0.00	\$40.01
661	Motorpool Fund	\$856.17	\$0.00	\$2,802.59	\$48,457.44	\$0.00	\$856.17
677	Self Insurance Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
678	OPEB/Retiree Benefits Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
679	Health Benefit Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
701	Trust & Agency Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
703	Tax Collection Fund	\$673,365.30	\$1,725,219.17	\$0.00	\$0.00	\$0.00	\$2,398,584.47
704	Payroll Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$785,224.43	\$1,725,219.17	\$151,775.05	\$404,752.19	\$15,536.88	\$3,082,507.72

\$3,082,507.72 Total Approved Bills  
\$2,398,584.47 Minus eligible bills for release without prior approval: including Utility  
\$683,923.25 Retirement, Insurance, Health Benefit, and Tax Collection Funds

To: Ashley Latsch, City Manager  
 From: Emily Greene, Finance Director *ELG*  
 CM Date:  
 RE: Bills From Payables Warrant

10.06.25

NEW FUND NUMBER	FUND NAME	WARRANT 09.17.25	ACH WARRANT 09.17.25	WARRANT 09.24.25	ACH WARRANT 09.24.25	WARRANT 10.01.25	ACH WARRANT 10.01.25	TOTALS
101	General Fund	\$40,892.52	\$10,403.06	\$83,408.49	\$7,923.81	\$35,594.11	\$93,948.18	\$59,219.39
151	Cemetery Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
202	Major Street Fund	\$3,488.29	\$0.00	\$221,520.42	\$0.00	\$165.34	\$36,742.87	\$3,488.29
203	Local Street Fund	\$0.00	\$0.00	\$139.15	\$0.00	\$70.34	\$6,927.10	\$0.00
225	Land Acquisition Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
242	Brfd LSRRF TIF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
243	Brownfield Redevelopment Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$119,490.57	\$468,412.01	\$0.00
244	Econ. Dev. Corp. Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
245	Downtown TIF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
246	GLTIF Spec Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
248	Main St Dist Dev	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
272	UTGO Inf Spec Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
273	LTGO Bond Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
274	2015 UTGO Bond Rev	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276	LightHouse Maintenance Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,200.00	\$0.00
278	Community Land Trust	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
310	Assessment Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
351	Operating Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
352	Brownfield TIF Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
355	GLTIF Debt Serv Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
369	Building Auth Debt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
372	UTGO Inf Debt Fund	\$0.00	\$0.00	\$0.00	\$24,341.00	\$0.00	\$0.00	\$24,341.00
373	LTGO Debt	\$0.00	\$0.00	\$0.00	\$30,900.00	\$0.00	\$0.00	\$30,900.00
374	2015 UTGO Bond Debt Fund	\$0.00	\$0.00	\$0.00	\$77,800.00	\$0.00	\$0.00	\$77,800.00
384	2020 LTGO Bond - Warber Drain	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
394	Downtown TIF Debt	\$0.00	\$0.00	\$0.00	\$59,650.00	\$0.00	\$0.00	\$59,650.00
401	Public Improvements Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$95,072.63	\$13,631.00	\$0.00
402	Fire Truck Replacement Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
403	Brownfield TIF Const	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
404	Downtown TIF Const.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
410	Harbor Island	\$360.00	\$0.00	\$0.00	\$0.00	\$44,343.45	\$0.00	\$360.00
455	G/L TIF Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
456	UTGO Inf Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
457	LTGO Bond Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
458	2015 UTGO Bond Inf Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
469	Building Auth. Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
508	North Ottawa Rec Authority	\$4,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,400.00
509	Sewer Authority Operations	\$6,268.22	\$0.00	\$6,364.02	\$0.00	\$0.00	\$1,395.95	\$6,268.22
509	Sewer Authority SL Force Mn	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	Sewer Authority Plant Mod	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-2013 Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-SLPS/Force Main Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-Local Lift Station Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
509	GH/SL SA-2018 Plant Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
510	NOWS Operating	\$7,482.58	\$0.00	\$12,652.06	\$0.00	\$8,276.21	\$77,152.01	\$7,482.58
510	NOWS Plant Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
510	NOWS Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
535	Housing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
572	Chinook Pier Rental Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
581	Airpark Fund	\$18,801.64	\$0.00	\$3.43	\$0.00	\$199.82	\$5,400.41	\$18,801.64
590	City Sewer Fund	\$70.58	\$0.00	\$281,778.53	\$0.00	\$1,162.22	\$184,104.40	\$70.58
591	City Water Fund	\$2,186.37	\$0.00	\$115,200.40	\$0.00	\$1,994.14	\$125,414.31	\$2,186.37
594	City Marina Fund	\$11,225.92	\$0.00	\$829.46	\$0.00	\$280.00	\$3,192.82	\$11,225.92
597	City Boat Launch Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
661	Motorpool Fund	\$44.97	\$0.00	\$2,403.54	\$0.00	\$755.15	\$7,231.89	\$44.97
677	Self Insurance Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87,470.75	\$0.00
678	OPEB/Retiree Benefits Fund	\$0.00	\$0.00	\$951.57	\$0.00	\$38,801.96	\$0.00	\$0.00
679	Health Benefit Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$91.80	\$0.00	\$0.00
701	Trust & Agency Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
703	Tax Collection Fund	\$43,310.44	\$0.00	\$12,158.51	\$0.00	\$4,303,870.02	\$10,513,097.45	\$43,310.44
704	Payroll Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$138,531.53	\$10,403.06	\$737,409.58	\$200,614.81	\$4,650,167.76	\$11,628,321.15	\$17,365,447.89

\$17,365,447.89 Total Approved Bills

\$43,310.44 Minus eligible bills for release without prior approval: including Utility,

\$17,322,137.45 Retirement, Insurance, Health Benefit, and Tax Collection Funds



## MEMORANDUM

TO: Ashley Latsch – City Manager

CC:

FROM: Derek Gajdos – Project Management Director *DG*

DATE: September 26, 2025

SUBJECT: 207 Emmet St. Communication Tower Replacement Contract Award

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One of the City's communication towers, located 207 Emmet St., also known as five-mile hill, has been budgeted for replacement in the current fiscal year. Plans, specifications and a request for proposal were finalized in late August and all but one regulatory permit has been obtained to date.

City staff have been working diligently with the affected neighborhood in the planning and design of the aesthetics of the site. A commercial, high grade concrete fence was chosen with the blessings of most of the neighborhood residents. The fence was selected in an effort to blend the new overlook aesthetics together, as well as shield views from the industrial nature of a communication tower.

Bids were opened September 17th. The City received a total of 4 bids. The bids were reviewed for accuracy and two minor corrections made. The minor corrections did not affect the order of the bids. The low bidder is Midway Electronics of Rensselaer, Indiana in the amount of \$337,200. The low bid is within the City's budgeted amount of \$500,000 for the project.

The project scope includes the removal of the existing foundation. However, city staff could not locate any drawings or specifications as to the size and depth of the existing tower foundation. Instead of spending thousands or tens of thousands of dollars on pre-investigation costs on the existing foundation, city staff was advised that a wait and see approach to the removal of the old foundation would be much more cost effective. In order to keep bidders from exaggerating the cost of the removal of the old foundation in the bid, a smaller, more conservative scope was specified in the bid documents. After discussions with the low bidder, city staff think that a contingency of 5% may be needed to fully remove the old foundation. A 5% contingency equates to \$16,860, which is well within the project's budgeted amount.

City staff verified references, bonding and insurance documents, which all came back in satisfactory or better results.

Therefore, city staff recommends City Council award the Grand Haven Communication Tower Replacement Project to Midway Electronics, of Rensselaer IN, in the amount of \$337,200 with a 5% contingency restricted for unforeseen foundation removal activities.



**CITY OF GRAND HAVEN**  
**519 Washington Avenue**  
**616-842-3210**

## BID TABULATION SHEET

**Project Name:**

**Grand Haven Communication Tower Replacement**

**Prepared By:**

**Derek Gajdos, Project Management Director**

**Date of Bid Opening:**

**September 17, 2025**

**Time of Bid Opening:**

**10:00am**

Bid Item	Unit	QTY	Midway Electronics		Bam Construction		Jranck		All State	
			Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
Mobilization	Lump Sum	1	\$3,500.00	\$3,500.00	\$10,000.00	\$10,000.00	\$30,000.00	\$30,000.00	\$20,461.00	\$20,461.00
Tower Design/Fabrication/Delivery	Lump Sum	1	\$96,600.00	\$96,600.00	\$139,000.00	\$139,000.00	\$101,000.00	\$101,000.00	\$197,633.00	\$197,633.00
Tower Foundation	Lump Sum	1	\$62,000.00	\$62,000.00	\$115,000.00	\$115,000.00	\$83,150.00	\$83,150.00	\$125,385.00	\$125,385.00
Tower Installation	Lump Sum	1	\$57,000.00	\$57,000.00	\$28,000.00	\$28,000.00	\$38,000.00	\$38,000.00	\$105,770.00	\$105,770.00
Installation of Antenna	Each	12	\$3,000.00	\$36,000.00	\$4,583.33	\$54,999.96	\$14,350.00	\$172,200.00	\$4,984.00	\$59,808.00
Sercurity Fence Installation	Lump Sum	1	\$41,000.00	\$41,000.00	\$66,000.00	\$66,000.00	\$81,750.00	\$81,750.00	\$48,759.00	\$48,759.00
Site/Landscaping Removals & Installation	Lump Sum	1	\$9,000.00	\$9,000.00	\$26,000.00	\$26,000.00	\$60,000.00	\$60,000.00	\$49,705.00	\$49,705.00
Removal of Existing Tower	Lump Sum	1	\$16,100.00	\$16,100.00	\$40,000.00	\$40,000.00	\$45,800.00	\$45,800.00	\$69,231.00	\$69,231.00
Removal of Existing Tower Foundation	Per Foot	32	\$500.00	\$16,000.00	\$625.00	\$20,000.00	\$675.00	\$21,600.00	\$973.13	\$31,140.00
<b>Total</b>				<b>\$337,200.00</b>		<b>\$498,999.96</b>		<b>\$633,500.00</b>		<b>\$707,892.00</b>

## CITY OF GRAND HAVEN CONTRACTOR SERVICES AGREEMENT

This Agreement is made as of October 6, 2025, between the City of Grand Haven, a Michigan municipal corporation, whose address is 519 Washington Avenue, Grand Haven, Michigan 49417, Attn.: City Manager (the “City”), and Midway Electronics Inc., whose address is 1250 Rensselaer, IN 47978 (the “Contractor”).

### RECITALS

- A. The City wishes to provide for the 207 Emmet St. Communication Tower Replacement as needed within the City of Grand Haven (the “Project”).
- B. To complete the Project, the City requires the services of a contractor to provide the necessary labor, materials, and equipment to install a 150’ hot dipped galvanized communication tower and removal of the existing communication tower as specified in the Request for Proposals and Specifications attached as **Exhibit A** and incorporated by reference.
- C. The Contractor’s proposal to provide such services is attached as **Exhibit B** and incorporated by reference.
- D. The City Council, by its action at a meeting held on October 6, 2025 ,selected the Contractor to complete the Project.

### AGREEMENT

In exchange for the consideration described in this Agreement, the parties agree as follows:

### ARTICLE I CONTRACTOR’S RESPONSIBILITIES

- 1.1 Basic Services, Materials and Equipment. The Contractor shall provide the following services, materials and equipment.
  - (a) All labor, materials, supplies, tools, equipment, process and other services necessary for the completion of the Project described in this Agreement and the Request for Proposals and Specifications, attached as **Exhibit A**, and the Contractor’s proposal to provide such services, attached as **Exhibit B**, are to the approval and complete satisfaction of the City.
  - (b) Any labor, material, supplies, tools, equipment, process or other service which may have been unintentionally omitted from the description of work but which is clearly

necessary for the proper completion of the Project in a workmanlike manner, shall be furnished by the Contractor as if it had been specified in the scope of work for the Project.

- (c) Any work and materials rejected by the City or its engineer as failing to comply with this Agreement shall be promptly removed and replaced by the Contractor to bring it into compliance. This work shall be done at the expense of the Contractor without cost to the City and shall include making good all work of others destroyed or damaged by such removal and replacement.
- (d) Provide cost information for any proposed change orders requested by the City. All change orders shall require the signature of the City, the engineer and the Contractor. Minor changes in work or materials not involving an increase in the overall cost of the project or an extension of construction time may be authorized by the City Manager. Other changes will require City Council approval prior to doing the work.

1.2 Additional Services. The Contractor will perform services in addition to those detailed in Section 1.1 of this Agreement only when requested in writing by the City.

1.3 Termination. Should the Contractor fail to perform satisfactorily any of its duties and obligations under this Agreement in a timely fashion, the City may, upon thirty (30) days written notice, terminate this Agreement.

1.4 Insurance. The Contractor shall, before it commences any work under this Agreement, file proofs of insurance with the City Clerk.

## **ARTICLE II PHASES FOR COMMENCEMENT AND COMPLETION**

2.1 Phases. The project shall be commenced and completed according to **Exhibit A**.

2.2 Commencement and Completion. Work shall commence and not be interrupted until completion on or before April 30, 2026. All parties agree that the timetable may be extended due to unforeseen circumstances as agreed by the City Manager or designee and the Contractor.

## **ARTICLE III COMPENSATION AND PAYMENT**

3.1 Compensation. The City shall pay the Contractor the sum of \$337,200, as provided for in the Contractor's proposal attached as **Exhibit B**, for the services performed under Section 1.1 of this Agreement. Additional services as defined in Section 1.2 of this Agreement will be performed for a fee agreed upon in writing prior to the performance of such services.

- 3.2 Billing and Payment. The Contractor will submit monthly invoices to the City for a pro rata amount of the completed work. All payments, unless reasonably disputed within thirty (30) business days of the City's receipt of the invoice, shall be paid within forty-five (45) days of the City's receipt of the invoice provided the project is completed to the City's reasonable satisfaction. The Contractor shall present to the City Clerk a Performance Bond in the amount of \$0 prior to the start of the project.
- 3.3 Liens. The Contractor, its agents, or sub-contractors shall not place any lien upon any City property or any of its buildings, improvements, fixtures or appurtenances, or any other City property without first securing a valid judgment against the City.

#### **ARTICLE IV MISCELLANEOUS**

- 4.1 Notices. Any notice or other communication to be given under this Agreement shall be personally delivered or mailed by prepaid certified mail, return receipt requested, to the addresses first written above, or delivered to the contact persons for either party.
- 4.2 Governing Law. This Agreement has been executed and delivered in, and shall be interpreted and enforced under, the laws of the State of Michigan. To the extent permitted by law, the state courts of Ottawa County, Michigan shall be the jurisdiction and venue for any litigation or other proceeding between the parties that may be brought by reason of this Agreement.
- 4.3 Waiver of Breach. Neither party's waiver of a breach of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or another provision.
- 4.4 Enforcement. If either party takes legal action to enforce this Agreement, the prevailing party shall be entitled to recover its actual, reasonable costs of such action, including, without limitation, actual reasonable attorneys' fees.
- 4.5 Headings. The headings in this Agreement are only for reference purposes and shall not affect the meaning or interpretation of this Agreement.
- 4.6 Entire Agreement. This Agreement supersedes all previous or contemporaneous agreements between the parties, constitutes the entire agreement between the parties relating to its subject matter, and includes the Request for Proposal and Specifications attached as **Exhibit A** and the Proposal attached as **Exhibit B**, both of which are incorporated by reference. No oral statements or any prior or contemporaneous written material not specifically incorporated into this Agreement shall have any effect. No changes or additions to this Agreement shall be effective unless made in writing and signed by the parties. In entering into this Agreement, the parties are relying solely upon the representations and agreements in this Agreement and no others.

4.7 Conflicts. In case of any conflict between this Agreement and its exhibits, the terms of this Agreement shall control. In case of any conflict between **Exhibit A** and **Exhibit B**, the terms of **Exhibit A** shall control.

The parties have executed this Agreement as of the date first written above.

**THE CITY OF GRAND HAVEN:**

**WITNESSES:**

\_\_\_\_\_  
By: \_\_\_\_\_  
Robert Monetza, Mayor

\_\_\_\_\_  
By: \_\_\_\_\_  
Maria Boersma, City Clerk

**THE CONTRACTOR**

By: \_\_\_\_\_

Its: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

# Grand Haven Memorial Airport

**MEMO TO:** Dana Kollewehr, Assistant City Manager  
**FROM:** Tom Manderscheid  
**DATE:** September 21, 2025  
**SUBJECT:** Agenda Item: Prein & Newhof Professional Engineering Service Agreement- Amendment #1 Rehabilitate Runway 18/36 Taxiway

## BACKGROUND

**Prein & Newhof Professional Engineering Service Agreement is to provide construction phase services for the pavement rehabilitation of Runway 18/36 at the Grand Haven Memorial Airport.**

This project will include general project administration, weekly inspections reports pay applications, will conduct, and attend weekly progress meetings, and field observation of project and the project closeout.

Materials and field-testing costs are substantial valued at \$7,830.00. MDOT approves the total \$43,500.00 project.

## RECOMMENDATION

It is requested the City Council adopt a resolution approving the terms of Prein & Newhof Professional Engineering Service Agreement, Amendment #1, for construction phase services in the amount of \$43,500.00, authorizing the Mayor and the City Clerk to execute the necessary documents.

Attachments

**AMENDMENT NO. 1**

**TO:** Agreement for Professional Engineering Service Dated 6/12/2024

**BETWEEN:** City of Grand Haven

AND

Prein&Newhof

**LOCATION:** Grand Haven, MI

**Project:** Runway 18/36 Pavement Rehabilitation

**PURPOSE:** Establish fees for supplemental design services and construction phase services for the project. Scope of work for this amendment shall include Elements 1.20 through 1.29 and 2.21 through 2.22 from the above referenced agreement as amended by Attachment E to this Amendment. The fixed fee for construction phase services shall be forty-three thousand five hundred dollars (\$43,500.00). A breakdown of the fee (for informational purposes) is included as Attachment C to this Amendment.

**ACCEPTED BY SPONSOR**


---

Authorized Representative

---

Date

---

Authorized Representative

---

Date

**ACCEPTED BY CONSULTANT**


---

Christopher Cruickshank, Corporate Secretary

---

Date

---

Signature of Witness

## ATTACHMENT “E”

### **Scope of Work/Services Runway 18/36 Pavement Rehabilitation Construction Phase Services Grand Haven Memorial Airpark**

#### **General**

The project includes Construction Phase (2) services listed in Article 1 of the Contract as amended in “Construction Phase Scope of Work”. This scope of work is a “Master” covering the entire construction project originally design under two separate design agreements. Each contract will be amended based upon the work elements in each contract, and costs attributed accordingly for FAA documentation purposes.

#### **Construction Phase Scope of Work**

Professional services fees are based on a construction schedule of 32 calendar days as stated in the contract documents as well as additional coordination and administration of the project. Fees are further based on the following:

##### Task 1 – Administration

1. General project administration & contract document processing
2. Shop Drawing & Mix Design Review
3. Quantity tracking and applications for payment (2 apps per pay).
4. Certified Payroll Coordination
5. Review Inspector Daily Reports (IDRs).
6. Grant Administration

##### Task 2 – Meetings

1. Attend and conduct pre-construction and final inspection meeting.
2. Attend and conduct one progress meeting.

##### Task 3 – Construction Staking

1. Provide control.
2. No AGIS required

##### Task 4 – Materials Testing / Field Testing

1. Testing pulverized material compaction and HMA. Testing provided by subconsultant.

##### Task 5 – Office Coordination

1. Contractor coordination
2. Processing of requests for information and submittals.

##### Task 6 – Field Observation (1 staff full time – Construction Inspector)

1. Consultant will provide full time field observation.

2. Consultant shall complete IDRs

Task 7 – Supplemental Services

1. None

Task 8 – Project Closeout

1. Preparation of electronic final submission report as described in MDOT Project Final Closeout Checklist distributed by email on March 11, 2015
2. Submittal of electronic copy record plans to MDOT and Sponsor

**ATTACHMENT "C"**  
**ESTIMATED MAN HOUR ASSIGNMENTS AND COSTS**

P&N No: 2240771

**Grand Haven Memorial Airpark (3GM)**  
**GRAND HAVEN, MICHIGAN**  
MDOT Concept No. 221357  
FAA Project X-26-XXXX-XXXX  
**Runway 18/36 Pavement Rehabilitation - Construction Administration**

	SR. PROJECT MANAGER I	SR ELEC ENGINEER	AIRPORT PLANNER	SR ENGINEER II	ENGINEER	SURVEYOR	CONST OBSERVER	OFFICE TECHNICIAN	TOTAL	EXPENSES	AMOUNT PERSONNEL	TOTAL AMOUNT BY TASK
TASK I Administration	8				8				16	\$ -	\$ 740.00	\$ 2,386.23
TASK II Meetings	12				12			3	27	\$ 518.66	\$ 1,204.50	\$ 4,402.72
TASK III Construction Staking						4			4	\$ 55.02	\$ 160.00	\$ 570.96
TASK IV Materials Testing	4				4				8	\$ 7,830.00	\$ 370.00	\$ 9,023.11
TASK V Office Coordination	12								12	\$ -	\$ 684.00	\$ 2,205.64
TASK VI Field Observation							160		160	\$ 2,500.40	\$ 5,600.00	\$ 20,558.29
TASK VII Supplemental Services							1		1	\$ -	\$ 35.00	\$ 112.86
TASK VIII Project Closeout	8				16			8	32	\$ 125.58	\$ 1,276.00	\$ 4,240.20
TASK IX										\$ -	\$ -	\$ -
TASK X										\$ -	\$ -	\$ -
TOTALS -	44				40	4	161	11	260	\$ 11,029.66	\$ 10,069.50	\$ 43,500.01
HOURLY RATES	\$ 57.00	\$ 52.50	\$ 48.00	\$ 47.00	\$ 35.50	\$ 40.00	\$ 35.00	\$ 31.50				
AMOUNT PERSONNEL	\$ 2,508.00	\$ -	\$ -	\$ -	\$ 1,420.00	\$ 160.00	\$ 5,635.00	\$ 346.50	\$ 10,069.50	<b>TOTAL CONTRACT = \$ 43,500.00</b>		
OVERHEAD	\$ 4,761.19	\$ -	\$ -	\$ -	\$ 2,695.73	\$ 303.74	\$ 10,697.48	\$ 657.80	\$ 19,115.94			
PROFIT 11%	\$ 799.61	\$ -	\$ -	\$ -	\$ 452.73	\$ 51.01	\$ 1,796.57	\$ 110.47	\$ 3,210.39			
FACILITIES CAPITAL COST OF MONEY	\$ 18.56	\$ -	\$ -	\$ -	\$ 10.51	\$ 1.18	\$ 41.70	\$ 2.56	\$ 74.51			
TOTAL PERSONNEL CHARGES	\$ 8,087.36	\$ -	\$ -	\$ -	\$ 4,578.97	\$ 515.93	\$ 18,170.75	\$ 1,117.33	\$ 32,470.34			

**OUT OF POCKET EXPENSES**

	ITEM I	ITEM II	ITEM III	ITEM IV	ITEM V	ITEM VI	ITEM VII	ITEM VIII	ITEM IX	ITEM X	Total Expenses
COMMERCIAL CARRIER	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
VEHICLE MILES		372	\$ 84			1,680					
MILES X \$0.655	\$ -	\$ 243.66	\$ 55.02	\$ -	\$ -	\$ 1,100.40	\$ -	\$ -			\$ 1,399.08
NUMBER OF PEOPLE DAYS		1.5				8.0					
PEOPLE DAYS X \$150.00	\$ -	\$ 225.00	\$ -	\$ -	\$ -	\$ 1,200.00	\$ -	\$ -			\$ 1,425.00
MATERIALS & SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ -			\$ 200.00
PRINTING/SHIPPING		\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125.58			\$ 175.58
Testing Sub				\$ 7,830.00							\$ 7,830.00
											\$ -
											\$ -
<b>TOTAL</b>	\$ -	\$ 518.66	\$ 55.02	\$ 7,830.00	\$ -	\$ 2,500.40	\$ -	\$ 125.58	\$ -	\$ -	TOTAL EXPENSES \$ 11,029.66



Friday, January 24, 2025

Prein & Newhof - Grand Rapids  
3355 Evergreen Drive, N.E.  
Grand Rapids MI 49525  
PH: 616-499-3104

Jon Van Duinen

**Project:** Grand Haven Airpark Runway 18/36 Reconstruction

**Project Location:** Grand Haven, Michigan

Dear Jon Van Duinen

Soils & Structures, Inc. is pleased to present our proposal for the above mentioned project. A budget has been provided below and a full scope is listed in Exhibit A.

If proposal is found acceptable, please sign below and return.

### **Budget Summary for - Grand Haven Airpark Runway 18/36 Reconstruction**

<b>Task Name</b>	<b>Cost</b>
Asphalt	\$6,990.00
Project Management	\$840.00
<b>Project total:</b>	<b>\$7,830.00</b>

The price and terms of this offer are valid for 120 days from the date of this proposal. We look forward to being of service to you. Please contact our office with any questions you may have. If the proposal is found acceptable, please sign below and return.

Sincerely,

Soils & Structures

Chad Clark  
Steel Inspector

Jon Veeneman - Proposal Writer

Exhibit A - Scope of Services  
Exhibit B - Terms & Conditions

**Fee Arrangement:** Work to be invoiced according to the proposal dated January 23, 2025

**Special Conditions:** None

Accepted by\*\*:

## EXHIBIT A

### Scope of Services

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#### Asphalt

##### Cost Estimate for - Asphalt

Description	Qty	Rate	Units	Total
Asphalt Density	30.00	\$93.00	RtHr	\$2,790.00
Asphalt Extraction	9.00	\$440.00	EA	\$3,960.00
Trip Charge (truck, mileage, equipment)	6.00	\$40.00	Trip	\$240.00
Total for Asphalt				\$6,990.00

#### Project Management

##### Cost Estimate for - Project Management

Description	Qty	Rate	Units	Total
Project Management & Administration	1.00	\$840.00	LS	\$840.00
Total for Project Management				\$840.00



PREI&amp;NE-01

JFURMAN

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/25/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Specialty Program Ins. Agency LLC dba Linkfield & Cross Ins. Agency 1600 E. Beltline Ave NE Suite 211 Grand Rapids, MI 49525	CONTACT NAME:		
	PHONE (A/C, No, Ext): (616) 447-2777	FAX (A/C, No):	
INSURED  PREIN & NEWHOF, INC. 3355 EVERGREEN NE GRAND RAPIDS, MI 49525	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Michigan Insurance Company		10857
	INSURER B : West Bend Insurance Company		15350
	INSURER C :		
	INSURER D :		
INSURER E :			
INSURER F :			

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CPJ9163216	12/31/2024	12/31/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			1000111313	12/31/2024	12/31/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			CXJ9163216	12/31/2024	12/31/2025	EACH OCCURRENCE	\$ 10,000,000
							AGGREGATE	\$ 10,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	A220942	12/31/2024	12/31/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Property			CPJ9163216	12/31/2024	12/31/2025	LIMIT	800,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

CITY OF GRAND HAVEN  
519 WASHINGTON AVE.  
GRAND HAVEN, MI 49417

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

# **Attachment D**

**CITY OF GRAND HAVEN**

519 Washington Ave  
Grand Haven, MI 49417  
Phone: (616) 847-4888



**TO:** Ashley Latsch, City Manager

**FROM:** Dana Kollwehr, Assistant City Manager *DK*

**DATE:** September 26, 2025

**SUBJECT:** 224 Washington - Obsolete Property Rehabilitation Act Certificate

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The City is being asked to approve an Obsolete Property Rehabilitation Act certificate under the Obsolete Property Rehabilitation Act (OPRA; PA 146 of 2000) for the property located at 224 Washington, commonly known as the Grand Haven Jewelry building. The property was determined to be an Obsolete Property Rehabilitation District at the September 18, 2025 City Council meeting. The property owner is eligible to apply for a tax abatement certificate, which would freeze the taxable value for up to 12 years, incentivizing the property owner to reinvest in an obsolete property. Further, the Developer is requesting that the State Treasurer reduce school taxes by half for up to 6 years.

The project will involve rehabilitating the existing building, creating seven upper-story residential units, and establishing several ground-floor commercial spaces. The façade will also undergo significant improvements. Three of the residential units will be rented at or below 100% of Area Median Income (AMI) for 15 years, aligning with the State's definition of attainable housing. Additionally, with the rehabilitated commercial space, the project will include new job creation.

This project supports the City's Master Plan goal of offering a variety of housing options for all residents across the City and aligns with the City's aim to consider alternative incentives for development that include a percentage of affordable housing units.

The total incentive requested through this program is \$232,312.00 for 12 years. The developer also received approval for a Brownfield Housing Tax Increment Financing (TIF) reimbursement and is seeking State of Michigan grant funding.

The EDC/BRA Board reviewed and recommended the incentive request at their August 11, 2025, meeting.



Warner Norcross + Judd LLP

May 28, 2025

Ms. Maria Boersma  
City Clerk  
City of Grand Haven  
519 Washington Avenue  
Grand Haven, MI 49417

Re: **Act 146 Obsolete Property Rehabilitation Act (OPRA) Applications for the  
224 Washington Ave Redevelopment Project**

Dear Ms. Boersma:

I am writing on behalf of my client, 224 Washington LLC, to request approval consideration for the attached Act 146 OPRA Application for the proposed improvements on property located at 224 Washington Avenue, Grand Haven, MI. Enclosed is a copy of the application for review and consideration.

Thank you for your time and consideration of this request. If I can provide any additional information or be of assistance, please do not hesitate to contact me directly at (616) 752-2447.

Very truly yours,

A handwritten signature in black ink, appearing to read "Jared T. Belka".

Jared T. Belka

Enclosures  
32169455-2

cc: Dana Kollwehr (*via e-mail*)  
Kyle Doyon (*via e-mail*)  
George Holmes (*via e-mail*)

**Jared T. Belka | Partner**

D 616.752.2447

E jbelka@wnj.com

1500 Warner Building, 150 Ottawa Avenue, N.W.

Grand Rapids, MI 49503

# Application for Obsolete Property Rehabilitation Exemption Certificate

Issued under authority of Public Act 146 of 2000, as amended.

This application should be filed after the district is established. This project will not receive tax benefits until approved by the State Tax Commission. Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the State Tax Commission.

**INSTRUCTIONS:** File the completed application and the required attachments with the clerk of the local government unit. (The State Tax Commission requires two copies of the Application and attachments. The original is retained by the clerk.) See State Tax Commission Bulletin 9 of 2000 for more information about the Obsolete Property Rehabilitation Exemption. The following must be provided to the local government unit as attachments to this application: (a) General description of the obsolete facility (year built, original use, most recent use, number of stories, square footage); (b) General description of the proposed use of the rehabilitated facility, (c) Description of the general nature and extent of the rehabilitation to be undertaken, (d) A descriptive list of the fixed building equipment that will be a part of the rehabilitated facility, (e) A time schedule for undertaking and completing the rehabilitation of the facility, (f) A statement of the economic advantages expected from the exemption. A statement from the assessor of the local unit of government, describing the required obsolescence has been met for this building, is required with each application. Rehabilitation may commence after establishment of district.


Applicant (Company) Name (applicant must be the OWNER of the facility) <b>224 Washington LLC</b>									
Company Mailing Address (Number and Street, P.O. Box, City, State, ZIP Code) <b>13650 172nd Ave, Grand Haven, Michigan 49417</b>									
Location of obsolete facility (Number and Street, City, State, ZIP Code) <b>224 Washington Avenue, Grand Haven, Michigan 49417</b>									
City, Township, Village (indicate which) <b>City of Grand Haven</b>		County <b>Ottawa</b>							
Date of Commencement of Rehabilitation (mm/dd/yyyy) <b>1/1/2025</b>	Planned date of Completion of Rehabilitation (mm/dd/yyyy) <b>11/1/2026</b>	School District where facility is located (include school code) <b>70010 - Grand Haven</b>							
Estimated Cost of Rehabilitation <b>\$2,396,463.00</b>		Number of years exemption requested <b>12</b>							
Attach legal description of obsolete property on separate sheet.									
Expected Project Outcomes (Check all that apply) <table><tr><td><input checked="" type="checkbox"/> Increase commercial activity</td><td><input type="checkbox"/> Retain employment</td><td><input checked="" type="checkbox"/> Revitalize urban areas</td></tr><tr><td><input checked="" type="checkbox"/> Create employment</td><td><input type="checkbox"/> Prevent a loss of employment</td><td><input checked="" type="checkbox"/> Increase number of residents in the community in which the facility is situated</td></tr></table> <p>Indicate the number of jobs to be retained or created as a result of rehabilitating the facility, including expected construction employment. <b>35</b></p>				<input checked="" type="checkbox"/> Increase commercial activity	<input type="checkbox"/> Retain employment	<input checked="" type="checkbox"/> Revitalize urban areas	<input checked="" type="checkbox"/> Create employment	<input type="checkbox"/> Prevent a loss of employment	<input checked="" type="checkbox"/> Increase number of residents in the community in which the facility is situated
<input checked="" type="checkbox"/> Increase commercial activity	<input type="checkbox"/> Retain employment	<input checked="" type="checkbox"/> Revitalize urban areas							
<input checked="" type="checkbox"/> Create employment	<input type="checkbox"/> Prevent a loss of employment	<input checked="" type="checkbox"/> Increase number of residents in the community in which the facility is situated							
<input checked="" type="checkbox"/> Each year, the State Treasurer may approve 25 additional reductions of half the school operating and state education taxes for a period not to exceed six years. Check the box at left if you wish to be considered for this exclusion.									

## APPLICANT CERTIFICATION

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all of the information is truly descriptive of the property for which this application is being submitted. Further, the undersigned is aware that, if any statement or information provided is untrue, the exemption provided by Public Act 146 of 2000 may be in jeopardy.

**The applicant certifies that this application relates to a rehabilitation program that, when completed, constitutes a rehabilitated facility, as defined by Public Act 146 of 2000, as amended, and that the rehabilitation of the facility would not be undertaken without the applicant's receipt of the exemption certificate.**

It is further certified that the undersigned is familiar with the provisions of Public Act 146 of 2000, as amended, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Obsolete Property Rehabilitation Exemption Certificate by the State Tax Commission.

Name of Company Officer (No authorized agents) <b>Kyle Doyon</b>	Telephone Number <b>(616) 638-9795</b>	Fax Number
Mailing Address <b>13650 172nd Ave, Grand Haven, Michigan 49417</b>	E-mail Address <b>kd@doyonproperties.com; jbelka@wnj.com</b>	
Signature of Company Officer (no authorized agents) 	Title <b>Manager</b>	

## LOCAL GOVERNMENT UNIT CLERK CERTIFICATION

The Clerk must also complete Parts 1, 2 and 4 on page 2. Part 3 is to be completed by the Assessor.

Signature	Date Application Received
-----------	---------------------------

## FOR STATE TAX COMMISSION USE

Application Number	Date Received	LUCI Code
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**LOCAL GOVERNMENT ACTION**

This section is to be completed by the clerk of the local governing unit before submitting the application to the State Tax Commission. Include a copy of the resolution which approves the application and Instruction items (a) through (f) on page 1, and a separate statement of obsolescence from the assessor of record with the State Assessor's Board. All sections must be completed in order to process.

**PART 1: ACTION TAKEN**

Action Date

☐ Exemption Approved for \_\_\_\_\_ Years, ending December 30, \_\_\_\_\_ (not to exceed 12 years)

☐ Denied

Date District Established

LUCI Code

School Code

**PART 2: RESOLUTIONS (the following statements must be included in resolutions approving)**

A statement that the local unit is a Qualified Local Governmental Unit.

A statement that the Obsolete Property Rehabilitation District was legally established including the date established and the date of hearing as provided by section 3 of Public Act 146 of 2000.

A statement indicating whether the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under Public Act 146 of 2000 and under Public Act 198 of 1974 (IFT's) exceeds 5% of the total taxable value of the unit.

A statement of the factors, criteria and objectives, if any, necessary for extending the exemption, when the certificate is for less than 12 years.

A statement that a public hearing was held on the application as provided by section 4(2) of Public Act 146 of 2000 including the date of the hearing.

A statement that the applicant is not delinquent in any taxes related to the facility.

If it exceeds 5% (see above), a statement that exceeding 5% will not have the effect of substantially impeding the operation of the Qualified Local Governmental Unit or of impairing the financial soundness of an affected taxing unit.

A statement that all of the items described under "Instructions" (a) through (f) of the Application for Obsolete Property Rehabilitation Exemption Certificate have been provided to the Qualified Local Governmental Unit by the applicant.

A statement that the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000.

A statement that the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District.

A statement that the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in a Qualified Local Governmental Unit eligible under Public Act 146 of 2000 to establish such a district.

A statement that completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to, increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situated. The statement should indicate which of these the rehabilitation is likely to result in.

A statement that the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of Public Act 146 of 2000.

A statement of the period of time authorized by the Qualified Local Governmental Unit for completion of the rehabilitation.

**PART 3: ASSESSOR RECOMMENDATIONS**

Provide the Taxable Value and State Equalized Value of the Obsolete Property, as provided in Public Act 146 of 2000, as amended, for the tax year immediately preceding the effective date of the certificate (December 31 of the year approved by the STC)

Building Taxable Value

Building State Equalized Value

\$

\$

Name of Government Unit

Date of Action Application

Date of Statement of Obsolescence

**PART 4: CLERK CERTIFICATION**

The undersigned clerk certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way. Further, the undersigned is aware that if any information provided is untrue, the exemption provided by Public Act of 2000 may be in jeopardy.

Name of Clerk

Telephone Number

Clerk Mailing Address

Mailing Address

Telephone Number

Fax Number

E-mail Address

Clerk Signature

Date

**For faster service, email completed application and attachments to PTE@michigan.gov.** An additional submission option is to mail the completed application and attachments to Michigan Department of Treasury, State Tax Commission, PO Box 30471, Lansing, MI 48909. If you have any questions, call 517-335-7491.

Fill in only blue shaded input cells

**This worksheet is utilized to input the total Sources & Uses for the project from acquisition to construction completion. In addition, the maximum amount of MCRP Incentive the project is eligible for is calculated.**

Ineligible Soft Costs			
Other Professional Fees		\$60,000	
Loan Fees		\$11,000	0.30%
Construction Interest	18 mos.	\$96,431	2.61%
Construction Taxes		\$18,000	0.49%
Construction Insurance		\$8,000	0.22%
MEDC Fees			0.00%
Title Work		\$2,500	0.07%
Rent-Up Reserve	mos.	\$0	0.00%
Replacement Reserve			0.00%
Operating Reserve			0.00%
Other: LMCU Existing Loan Payoff		\$200,000	5.41%
Other:			0.00%
Other:			0.00%
<b>Other Ineligible Soft Costs - Related Party and Consulting Fees</b>			
Developer Fee		\$150,000	4.06%
Project Management Fees			0.00%
Construction Management Fees (Related Party)			0.00%
Consulting Fees			0.00%
Other Related Party Fees			0.00%
Other:			0.00%
<b>Subtotal Ineligible Soft Costs</b>		<b>\$545,931</b>	<b>15%</b>
<b>TOTAL DEVELOPMENT COSTS</b>		<b>\$3,697,294</b>	<b>100.00%</b>

Construction Financing			
Construction Loan:	WMCB	\$1,850,000	50.04%
Interest Rate:	6.95%		

Sources & Uses	
Total Development Costs	\$3,697,294
Total Development Sources	\$3,697,294
<b>Surplus/(Gap)</b>	<b>(\$0)</b>

Other Calculations			
Rental S.F.	8,464	Construct	Develop
Residential & Comm. Common Spaces	715	Cost /S.F	Cost/S.F.
Common Space Other	540		
Total S.F. Building w/o Parking	9,719	\$246.58	\$380.42
		Construct	Construct
		Cost/Space	Cost/S.F.
Parking	# Spaces      Park S.F.	#DIV/0!	#DIV/0!
	0                      0		
			% TDC
Cash Equity		\$17,394	0.47%
Land/Building Contribution		\$679,900	18.39%
<b>Owner Contribution</b>		<b>\$697,294</b>	<b>18.86%</b>
Cash IRR		182.4%	
Avg. Annual Cash on Cash Return		473.7%	
Owner Equity IRR		7.6%	
Avg. Annual Return on Owner Equity		11.8%	

SALESFORCE SUMMARY		
Infrastructure	\$0	0.00%
Site Improvement	\$0	0.00%
Demolition	\$54,450	1.47%
Building - New Construction	\$0	0.00%
Building - Renovation	\$2,342,013	63.34%
Machinery & Equipment - Purchased	\$0	0.00%
Furniture & Fixtures - Purchased	\$0	0.00%
Other Soft Costs	\$75,000	2.03%
Capital	\$1,225,831	33.15%
<b>Total Private Investment</b>	<b>\$3,697,294</b>	<b>100.00%</b>

**PROPERTY LEGAL DESCRIPTION**

**Address:** 224 Washington Avenue

**PIN#:** 70-03-20-436-011

**Parcel Size:** 0.122 Acres

**Legal:** W 43 FT OF N 58 FT LOT 243 & W 43 FT LOT 244 ORIGINAL PLAT

## **OPRA ATTACHMENT RESPONSES FOR 224 WASHINGTON AVE**

### **(a). General description of obsolete facility:**

Jared Yax, of the Grand Haven Museum noted that 224 and 226 Washington have seen a lot of activity over the years, including a massive hotel with one of the first steam elevators in the region. 224 Washington through the end of the block at 3rd Street was home to the first Cutler House, which flourished until the fire of 1889. It was rebuilt with a smaller footprint (10,528 SF) and has been home to a dry goods store (224 Washington; 1878-1914), Kroger Grocery & Baking (224 Washington; 1930-1948), Van Lopic's Central Clothing Store (224 Washington; 1914-1930), Western Union, The American Legion and the National Bank (226 Washington; 1871-1889 when destroyed by fire) throughout the years. Grand Haven Jewelry, begun by Gerald Pitcher in 1949 at 115 Washington, moved to 226 Washington around 1960, and eventually took over the space at 224 Washington as well. Pitcher's son Steve helped run the Grand Haven store, while another son, Dan, ran Pitcher's Jewelry Store in Greenville. There also was a Pitcher Jewelry Store at 218 West Savidge in Spring Lake. Pitcher's son-in-law, Rich Bol, joined the family operation in the mid-1970s. The Grand Haven store closed permanently in 2017, causing the end of an era and a perfect time to bring new life to this beautiful property. The property has remained vacant since that time.

### **(b). General description of the proposed use of the rehabilitated facility:**

The building is both vacant and dilapidated. It consists of a basement, main floor, and second floor. For many years, it served as the "Grand Haven Jewelry Building", which spanned the entire main floor (approx. 5,000 square feet). Upon receipt of the building, every room, attic space, and storage space (including the basement) were left with significant amounts of debris, furniture, and clutter that took months to sort through, sell, and/or donate. Although the building itself has "good bones", for the most part, it is currently suffering a significant roof leak that has potential to set us back in our work and budget. The building is otherwise structurally intact, featuring lofty 15-foot ceilings and hardwood floors. These details are worn and require significant rehab but will make for a beautiful space upon completion. The floors throughout the main and second floor are significantly uneven and worn, the walls were dilapidated, the bathrooms were shattered beyond repair, the railing to what was a mezzanine for the main floor were not trustworthy, and the main floor itself was divided into a maze of non-functional rooms, to the extent that one could easily become disoriented inside the 5,000 square foot space during the first few walk-throughs. To access the second floor (at present state) one proceeds up a dilapidated staircase, accessed from the sidewalk at the front of the building. The second floor was commercially zoned at last occupancy but since has been rezoned to residential use. The second-floor spans approximately 5,000 square feet and consisted of several office spaces. These spaces will be converted into seven (7) 1-2-bedroom rental units ranging in size from approximately 534 square feet to 777 square feet. The lofted ceilings will give these units a light, airy feel. Because this is a downtown building, it is a challenge to work natural light into rental units located in the middle of the 2nd floor floorplan. To overcome

this challenge, skylights will be installed throughout the second floor, making it a unique, light, bright, and affordable place to live. The building will be handicap accessible for the first time in its history. Residential occupants will have the option to access their unit by either staircase or elevator. The elevator also provides commercial and residential occupants access to available storage units, which will be located in the 5,000 square foot basement. The elevator, staircase, and public restrooms will be located in the back half of the main floor.

**(c). Description of the general nature and extent of the rehabilitation to be undertaken:**

The building is currently vacant. Rehabilitation will include complete rehabilitation of the existing building for its proposed reuse, including new walls, mechanicals, flooring, stairways, fixtures, roof repair and interior build-out to support the proposed mixed-use development.

**(d). Descriptive list of fixed building equipment that will be part of the rehabilitated facility:**

Mechanical, plumbing and electrical.

**(e). A time schedule for undertaking and completing the rehabilitation of the facility:**

The project will begin in early 2026 and is expected to be completed approximately 12 months later.

**(f). A statement of the economic advantages expected from the exemption:**

The project will fully reactivate the existing long-standing vacant building in downtown Grand Haven. The project will bring mixed-use to the site and provide new residential and commercial space to downtown. The project will support temporary construction jobs and long-term commercial positions, and the exemption will allow the project to defray some of the annual operating expenses associated with the increased taxes as a result of the proposed project. The exemption will allow the development team to complete this successful project, and the increased tax revenues will support the taxing jurisdictions in the long-run. Without the exemption benefit, the project would not be economically feasible and would not take place.

# 224 Washington Ave

## *Project Information Review*

*For Use By: City of Grand Haven*



SECTION 1

# Project Overview

# Executive Summary

## SCOPE

The City of Grand Haven (“Grand Haven”) engaged Plante Moran Realpoint (“PMR”) to provide third-party support for an application by 224 Washington LLC (the “Sponsor”). The application seeks \$1,017,394 in Michigan Economic Development Corporation (MEDC) grant funding to assist with the construction and rehabilitation of the property. Additionally, the application requests \$202,909 in tax incremental revenue over a 15-year period through the Brownfield Rehabilitation program, and \$232,312 in total valued property tax abatement through the Obsolete Property Rehabilitation Act (OPRA) tax exemption for 12 years. PMR reviewed the following items provided by the Sponsor:

1. Pro forma including key assumptions and cash flows
2. Project plans, narrative, site plans, and programming
3. Available due diligence studies

## METHODOLOGY

1

PMR generated conservative and optimistic scenarios to stress the Sponsor pro forma and understand the impact of any variances in project assumptions

2

Relevant market data was collected to understand key assumptions such as contributed land value, rental rates, and other assumptions driving the Sponsor underwriting

3

Based on PMR’s high-level review of the developer-provided budget and pro forma financials, a “but for” methodology is used to determine the need for the requested incentive

## FINDINGS

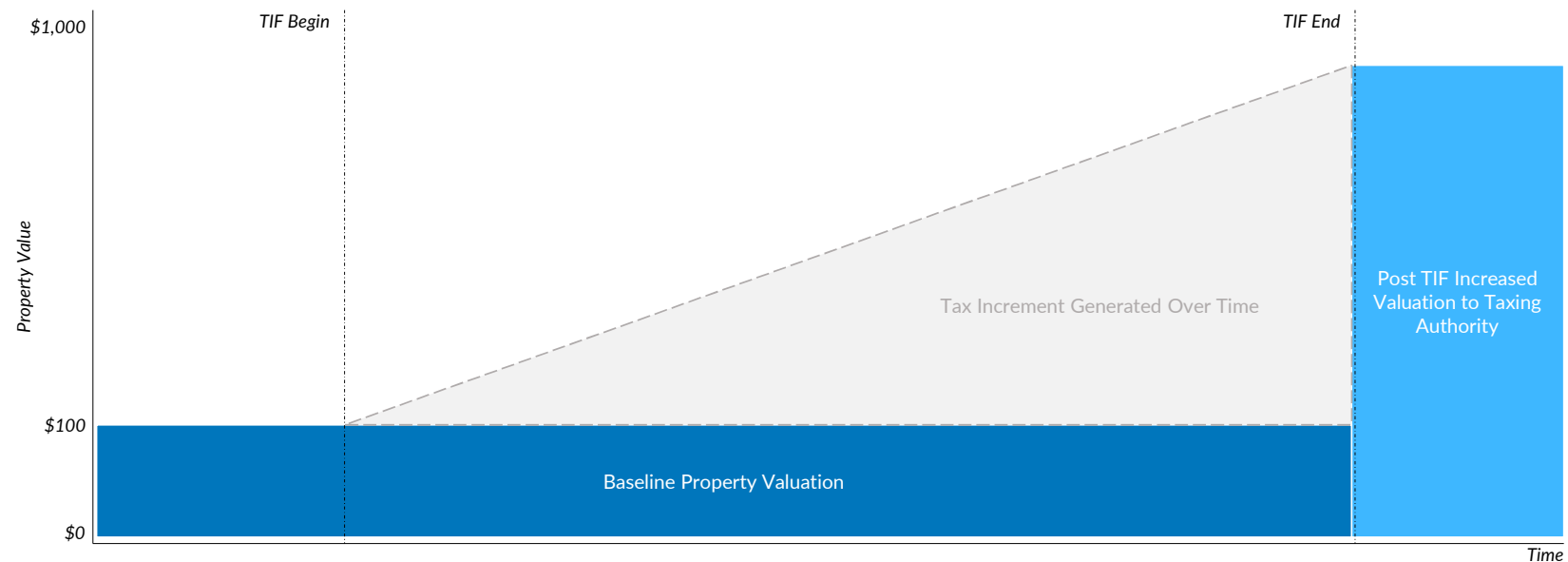
Based on PMR’s high-level review of the developer-provided budget and pro forma financials, but-for the city loan and tax abatement, Sponsor returns may be insufficient to undertake the proposed redevelopment without incentives. Given the goals of the City of Grand Haven and the financial model proposed by the Sponsor, some modifications for consideration are detailed below:

1. Parking Control Risk
  - The Sponsor explained that the project will have no on-site parking and instead will utilize public parking
    - A city parking lot is located behind the project and the tenants are expected to purchase parking passes for that lot if desired
  - The Sponsor does not control this parking, either short or long-term, and could lose this amenity, challenging the ability of the Sponsor to rent the units at underwritten levels
  - The lack of parking control could be an impediment to future financings, creating issues at loan maturity
2. Project’s financial feasibility is highly dependent on grant funding
  - The sponsor is requesting a \$1,017,394, or 27.5% of the total project cost, grant from MEDC
  - In the conservative scenario outlined in the pro forma review slide, the average DSCR is already quite low, making the project challenging to finance
    - If additional equity capital is required due to loan sizing, Sponsor returns would be minimal, and the deal may not be viable

# BROWNFIELD TAX INCREMENT FINANCING (TIF)

## WHAT IS A BROWNFIELD TIF?

- A Brownfield Tax Increment Financing (TIF) is a financial tool used to encourage the redevelopment of brownfield sites, which are properties that may be contaminated, blighted, or otherwise underutilized. The process helps make redevelopment projects financially viable by offsetting the additional costs of dealing with brownfield conditions. Here's how it works:
  1. **Redevelopment and Increased Value:** When a brownfield site is redeveloped, its value typically increases
  2. **Tax Increment:** This increase in value leads to higher property taxes, with the difference between the old tax revenue and the new, higher tax revenue called the "tax increment"
  3. **Capturing the Increment:** The tax increment is captured by a local Brownfield Redevelopment Authority (BRA) and used to reimburse the developer for eligible costs associated with cleaning up and redeveloping the site



# Project Summary

## PROGRAM SUMMARY

Total Project Cost	\$3.7 Million	
<u>Residential Unit Mix</u>	<u># of Units</u>	<u>Sq Ft</u>
One Bedroom	5	501
Two Bedroom	2	886
<u>Commercial Units</u>	7	598
<u>Storage Units</u>	14	286
<b>Total</b>		<b>14,528</b>

## SPONSOR

224 Washington LLC is a seasoned development firm with a track record in housing, mixed-use, and contractor suite projects, particularly in Grand Haven. Founder and CEO Kyle Doyon is a real estate professional with over 30 years of experience spanning construction, property management, and development. Kyle began his career in construction and later expanded into development, bringing a hands-on understanding of the built environment to every project. His early work in Boston included hundreds of custom home remodels and historic building refurbishments, giving him a deep appreciation for both craftsmanship and adaptive reuse.

Through Apex Management, Kyle oversaw operations for 15 companies and managed 150+ properties. While 224 Washington LLC has not previously received TIF or MSHDA funding, the team assembled for this project brings extensive experience with approved and pending brownfield and MSHDA work plans across Michigan communities, including mixed-use, multifamily, and for-sale housing developments.

In Grand Haven, Apex Management successfully delivered the Sheldon-Lee Project, a restored Victorian home featuring rentable hospitality space and a commercial ground floor and the 168th Commercial Contractor Suites, a shovel-ready, 20,000 sq ft flexible commercial space tailored for small and medium-sized businesses. Beyond Michigan, Kyle is advancing five workforce housing developments in Cape Coral, Florida, through Coast Life Companies LLC. These Live Local Act-eligible projects will deliver over 200 housing units, 16,600 sq ft of commercial space, 16 contractor suites, 100 executive offices, and a café across multiple sites.

Currently, 224 Washington LLC is preparing to revitalize a long-vacant building in downtown Grand Haven. The proposed redevelopment includes a two-story multifamily structure with ground-floor retail and office space, as well as a new lower level with individualized storage units for residents. The site benefits from adjacent public and city parking, with overnight passes available for tenants.

## SITE AERIAL



# Project Summary

## DEVELOPMENT RATIONALE AND AFFORDABILITY

### Development Rationale

- The property, owned by 224 Washington LLC, has been vacant for at least seven years
- As a highly visible property in Downtown Grand Haven, municipal leaders have informed PMR that residents and neighboring property owners frequently ask about future plans for the property
- The site is designated as functionally obsolete in downtown Grand Haven
  - The project aims to stimulate additional investment in the surrounding community by repurposing the vacant structure into a mixed-use facility
  - This facility will include both attainable and market-rate residential units, retail and office commercial spaces, and storage units for each resident and tenant
- The site has been left in a dilapidated state, with significant amounts of abandoned debris, furniture, and clutter
  - While structurally sound, the property suffers from a significant roof leak, uneven floors, unfinished bathrooms, and damaged walls
  - This results in a maze of non-functional rooms in need of significant rehabilitation

### Proposed Affordability

- The Sponsor proposes income restrictions on 43% of the units, designating 3 one-bedroom units for tenants earning 100% AMI or less, for a period of 15 years

## KEY DOCUMENTS RECEIVED

- PMR received the following documents from the Sponsor and were relied upon for this report:
  1. Brownfield Redevelopment Plan dated 5.28.2025
  2. Act 146 Obsolete Property Rehabilitation Act (OPRA) Application & Designation Request dated 5.28.2025
  3. Architectural schematics and site plans dated 11.1.2025
  4. MCRP proforma workbook
  5. CopperRock preconstruction estimates dated 12.27.2024
  6. WMCB Lending Term Proposal dated 12.23.2024
  7. Correspondence with the Sponsor

## KEY CONCEPT – “BUT FOR” TEST

- The National Housing Council defines this as a test used in many localities to ensure that new development or other activity that renders a property eligible for a tax abatement would not have occurred *but for* the requested incentive



SECTION 2

# Assumption Review

# Market Research

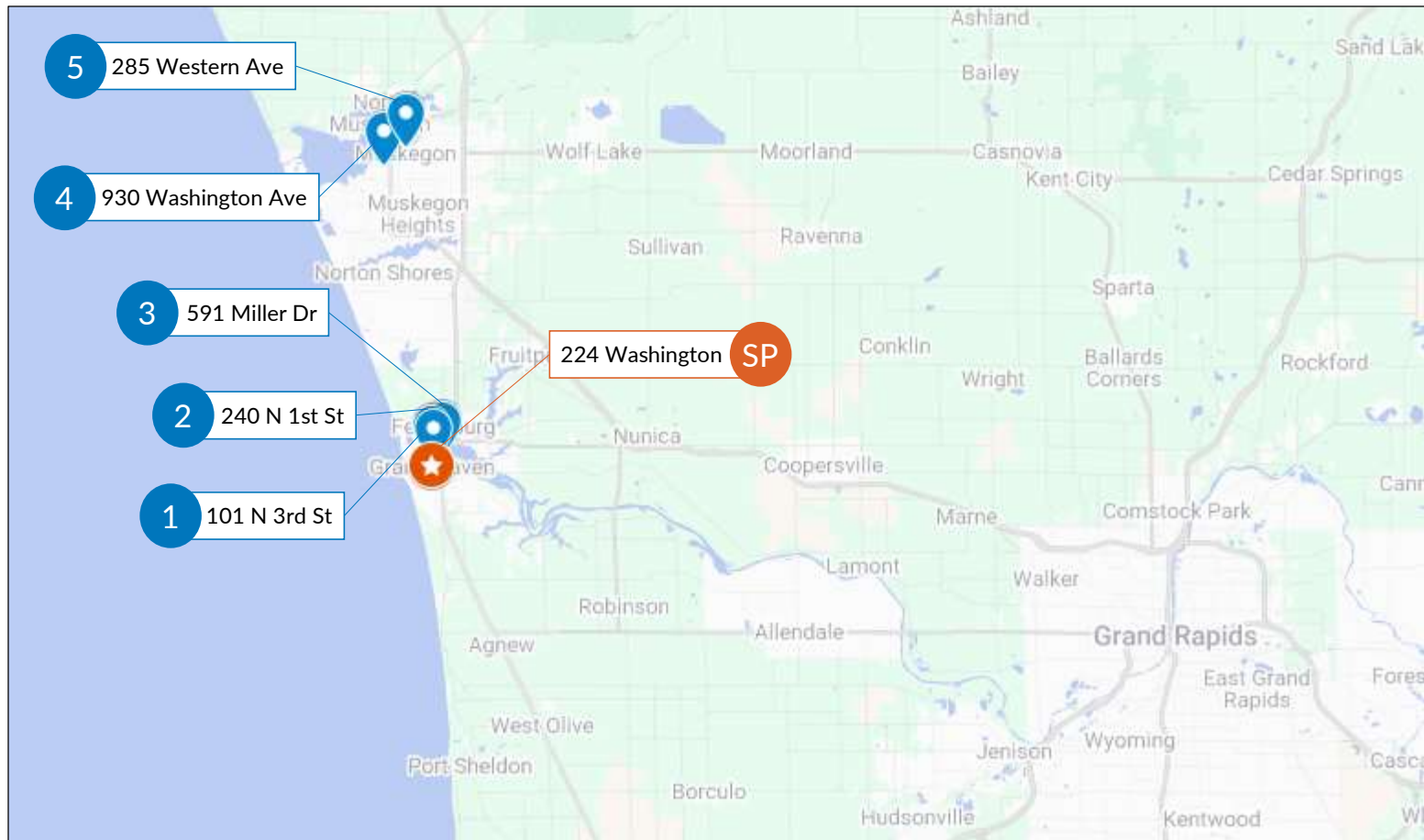
## RESIDENTIAL MARKET COMPS

To provide context to the proposed residential rents at the development, PMR conducted market research to identify comparable properties to the proposed redevelopment in terms of size and age. PMR identified four comparable properties and analyzed unit mix and rents to determine market rent by unit type in the area. This analysis shows the proposed 1BR rents at this development, detailed on the right-most column, are slightly above-market while the proposed 2BR rents are in-line with the market, and as such the assumptions are considered supportable.

	COMP 1			COMP 2			COMP 3			COMP 4			COMP 5			AVERAGE			SPONSOR PRO FORMA		
																					
Address	101 N 3rd St			240 N 1st St			591 Miller Dr			930 Washington Ave			285 Western Ave						224 Washington		
City, ST	Grand Haven, MI			Grand Haven, MI			Grand Haven, MI			Muskegon, MI			Muskegon, MI						Grand Haven, MI		
Year Built	2023			2022			2015			1902 / 2005			2018						Proposed		
	Units	SF	Rent	Units	SF	Rent	Units	SF	Rent	Units	SF	Rent	Units	SF	Rent	Units	SF	Rent	Units	SF	Rent
Studio	-	-	-	10	593	\$1,554	-	-	-	-	-	-	-	-	-	10	593	\$1,554	-	-	-
1 Bedroom	19	626	\$1,469	51	697	\$1,781	44	808	\$1,473	33	658	\$1,229	27	675	\$1,160	35	707	\$1,468	5	501	\$1,267
2 Bedroom	20	949	\$2,132	65	1,067	\$2,187	124	1,060	\$1,722	-	-	-	20	956	\$1,709	46	1,043	\$1,889	2	886	\$1,800

# Market Research






## RESIDENTIAL MARKET COMPS MAP



# Market Research

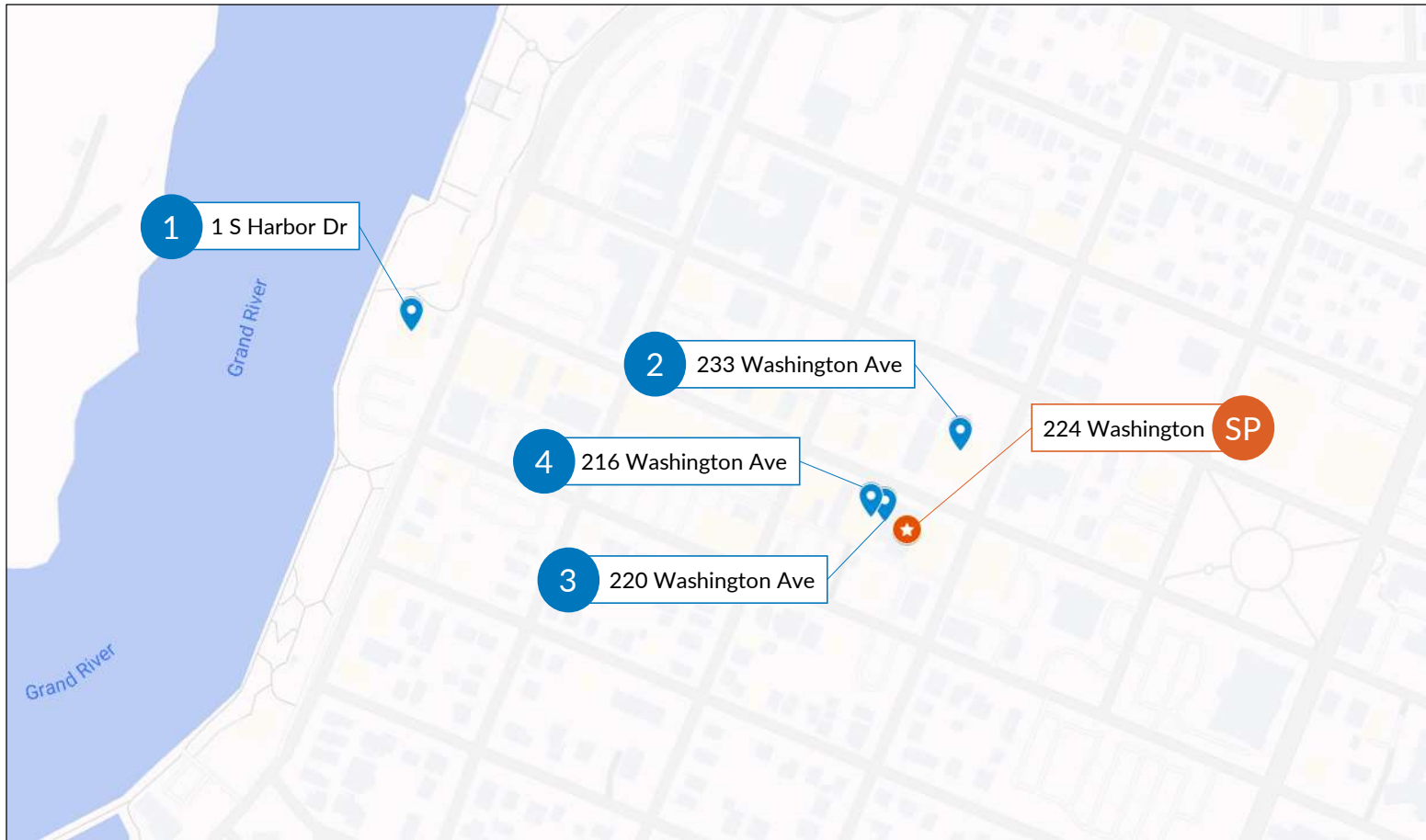
## COMMERCIAL MARKET COMPS

To provide context to the proposed commercial rents at the development, PMR conducted market research to identify comparable properties to the proposed redevelopment in terms of size and lease type. PMR identified four comparable properties and analyzed lease types, lease sign dates, and rent/SF to determine the current market rent/SF by lease type in the area. This analysis shows the proposed commercial rent/SF at this development, detailed on the right-most column, are slightly above market, shown in the average column.

	COMP 1			COMP 2			COMP 3			COMP 4			AVERAGE			SPONSOR PRO FORMA		
																		
Address	1 S Harbor Dr			233 Washington Ave			220 Washington Ave			216 Washington Ave						224 Washington Ave		
Lease Sign Date	Nov 2023			Feb 2024			Jan 2025			Jun 2023								
City, ST	Grand Haven, MI			Grand Haven, MI			Grand Haven, MI			Grand Haven, MI						Grand Haven, MI		
Year Built	1984			1975			1945			1900/1950						Proposed		
	Lease Type	SF Leased	Rent/ SF	Lease Type	SF Leased	Rent/ SF	Lease Type	SF Leased	Rent/ SF	Lease Type	SF Leased	Rent/ SF	Lease Type	SF Leased	Rent/ SF	Lease Type	SF Avail	Rent/ SF
Retail	-	-	-	-	-	-	Mod Gross	2,078	\$19.95	Mod Gross	2,613	\$14.95	Mod Gross	4,691	\$17.16	Mod Gross	2,504	\$23
Office	Mod Gross	960	\$19.06	Mod Gross	1,600	\$20.63	-	-	-	-	-	-	Mod Gross	2,560	\$20.04	Mod Gross	1,681	\$23

# Market Research






## COMMERCIAL MARKET COMPS MAP



# Market Research

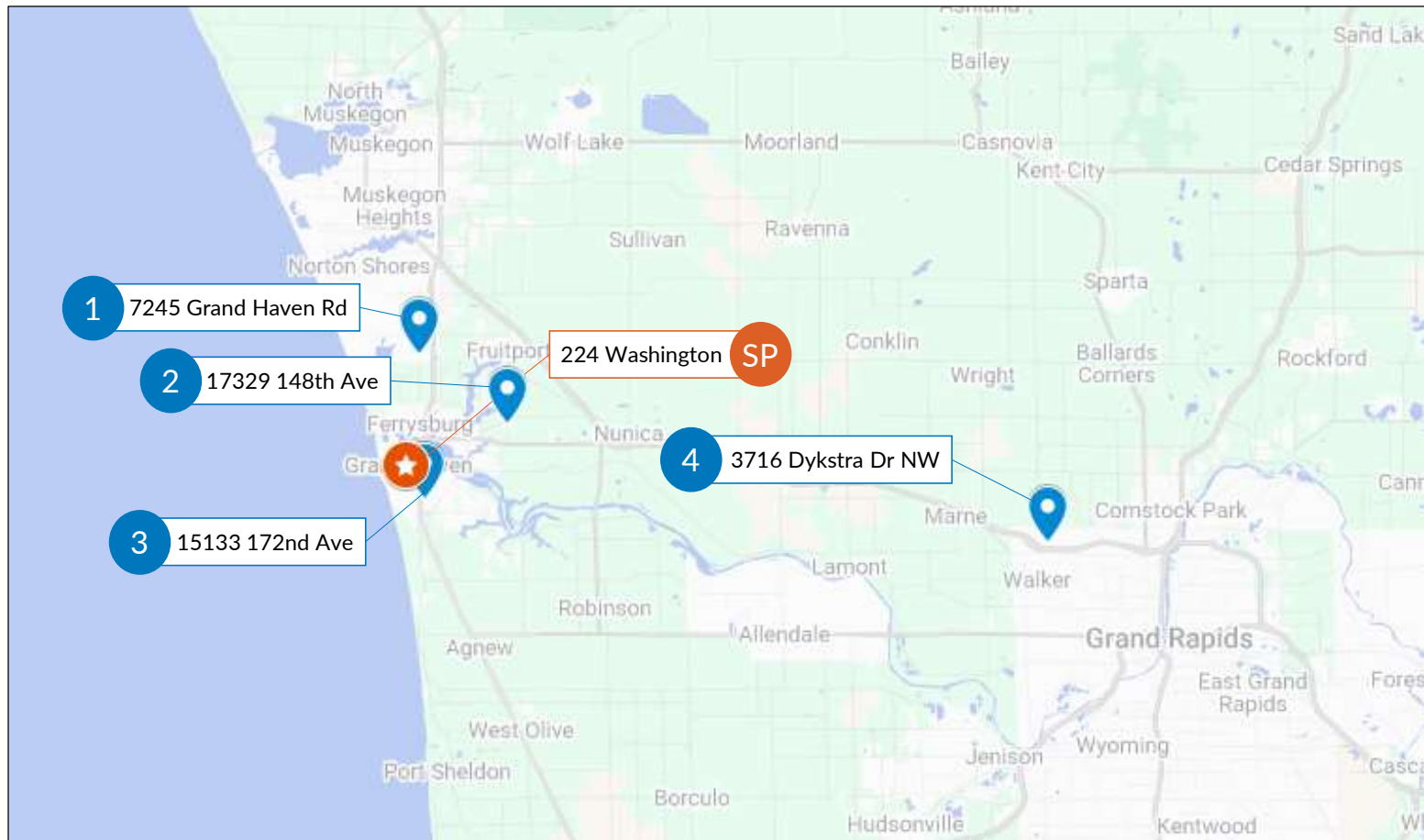
## STORAGE MARKET COMPS

To provide context to the proposed storage rents at the development, PMR conducted market research to identify comparable properties to the proposed redevelopment in terms of size and location. PMR identified four comparable properties and analyzed unit sizes and rents to determine market rent by unit size in the area. This analysis shows the proposed storage rents at this development, detailed on the following slides, are below market, and therefore supportable assumptions.

	COMP 1			COMP 2			COMP 3			COMP 4			AVERAGE			SPONSOR PRO FORMA		
																		
<b>Self Storage Name</b>	U-Store and Lock			Prestige Storage			Northwest Self Storage			Bill Tysman Mini Storage						224 Washington Ave		
<b>Address</b>	7245 Grand Haven Rd			17329 148th Ave			3716 Dykstra Drive NW			15133 172nd								
<b>City, ST</b>	Norton Shores, MI			Spring Lake, MI			Grand Rapids, MI			Grand Haven, MI						Grand Haven, MI		
	<b>Type</b>	<b>SF</b>	<b>Rent</b>	<b>Type</b>	<b>SF</b>	<b>Rent</b>	<b>Type</b>	<b>SF</b>	<b>Rent</b>	<b>Type</b>	<b>SF</b>	<b>Rent</b>	<b>Type</b>	<b>SF</b>	<b>Rent</b>	<b>Units</b>	<b>SF</b>	<b>Rent</b>
	10x10	100	\$52	10x10	100	\$78	10x10	100	\$80	10x10	100	\$70	10x10	100	\$70			
	10x20	200	\$92	10x20	200	\$114	10x20	200	\$110	10x20	200	\$110	10x20	200	\$106.50			

# Market Research

## STORAGE MARKET COMPS MAP



# Sources and Uses

<u>SOURCES</u>	<u>SPONSOR PROVIDED</u>	<u>SPONSOR PROVIDED, NO INCENTIVES</u>	<u>PMR</u>	<u>COMMENTARY</u>
West Michigan Community Bank Loan	\$1,850,000	\$1,850,000	\$1,850,000	Sponsor provided assumption is 50% TDC
MEDC Grant	\$1,017,394	\$0	\$1,017,394	Sponsor request
Deferred Developer Fees	\$150,000	\$150,000	\$150,000	Developer is postponing the receipt of this fee to future cash flow, to make the project returns more reasonable
Owner Equity	\$679,900	\$1,697,294	\$679,900	
Total Sources	\$3,697,294	\$3,697,294	\$3,697,294	

## USES

Acquisition	\$679,900	\$679,900	\$679,900	The Sponsor acquired the property in 2020
Hard Costs	\$2,289,761	\$2,289,761	\$2,289,761	
Soft Costs	\$620,931	\$620,931	\$620,931	
Contingency	\$106,702	\$106,702	\$106,702	4.7% of hard costs
Total Uses	\$3,697,294	\$3,697,294	\$3,697,294	All cost estimates provided by Sponsor

# Assumption Review

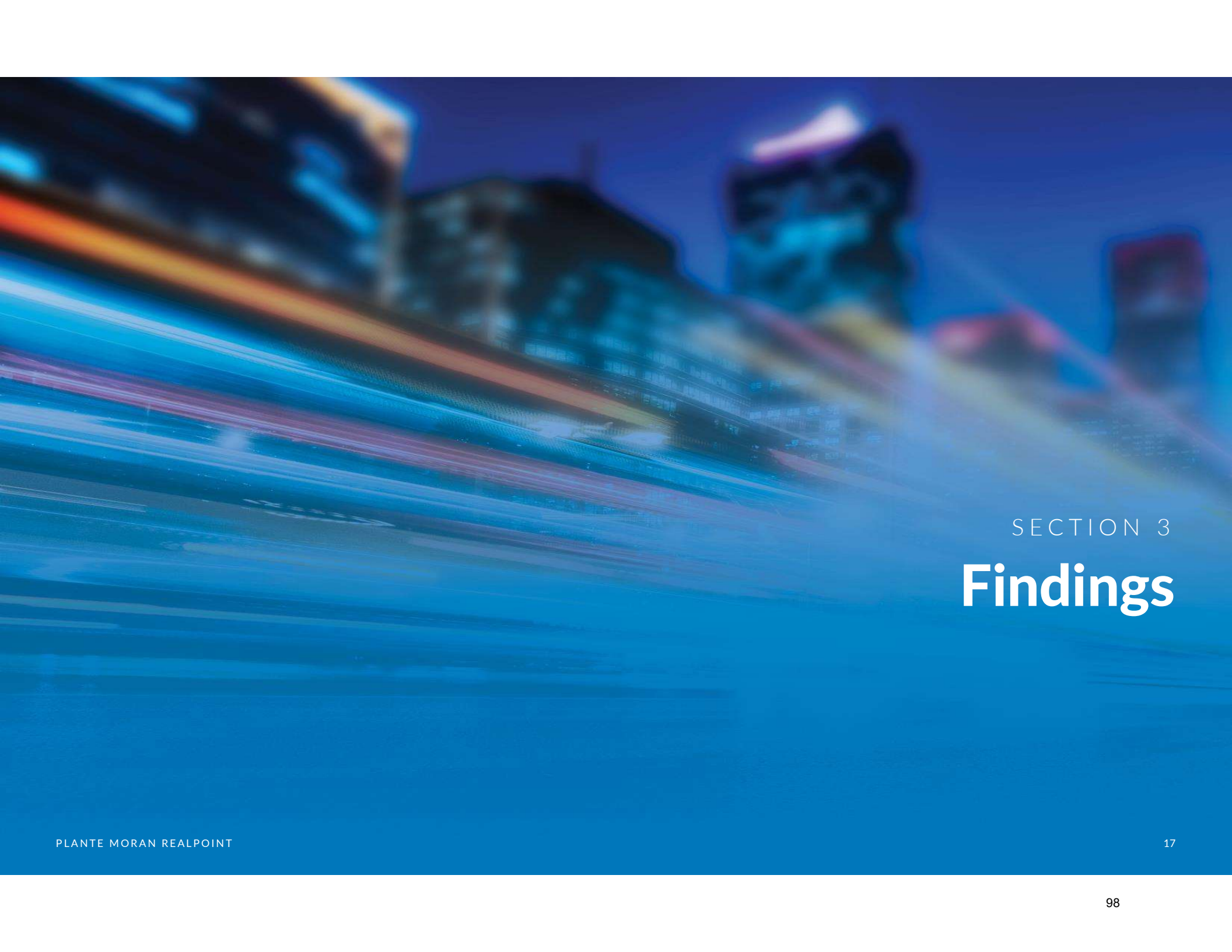
<u>OPERATING ASSUMPTIONS</u>	<u>SPONSOR PROVIDED</u>	<u>PMR CONSERVATIVE</u>	<u>PMR OPTIMISTIC</u>	<u>COMMENTARY</u>
<b>MONTHLY RENTAL INCOME</b>				
One Bedroom (per unit)	\$1,267	\$1,040	\$1,267	The Sponsor's 1BR and 2BR \$/SF assumptions exceed market rents. PMR incorporated these figures in the optimistic scenario, while the conservative scenario applied market \$/SF to the Sponsor's average 1BR and 2BR unit sizes.
Two Bedroom (per unit)	\$1,800	\$1,605	\$1,800	
Storage Income	\$350	\$350	\$350	Sponsor did not confirm storage rates. PMR assumed a market-supported rate of \$50/unit/month.
Vacancy, Concessions & Collection Loss	5%	10%	2%	Adjusted based on property size (7 units).
<b>MONTHLY COMMERCIAL INCOME</b>				
Retail/Office Rent	\$8,021	\$7,601	\$8,021	Although the Sponsor's \$/SF assumptions exceed local market comparables, due to the vintage of nearby comps PMR largely agrees with the Sponsor-provided rents. In the conservative scenario PMR adjusted the office rents down to \$20/sf.
Storage Income	\$350	\$350	\$350	Sponsor did not confirm storage rates. PMR assumed a market-supported rate of \$50/unit/month.
Vacancy, Concessions & Collection Loss	8%	12%	8%	PMR considers an 8% stabilized vacancy rate optimistic for commercial units. Based on the extended marketing periods observed for comparable leases, a 12% rate was used in the conservative scenario.
Income / Expense Growth Rates	3% / 3%	2% / 3%	3% / 3%	PMR largely agreed with the Sponsor provided 3% growth assumptions, which are consistent with the market. In the conservative scenario, PMR reduced the income growth rate to 2%.
Operating Expenses (Annually, Per MF Unit) Excluding Property Taxes	\$5,649	\$5,649	\$5,400	Sponsor annual OpEx/unit is in-line with market, which was used in the PMR conservative scenario. Optimistic scenario reduces OpEx by ~ \$250/unit.
Property Taxes (Annually, Per MF Unit)	\$3,773	\$3,773	\$3,773	All property taxes include the OPRA tax abatement.
Operating Expenses, Including Property Taxes (Annually, Per MF Unit)	\$9,422	\$9,422	\$9,173	

# Financial Pro Forma Review

OPERATING PERFORMANCE	SPONSOR PROVIDED	SPONSOR PROVIDED, NO INCENTIVES	PMR CONSERVATIVE	PMR OPTIMISTIC	COMMENTARY
<u>First Stabilized Year</u>					
Effective Gross Income	\$242,546	\$237,118	\$211,005	\$248,930	
Less: Expenses	\$70,337	\$91,497	\$70,337	\$70,337	PMR noted the operating expenses excluding real estate tax were below comparable property expense ratios. An adjustment is reflected in the conservative scenario.
Net Operating Income	\$172,208	\$145,621	\$140,668	\$178,593	
Less: Debt Service	\$156,198	\$156,198	\$156,198	\$156,198	\$1.85M loan with 6.95% interest, amortized over 25 years.
Leveraged Cash Flow	\$16,011	(\$10,577)	(\$15,530)	\$22,395	

## SPONSOR RETURNS

<u>Project-Level Returns</u>					
Stabilized Yield on Total Cost	4.66%	3.94%	3.68%	4.83%	Sponsor assumed cash flows stabilize in Year 4.
Leveraged Cash on Cash (No City Participation)	6.23%	5.37%	2.10%	6.78%	Assumes equity investment increases to \$1,697,291. Average CoC over the 30 years of modeled cash flows.
Stabilized Year Debt Service Coverage Ratio (DSCR)	1.10	-0.93	-0.87	1.16	DSCR < 1.0 means project cash flow is insufficient to cover debt service. The closer it is to 1.00, the less likely it is to secure financing. Most lenders require a DSCR of at least 1.20–1.40.
Passes “But For” Test	Yes				



## SECTION 3

# Findings

# PMR Findings – Summary of Project Financials and Need for Support

## ACQUISITION AND DEVELOPMENT

1. Lack of controlled parking creates financing risk, as well as future rentability for residential units in a scenario where the Sponsor loses its designated parking spaces
2. The project's financial viability is highly dependent on receiving a relatively large (~28% of total sources) MEDC grant
3. The development team appears qualified to undertake the proposed project, given their experience with similar rehabilitation projects, work to-date in assembling the Brownfield Plan & OPRA Application, and generally demonstrated local market knowledge
4. Project plan appears able to effectively revitalize a currently blighted and under-utilized property which, without development incentives, would likely be difficult to undertake

## PROFITABILITY AND DISPOSITION

1. Sponsor did not provide detailed disposition plans or a long-term hold strategy, other than committing to keep 43% of the units affordable for 15 years in the Brownfield Plan
2. The project's stabilized yield-to-cost is below the minimum return benchmarking to market expectations, even with incentives
  - i. Prequin, a financial data and information provider, created a preferred return report concluding project returns are below the minimum highlighted preferred return of 5%, suggesting returns are insufficient for typical market participants and justifying the need for the requested grant, Brownfield TIF, and OPRA tax abatement
3. Average leveraged cash-on-cash returns, without factoring in any incentives or funding, are projected to be 2.1%-6.8%
  - i. Compared to the 90-day SOFR and Treasury Bill returns, which are viewed in the market as “risk-free” investments, the project's profitability appears to be low given the risk in real estate development
    - 90-Day Average SOFR: 4.34%
    - 90-Day Average T-Bill: 4.24%
  - ii. Development and rehabilitation projects inherently carry additional risk - investors expect to be compensated for that risk through higher returns
  - iii. Project projected returns being close to risk-free investments demonstrate the need for requested financial support and incentives

- A. This Report reflects the information available as of the date of its publication. The information, recommendations, analysis, and conclusions contained herein are, in whole or in part, derived from and dependent on information provided by Sponsor and Kalamazoo, their affiliated and related entities, and other third parties neither contracted by nor controlled by PMR. PMR is not a certified public accountant and cannot conduct reviews or audits of such information. Therefore, PMR provides no opinion on, or assurance of, the reliability of such information. Misstatements and/or material misstatements in such information may exist that impact the results of the analysis, recommendations and conclusions provided herein.
- B. PMR:
- i. Does not make (nor shall be deemed to have made) any representation, warranty, or guarantee as to the accuracy, completeness, utility or relevance of any of the contents of this report;
  - ii. Shall not have any obligation to update any of the contents of this report; or
  - iii. Shall not be responsible or liable (or be deemed responsible or liable) for any lack of accuracy, utility, completeness or relevance of, or any interpretations of or conclusions drawn from any of the contents of this report.
- C. The receipt of this report, or the use of any information contained herein, is subject to the disclaimers, limitations, and qualifications set forth herein. The recipient of any contents of this report assumes full responsibility for any use of, or reliance upon, of any such information contained herein.

# **Attachment E**



## MEMORANDUM

TO: Ashley Latsch – City Manager

CC: Dana Kollewehr - Assistant City Manager

FROM: Derek Gajdos – Project Management Director *DG*

DATE: September 25, 2025

SUBJECT: Northwest Ottawa County Leaf Processing Services Contract

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The City has participated with four neighboring municipalities to cover the cost of dropping our leaves and yard waste at Verplank's Ferrysburg site since 2009. The collaborative program supports inner harbor dredging operations that combined with beneficial re-use top soil products. In the event of changes in leaf collection or dredge disposal approaches, the contract allows the City to withdraw by mutual consent.

The previous contract expired in October of 2024. Since then, the City and Republic Services has paid to take our communities leaves and yard waste elsewhere. In order for the beneficial re-use program to operate cost effectively, a substantial increase in the participation costs was necessary. The annual cost for 2024 was \$4,800 per municipality. The proposed contract begins in 2025 at an annual cost of \$11,000 per municipality.

The City could source other options to dispose of leaves, however, those costs would be passed along to our residents through general fund expense and an increase in service costs by Republic Waste. Additionally, if the re-use program does not utilize our community's yard waste, then there won't be a location to place and re-use inner harbor dredging materials. Sourcing a new location for inner harbor dredging's would be extremely cost prohibitive and take years to source and secure. Our neighboring four municipal partners have all agreed to recommend this contract to their respective Boards and Commissions.

Therefore, city staff recommends City Council approve the proposed three year Northwest Ottawa County Leaf Processing Services Contract, with Verplank Dock Company of Ferrysburg MI, and authorize the Mayor and Clerk to sign the necessary documents.

## **NORTHWEST OTTAWA COUNTY LEAF PROCESSING SERVICES CONTRACT**

THIS CONTRACT, dated for reference purposes as of October 1, 2025 is by and between VERPLANK DOCK CO., a Michigan corporation, whose address is PO Box 8, Ferrysburg, Michigan, 49409, and CITY OF GRAND HAVEN, a Michigan municipal corporation, whose address is 519 Washington Avenue, Grand Haven, Michigan, 491417 (referred to individually as a "Governmental Unit"), and is made with reference to the following facts and circumstances:

Verplank Dock Co. will provide the necessary labor, land space and equipment to shred leaves supplied by the Governmental Unit to be incorporated in bottoms up topsoil.

In consideration of the mutual covenants and agreements contained in this Contract, IT IS AGREED AS FOLLOWS:

1. General Agreement. The Governmental Unit hereby contracts with VERPLANK DOCK CO. to provide leaf processing services to the Governmental Unit for a term of three years. This contract may be renewed by mutual written agreement of all of the parties for an additional term or terms, the duration of which shall be specified in such agreement.

2. Payment for Services. In payment of the services to be provided pursuant to this Contract, the Governmental Unit shall pay eleven thousand dollars (\$11,000.00) for year one; eleven thousand two hundred and fifty dollars (\$11,250.00) for year two; eleven thousand five hundred dollars (\$11,500.00) for year three.

All charges for services pursuant to this Contract shall be allocated between the Governmental Unit as follows:

City of Ferrysburg 20%  
City of Grand Haven 20%  
Grand Haven Charter Township 20%  
Spring Lake Township 20%  
Village of Spring Lake 20%

Amounts due VERPLANK DOCK CO. from the Governmental Unit pursuant to this Contract shall be invoiced annually in advance. All invoices shall be paid within thirty (30) days of their date.

3. Termination. This Contract may be terminated at any time by mutual agreement or by either party, upon ninety (90) days' prior written notice to the other, in the event the other party fails or refuses to perform any of its duties and responsibilities under the Contract. However, if the event or failure to perform can be remedied within ninety (90) days after notice, then the notice shall be null and void if the failure is in fact remedied within such ninety (90) day time period. Notwithstanding the termination of this Contract, all parties shall be required to carry out any provisions, which contemplate performance subsequent to termination.

4. Effective Date. This Contract shall be effective on October 1, 2025.

5. Miscellaneous. This Contract and all rights and obligations hereunder shall not be assignable unless all parties agree in writing to such assignment. This Contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns. All notices and other documents to be serviced or transmitted hereunder shall be in writing and addressed to the respective parties hereto at the addresses stated on page 1 of this Contract or such other address or addresses as shall be

specified by the parties hereto from time to time and may be served or transmitted in person or by ordinary mail properly addressed with sufficient postage. This Contract has been executed in the State of Michigan and shall be governed by Michigan law. The waiver by any party hereto of a breach violation of any provision of this Contract shall not be a waiver of any subsequent breach of the same or any other provision of the Contract. It is contemplated that this Contract will be executed in multiple counterparts, all of which together shall be deemed to be one contract.

This Contract represents the entire understanding and agreement between the parties hereto. All prior oral or written understandings and agreements are specifically merged herein. The captions in this Contract are for convenience only and shall not be considered as part of this Contract or in any way to amplify or modify the terms and provisions hereof. This Contract shall be enforceable only by the parties hereto and their successors in interest by virtue of an assignment which is not prohibited under the terms of this contract and no other person shall have the right to enforce any of the provisions contained herein. All amendments to this Contract shall be in writing and signed by all parties.

IN WITNESS WHEREOF, the parties hereto have executed this Contract.

Signed in presence of:

VERPLANK DOCK CO.,

\_\_\_\_\_ By: \_\_\_\_\_

Its: GM Sales & Logistics

Dated: September 23, 2025

CITY OF GRAND HAVEN  
Michigan Municipal Corporation

\_\_\_\_\_ By: Robert Monetza

Its: Mayor

\_\_\_\_\_ By: Maria Boersma

\_\_\_\_\_ Its: Clerk

Dated: \_\_\_\_\_, 2025

# CITY OF GRAND HAVEN

## Planning Department

519 Washington Ave  
Grand Haven, MI 49417  
Phone: (616) 935-3276



TO: Ashley Latsch, City Manager

CC: Dana Kollewehr, Assistant City Manager

FROM: Brian Urquhart, City Planner

DATE: September 26, 2025

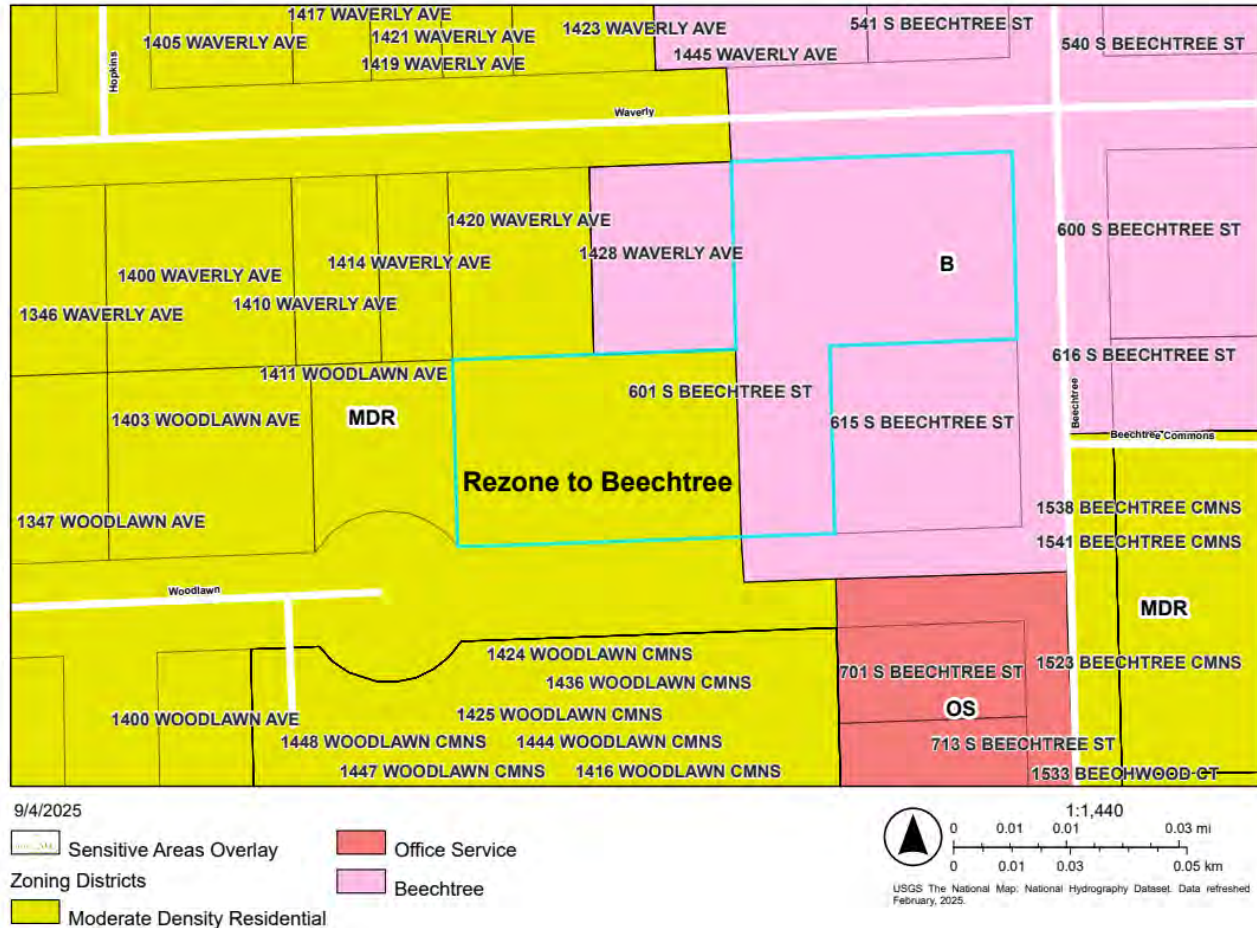
SUBJECT: 601 S. Beechtree Rezoning from MDR to B – 1<sup>st</sup> reading

Steve Musial of 601 Beechtree St., submitted a zoning change application to rezone a vacant portion of their parcel at 601 S. Beechtree St. (parcel #70-03-28-277-017). The Clover Bar is in the northeastern corner of the property, leaving the remainder parcel a underutilized parking lot and wooded area. The parcel is oddly shaped, with a significant portion located behind 1428 and 1420 Waverly Ave. and abuts up to the cul-de-sac of Woodlawn Ave. Total parcel size is 1.4 acres and the portion to be rezoned is approximately 0.59 acres.

**Aerial Map**



## Current Zoning



By rezoning the parcel to Beechtree, the applicant may split off the property for potential development for uses permitted in the Beechtree district. The applicant has indicated they are leaning towards a multiple family attached dwelling. The MDR district does permit multiple-family dwellings, but only along a Key Street. No formal site plan has been submitted at this time.

### Planning Commission meeting

On September 9<sup>th</sup>, the Planning Commission held a public hearing and received no comments regarding the rezoning request. The Planning Commission unanimously recommended approval of the rezoning of the portion of parcel #70-03-28-277-017) based on the following reasons listed in Sec. 40-121.A of the zoning ordinance:

1. The rezoning is consistent with the city's adopted master plan.
2. The rezoning is consistent with the recent development trends in the area.
3. The rezoning is compatible with existing or future land uses in the vicinity.
4. Existing or planned public infrastructure, including streets, sanitary sewers, stormwater, water, sidewalks, and street lighting are capable of accommodating potential changes in land use resulting from the rezoning.
5. The rezoning is consistent with the intent and purpose of the Zoning Ordinance and would protect the health, safety, and welfare of the city.

City Council Action

October 6<sup>th</sup> shall be the 1<sup>st</sup> reading. If council agrees with recommendation to approve the rezoning, a 2<sup>nd</sup> reading will occur and the ordinance can be voted for adoption at the October 20<sup>th</sup> meeting.

Following a successful rezoning, the applicant may submit the necessary site plan, lot split, special land use applications to the Planning Commission.

Attachments:

Draft zoning ordinance amendment, rezoning application, supplemental information, draft September 9<sup>th</sup> PC meeting minutes

**CITY COUNCIL  
CITY OF GRAND HAVEN  
Ottawa County, Michigan**

Council Member \_\_\_\_\_, supported by Council Member \_\_\_\_\_,  
moved the adoption of the following Ordinance:

ORDINANCE NO. **2025-**\_\_\_\_

AN ORDINANCE TO APPROVE REZONING FROM THE MODERATE DENSITY  
RESIDENTIAL (MDR) DISTRICT TO THE BEECHTREE (B) DISTRICT.

**THE CITY OF GRAND HAVEN ORDAINS:**

Section 1. Rezoning. A .59 acre portion of Parcel Number 70-03-28-277-017, located at 601 South Beechtree Street, legally described on Exhibit A, is rezoned from the Moderate Density Residential (MDR) District to the Beechtree (B) District. The rezoning of this land is based upon a consideration of the following factors in Section 40-121.A of the City of Grand Haven Zoning Ordinance, and the following findings.

1. The rezoning is consistent with the city's adopted master plan.
2. The rezoning is consistent with the recent development trends in the area and would eliminate a split-zoned parcel.
3. The rezoning is compatible with existing or future land uses in the vicinity.
4. Existing or planned public infrastructure, including streets, sanitary sewers, stormwater, water, sidewalks, and street lighting are capable of accommodating potential changes in land use resulting from the rezoning.
5. The rezoning is consistent with the intent and purpose of the Zoning Ordinance and would protect the health, safety, and welfare of the city.

Section 2. Effective Date. This Ordinance shall take effect 20 days after its adoption or upon such later date as required by Public Act 110 of 2005, as amended.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

APPROVED: \_\_\_\_\_ 2025

Draft Date  
9/23/2025

I certify that this ordinance was adopted by the City Council of the City of Grand Haven at a meeting held on \_\_\_\_\_, 2025, and published in the Grand Haven Tribune, a newspaper of general circulation in the City.

\_\_\_\_\_  
Marie Boersma, City Clerk

Introduced: \_\_\_\_\_

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

Effective: \_\_\_\_\_

## **EXHIBIT A**

**Legal description of .59 acre of Parcel Number 70-03-28-277-017**

4916-7011-0316 v1 [57570-1]

**REQUEST FOR ZONING CHANGE APPLICATION**  
Community Development Department, City of Grand Haven  
519 Washington Avenue, Grand Haven, MI 49417  
Phone: (616) 935-3276 Website: [www.grandhaven.org](http://www.grandhaven.org)

**1. General Information** (if the proposed amendment is a map amendment, aka rezoning)

Address/location of property: 601 S. Beechtree Street, Grand Haven, Michigan 49417

Parcel #: 70-03-28-277-017

Master Plan designation: All Beechtree

Current Use: Restaurant/vacant land

Proposed Use: Mixed use with multi family

Existing Zoning: Beechtree/Moderate Density Residential

Area in Acres: 1.4 Acres

Proposed Zoning: Service/Residential

Area in Acres: 1.4 Acres

**2. Owner**

Name: Clover Bar & Restaurant

Address: 601 S Beechtree St, Grand Haven, MI 49417

Phone #: [REDACTED]

Email: [REDACTED]

**3. Applicant**

Name: Steve Musial

Address: 601 S Beechtree St, Grand Haven, MI 49417

Phone #: [REDACTED]

Email: [REDACTED]

**4. Required Attachments**

- PDF + 5 copies of application
- Property deed (rezoning)
- Plat or sketch (rezoning)
- Justification for request (see sec. 40-121 on page 2)
- Power of attorney (if applicable)
- Existing and proposed section language from Zoning Ordinance (if the proposed amendment is a text amendment)

**5. Fees and Escrow Deposit**

Application Fee: \$400

A deposit of \$1,500 shall be collected for all Planning Commission and Zoning Board of Appeals cases where it is expected that costs above staff time and one public hearing publication will be incurred. These expenses include additional public hearing notifications, attorney fees, engineering or surveying fees, or other special studies. Should expenses total more than the deposit, the applicant will be billed by the City for the additional costs, or additional escrow payment shall be required to complete the Planning Commission or Zoning Board of Appeals process. Should expenses total less than the deposit received, excess amounts shall be returned to the applicant.

**Petition will not be accepted without a power of attorney (attach power of attorney).**

Signature of Proposed Owner: [REDACTED]

Date: 7-29-25

Print Name: Steve Musial, Secretary

Signature of Applicant: [REDACTED]

Date: 7-29-25

Print Name: Steve Musial

*Office Use Only*

Case #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_

Date of City Council Approval: \_\_\_\_\_



## **REQUEST FOR ZONING CHANGE APPLICATION SUPPLEMENT**

601 S. Beechtree, Grand Haven, Michigan 49417 is a 1.4 acre parcel that contains 8 lots within the Rosin Addition; specifically lots 9, 10, 11, 14, 15, 16, 17, and 18 (“Property”). The Property is owned by the Clover Restaurant And Bar, Inc. (“Owner”). The lots were acquired at different times. The deed for lots 9, 10, 11, and 14 is attached as **Exhibit 1** (“Restaurant Lots”), and the deed for lots 15, 16, 17, and 18 is attached as **Exhibit 2** (“Vacant Land Lots”). A GIS image depicting the Property is attached as **Exhibit 3**.

The Owner utilizes the Restaurant Lots for the operation of a restaurant. The Restaurant Lots are zoned Service/Residential. The Vacant Land Lots consist of vacant land and they are zoned Moderate Density Residential. The owner would like to rezone the Vacant Land Lots to Service/Residential so the zoning is consistent with the Restaurant Lots. The Owner is considering building condominiums on the Vacant Land Lots.

With regard to the factors to be considered for justifying the rezoning:

1. If the proposed zoning amendment is consistent with the city’s adopted master plane.

The proposed zoning amendment is consistent with the City’s adopted Master Plan. In fact, the Future Land Use Map in the City’s Master Plan (“Map”) contemplates the Vacant Land Lots as being rezoned Service/Residential so they are the same as all the lots in the Beechtree district. A copy of the Map is attached as **Exhibit 4**.

2. If the proposed zoning amendment is consistent with recent development trends in the area.

According to the Map, it is the City’s desire to have the lots in the Beechtree district be used primarily for Service/Residential. Since the City would like to see the Vacant Land Lots rezoned to Beechtree, it must believe the proposed rezoning is consistent with recent development trends in the Beechtree district and would promote the City’s desired future use of the Beechtree district.

3. If the zoning amendment is compatible with existing or future land uses in the vicinity of the subject site or throughout the zoning district(s) affected by the proposed amendment.

The Zoning amendment is consistent with the existing and future land uses in the vicinity of the subject site and throughout the zoning district affected by the proposed amendment. The Beechtree district and part of the Property are currently zoned Service/Residential. Changing a portion of the Property to Service/Residential, as is contemplated by the Master Plan, could not be more consistent with existing and future land uses in the Beechtree district.

4. If existing or planned public infrastructure, including streets, sanitary sewers, storm water, water, sidewalks, and street lighting are capable of accommodating potential changes in land use resulting from the proposed amendment.

The current and future infrastructure in the Beechtree district can accommodate the proposed rezoning. Indeed, the Master Plan calls for the change, so the City must feel the current and future infrastructure in the Beechtree district is capable of accommodating the rezoning.

5. If the proposed amendment is consistent with the intent and purpose of this ordinance and whether the proposed amendment would protect the health, safety, and welfare of the city.

Since the Master Plan calls for the requested rezoning, the City must feel the proposed rezoning is consistent with the intent and purpose of the ordinance and will protect the health, safety, and welfare of the City.

For the reasons set forth above, the Owner respectfully requests the Vacant Land Lots be rezoned to Beechtree so they are consistent with the Restaurant Lots and the City's Master Plan.

## **Exhibit 1**

RECORDED

92 APR 20 PM 4:38

## WARRANTY DEED

*Patricia A. Nardi*  
 REGISTER OF DEEDS  
 OTTAWA COUNTY, MI

The Grantor, CLOVER BAR, a Michigan partnership, of 601 South Beechtree, Grand Haven, Michigan 49417

conveys and warrants to the Grantee, CLOVER RESTAURANT AND BAR, INC., a Michigan corporation, of 601 South Beechtree, Grand Haven, Michigan 49417

the following described premises situated in the City of Grand Haven, County of Ottawa, and the State of Michigan:

Lots 9, 10, 11 and 14, WM Rosin Addition, according to the recorded plat thereof in Liber 10 of Plats, on Page 60

70-03-28-877-014

For the sum of One Dollar (\$1.00)

This document is exempt from transfer tax pursuant to MSA §7.456(5)(a).

Dated this 20th day of March, 1992.

Signed in the presence of:

Signed by:

[Redacted Signature]

[Redacted Signature]

[Redacted Signature]

[Redacted Signature]

Patricia A. Nardi

T.J. Musial, individually and as a partner of CLOVER BAR, a Michigan partnership

STATE OF MICHIGAN )  
 ) ss.  
 COUNTY OF OTTAWA )

The foregoing document was acknowledged before me this 20th day of March, 1992, by Steven Musial and T.J. Musial, individually and as partners of CLOVER BAR.

Patricia A. Nardi  
 Notary Public, Ottawa County, MI  
 My commission expires: 1-22-96

Patricia A. Nardi  
 Notary Public, Ottawa County, MI  
 My commission expires: 1-22-96

Drafted By and When Recorded Return to:

James A. Ens  
 CLARY, NANTZ, WOOD, HOFFIUS  
 RANKIN & COOPER  
 500 Calder Plaza Building  
 250 Monroe Avenue, N.W.  
 Grand Rapids, MI 49503

46582  
 Ottawa County  
 Treasurer's Office  
 I hereby certify that there are no tax liens or titles held by the State or individuals on lands described in this instrument and that all taxes for five years preceding date of instrument are paid according to records of this office. This certificate does not apply to taxes, if any now in process of collection by local unit.

## **Exhibit 2**

WARRANTY DEED  
STATUTORY FORM  
FOR CORPORATIONS

KNOW ALL MEN BY THESE PRESENTS: That A. Reenders Sons, Inc.

RECORDED

a Michigan corporation, whose address is 950 Taylor  
Conveys and Warrants to Grand Haven, MI 49417  
Clover Bar and Restaurant, Inc.

1989 JAN -6 PM 3:52

whose street number and postoffice address is

601 S. Beechtree  
Grand Haven, MI 49417  
City of Grand Haven

County of Ottawa

the following described premises situated in the  
and State of Michigan, to-wit:

Lots 15, 16, 17 and 18, William Rosin Addition of part of the North  
1/2 of the Southeast 1/4 of the Northeast 1/4 of Section 28, Town 8  
North, Range 16 West.

REGISTER OF DEEDS  
OTTAWA COUNTY, MI

TAX STAMP affixed after recording.  
Affidavit on file.

for the sum of ONE DOLLAR AND OTHER VALUABLE CONSIDERATION  
Together with easements, use, building and other restrictions of record, if any  
and subject to

Dated this 5th day of January 19 89

Signed and Sealed in presence of

Signed and Sealed:

[Redacted Signature]

A. Reenders Sons, Inc.  
By [Redacted Signature] (L.S.)  
Arnold E. Reenders  
Its President  
By [Redacted Signature] (L.S.)  
Its

STATE OF MICHIGAN  
COUNTY OF Ottawa

The foregoing instrument was acknowledged before me this 5th day of January 19 89  
by (1) Arnold E. Reenders  
(2) President  
(3) A. Reenders Sons, Inc.  
of (4) Michigan corporation

(6) [Redacted Signature]  
Cindy L. Hanson  
Notary Public, Muskegon County, Michigan  
acting in Ottawa

My Commission expires 1-17 19 90

\*Note: (1) insert date (2) insert name of officer(s) (3) title(s) of officer(s) (4) name of corporation acknowledging  
(5) state or place of incorporation (6) signature of person taking acknowledgment

County Treasurer's Certificate  
Ottawa County  
Treasurer's Office  
I ss. [Redacted Signature]  
I hereby certify that there are no liens or titles held by the State  
or any other authority against the premises described in this instrument and that all  
taxes for any period preceding the date of this instrument have been paid according  
to record and that the State of Michigan does not apply to taxes if  
any person or corporation is liable for taxes on the premises.  
And given my hand and seal of office this 5th day of January 1989.

City Treasurer's Certificate

Please note the following:

1. The name of each person who signs this instrument shall be legibly printed, typewritten or stamped upon such instrument immediately beneath the signature of such person.
2. If the notarial act is performed outside the State of Michigan, the acknowledgment must show the rank or title and serial number, if any, of the person taking the acknowledgment. The official seal of the person performing the notarial act outside the State of Michigan should be affixed to the deed.

Drafted by: UNDER THE DIRECTION OF:  
Business address: Re/Max of Grand Haven  
101 Beacon Blvd.  
Grand Haven, MI 49417  
After recording return to: Grantee

## **Exhibit 3**



Legend

Parcels

Notes

137.7 0 68.84 137.7 Feet

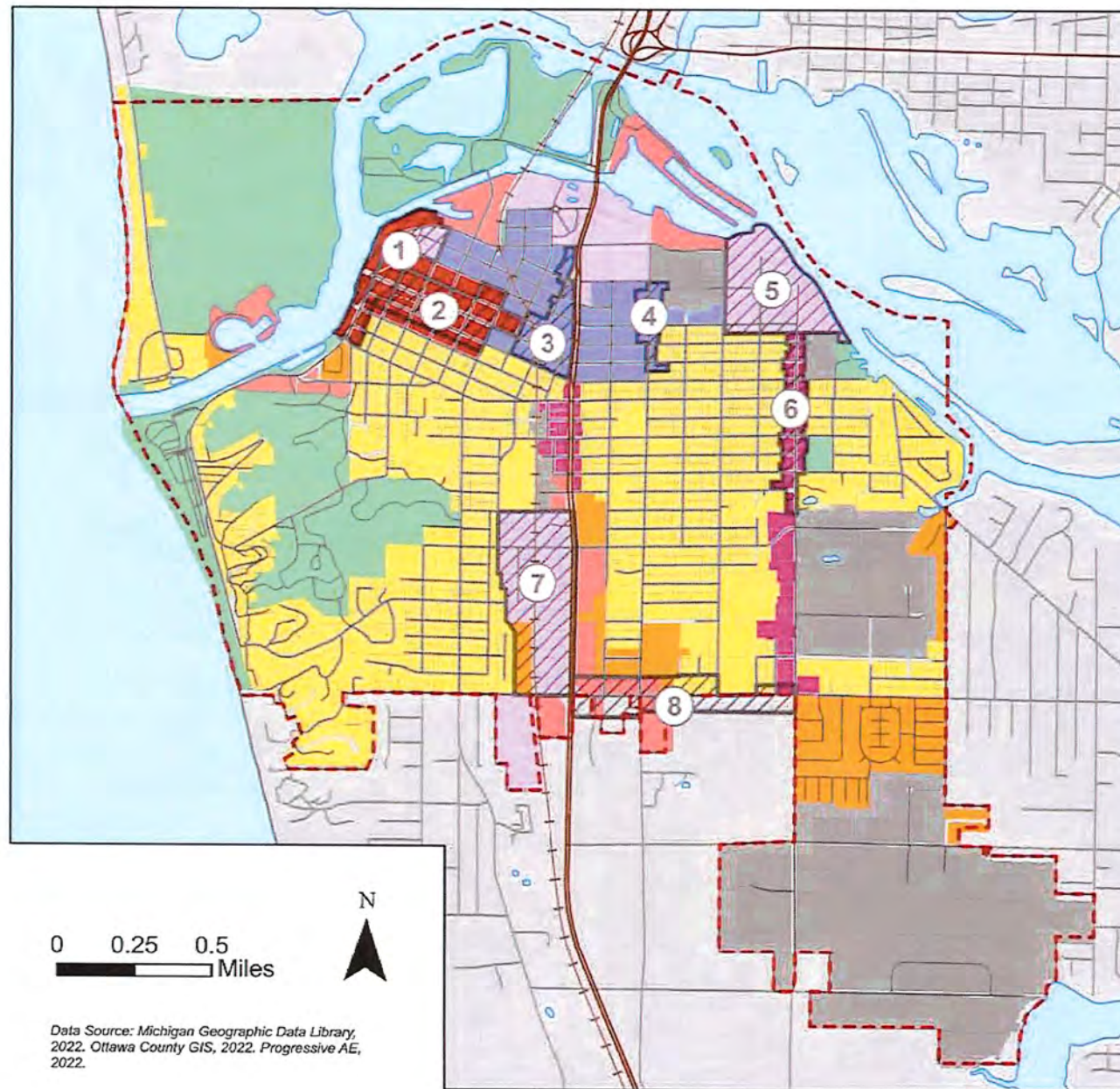
WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© Latitude Geographics Group Ltd.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

## **Exhibit 4**

## FUTURE LAND USE MAP



**CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN  
PLANNING COMMISSION MINUTES  
TUESDAY, SEPTEMBER 9, 2025**

The regular meeting of the Grand Haven Planning Commission was called to order by Chair Dora at 7:00 pm. Upon roll call, the following members were present:

**Present:** Joe Pierce, Dan Borchers, Vice-Chair Ryan Galligan, Tamera Owens, Jennifer Smelker, David Skelly, Magda Smolenska, Chair Mike Dora.

**Absent:** Amy Kozanecki

**Also Present:** City Planner Brian Urquhart, Mayor Bob Monetza.

**Approval of Minutes**

Motion by **Skelly**, seconded by **Vice-Chair Galligan**, to approve the August 12, 2025 meeting minutes. All ayes. **Motion passes.**

**Approval of Agenda**

Motion by **Vice-Chair Galligan**, seconded by **Smelker**, to approve the agenda. All ayes. **Motion passes.**

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**Call to the Audience: First Opportunity:**

Jim Hagen, 400 Lake Dr., spoke concerning the site plan review for 524 Washington and stated he was in favor of the parking lot.

---

**Public Hearing:**

**Case 25-31: A rezoning application from Moderate Density Residential, MDR, to Beechtree, B for a portion of 601 S. Beechtree (parcel #70-03-28-277-017).**

Urquhart introduced the case. Steve Musiall of 601 Beechtree, submitted a zoning change application to rezone a vacant portion of their parcel at 601 S. Beechtree St. (parcel #70-03-28-277-017). The Clover Bar is situated at the northeastern portion of the property, leaving the remainder parcel a rarely used parking lot and wooded area. The parcel is oddly shaped, with a significant portion located behind 1428 and 1420 Waverly Ave., and abuts up to the cul-de-sac of Woodlawn Ave. The total parcel is 1.4 acres, and the portion to be rezoned is approximately 0.59 acres. By rezoning the parcel to Beechtree, the applicant may split off the property for potential development that is permitted in the Beechtree district. The applicant has indicated they are leaning towards a multiple-family attached dwelling. The MDR district does permit multiple-family dwellings, but only along a Key Street.

Sec. 40-121.A. listed the standards for the Planning Commission to consider for rezoning requests:

1. If the proposed zoning amendment is consistent with the city's adopted master plan. Comment: The City adopted the Master Plan in May 2023, and the future land use classification for this parcel is. Service/Residential. Beechtree is identified as a potential compatible zoning district in the Zoning Plan on page 125 of the Master Plan.
2. If the proposed zoning amendment is consistent with recent development trends in the area. Comment: The rezoning would allow for best practice of keeping a parcel within the same zoning district. It is unknown why the zoning map bisected the parcel into both MDR and B zoning districts. It may be a mapping error. However, amending the parcel to become entirely Beechtree would be consistent with recent development trends in the area.
3. If the zoning amendment is compatible with existing or future land uses in the vicinity of the subject site or throughout the zoning district(s) affected by the proposed amendment. Comment: The future land use map lists these properties as Service/Residential use.
4. If existing or planned public infrastructure, including streets, sanitary sewers, storm water, water, sidewalks, and street lighting are capable of accommodating potential changes in land use resulting from the proposed amendment. Comment: 601 S. Beechtree can be fully served by a major street, fire protection, sanitary sewer, street lighting, water, and emergency access.
5. If the proposed amendment is consistent with the intent and purpose of this ordinance and whether the proposed amendment would protect the health, safety, and welfare of the city. Comment: Rezoning the property from MDR to B would not compromise the public health safety, and welfare. Rezoning would also provide clarity to have a single parcel within the same zoning district.

Applicant was available to address any questions.

The City has not received any correspondence regarding this case.

Chair Dora opened public meeting at 7:07 p.m.

No public comment.

Motion by **Owens**, seconded by **Vice-Chair Galligan**, to close the public hearing. All ayes.

Public Hearing closed at 7:08 p.m.

The commissioners were unified in their opinions this would be a great way to move forward and were okay with proceeding.

Motion by **Pierce**, seconded by **Smelker**, to recommend approval to City Council a zoning map change from Moderate Density Residential, MDR, to Beechtree, B for a portion of 601 S. Beechtree (parcel #70-03-28-277-017) based on the following findings:

1. The rezoning complies with the standards in Sec. 40-121.A.

**Roll Call Vote.**

**Yeas: Pierce, Smolenska, Skelly, Galligan, Smelker, Borchers, Owens, Dora**

**Nays: None**

**Motion passed.**

**Case 25-32: A special land use request for an accessory dwelling unit at 533 Lafayette (parcel #70-03-20-483-021).**

Urquhart introduced the case. Applicant Renee Denslow is requesting to construct a garage with a living space above the dormered attic on the property 533 Lafayette Ave, Grand Haven, MI. The structure is measured at approximately 30' x 30' (900 square feet) and will not exceed the 20' height limitation to comply with local zoning and building codes. In addition, the proposed structure will meet the minimum 3' side and rear setbacks to meet the required guidelines. Accessory dwelling units are permitted as a special land use in the Southside District.

Section 40-525 of the Zoning Ordinance provides a list of building regulations and conditions that comply with dwelling requirements for accessory dwelling units. The review of the Special Land Use Permit application is also subject to the standard regulations and conditions of all Special Land Uses outlined in Section 40-116.03. The applicant has provided a narrative that responds to these review standards.

The city has not received any public comments regarding this request.

Renee Denslow was available for questions.

Dora opened a public hearing at 7:12 p.m.

No comments.

Motion by **Pierce**, seconded by **Vice-Chair Galligan**, to close the public hearing.  
All ayes.

Public Hearing closed at 7:13 p.m.

While commissioners did not have any further questions, many wish the site plan was included in the packet. Chair Dora stated that Urquhart could handle this administratively for approval.

Motion by **Smolenska**, seconded by **Borchers**, to approve Case 25-32: A special land use request for an accessory dwelling unit at 533 Lafayette (parcel #70-03-20-483-021) subject to the following conditions:

- 1. Applicant shall record the Deed Restriction as required per Sec. 40-525.4 of the zoning ordinance.*

**Roll Call Vote.**

**Yeas:** Pierce, Smolenska, Skelly, Galligan, Smelker, Borchers, Owens, Dora

**Nays:** None

**Motion passed.**

**Case 25-33: A site plan and special land use for an automobile gas station at 1102 Robbins Rd. (parcel #70-03-33-201-001).**

Urquhart introduced the case. Richard McMahon, of Casey's Retail Company, on behalf of property owner Comerica, has submitted a special land use permit application and site plan review application to construct automobile gas station at 1102 Robbins Rd. (parcel #70-03-33-201-001). A gasoline station is permitted in the Commercial district as a special land use per Sec. 40-414.01.B.

The Zoning Ordinance provides regulations and conditions for a gasoline station found in Sec. 40-506. The review of the Special Land Use Permit application is also subject to the standard regulations and conditions of all Special Land Uses outlined in Section 40-116.03. The applicant provided responses in the narrative.

**Adjacent Zoning**

**North** Commercial

**East** Commercial

**South** Commercial

**West** Commercial (Grand Haven Township)

**Adjacent Uses**

PNC Bank

Business Center

D&W Foods

D&W Gas Station

The parcel is 1.7 acres. Per Sec. 40-506, the minimum lot size for a gas station is 15,000 sq. ft. The parcel certainly meets this standard.

1102 Robbins Rd. is home to the vacant Comerica Bank, which has been unoccupied for numerous months. Sheet C-100 depicts the demolition plan will remove the entire building, asphalt, and others, with minimal grading occurring.

Casey's is proposing a 2,852 sq. ft. type C-store gas station building, which includes 1,550 sq. ft. of retail space. The total building height is 24' 5". The gas station canopy contains dimensions of 102' x 24' with

4 fuel dispensaries. The canopy sits at a height of 15 ft. This meets the standards for the Fire Marshal as shown in the circulation plan on sheet C-102.

Sheets A-201 and A-202 show the north, east, and west walls are clad with rowlock brick, with a redstone color. Whereas the south wall will be clad with Hardie-plank lap siding of a lighter tan shade. The roof is shingled and set at a 6:12 pitch.

The cladding and accent/trim materials for the Commercial District are met. However, the transparency requirement is not met. The elevation drawing shows the west wall will have a transparency of 43%, and the north wall will have a transparency of 45%. The minimum is 60% for ground floor primary walls. The Planning Commission may reduce this amount to 40%. However, the plans call for faux windows on the north and west walls. Faux windows are considered decorative and do not permit light from entering the building, therefore, the faux windows shall not count towards the transparency calculations.

Ground Floor Transparency		PC reduction limit	Proposed
Min./max	60%/85%	40%	Less than 40%

Based on the proposed site plan, the applicant will need to apply for a variance from the ZBA or submit an amended site plan.

Sec. 40-604.C, a gasoline station requires 1 space per 150 sq. ft. dedicated to retail activity. Therefore, 1,550 sq. ft. of retail space / 150 sq. ft. = 10.33 or 10 spaces. The applicant is proposing 14 spaces located in front of the building. The parking spaces will be protected by bollards to prevent vehicles from encroaching onto the sidewalk.

No curb cuts will take place. Access to the gas station will utilize the existing entrance off 172nd Ave. and the shared driveway with the business center off Robbins Rd. The existing ingress/egress easement off Robbins will remain in place, providing access from the east. All drive aisles will satisfy the fire truck, fuel truck, and dumpster truck movements.

The plans call for a 51' x 14' loading space near the west entrance of the building. The hours of operation have not been fully indicated; however, it is expected that loading will occur during overnight and early morning hours.

According to the plan, 10 wall pack lighting fixtures will be placed along all four walls of the building. The parking lot will be illuminated by 5 light fixtures along the perimeter. All lighting will comply with Sec. 40-317, requiring 100% cut off at the horizontal plane. A photometric plan has been provided. The signage plan calls for a 58.85 sq. ft. wall sign on the north wall. Two gas station signs on the west and east sides of the canopy, totaling 80 sq. ft. A 25 ft. tall pylon (pole) sign is proposed near the NW corner of the site. The sign exceeds the maximum 20 ft. height of a pole sign. Furthermore, the pole signs are permitted in the Commercial District, only in lieu of a ground sign on lots abutting US-31 with at least 90 ft. of frontage. It is known the area is characterized by existing pole signs; however, any new

development will need to satisfy the ordinance. A variance would be required from the ZBA.

A 20 ft. x 20 ft. dumpster enclosure is shown east of the building on sheet C-101. The dumpster enclosure will be comprised of block/brick, satisfying the ordinance.

Sheet C-301 depicts a large underground storm water detention area located in parking lot around the gas station canopy. The DPW has reviewed and approved this design.

Sheet C-701 shows some landscaping and trees will be retained, particularly near Robbins Rd. The landscape plan calls for trees comprised of red maples and honey locusts, and shrubs planted along the exterior of the parking lot and in the lawn area around the building. This satisfies the ordinance.

The plan calls for mechanical equipment located on top of the roof on the north wall. Sheet A-202 shows the equipment will be screened with 73" tall aluminum material.

Sheet C-707 depicts snow will be stored in the NE corner of the site.

Urquhart also added that he would like to see hours of operation for deliveries.

The City has not received any written correspondence.

Paul Hansen, Casey's CSO, and Richard McMahon, of Casey's Retail Company, were both present to answer any questions.

Hansen added further clarification for the faux windows which were there due to restrooms, offices, or a freezer and cannot be transparent. The same is true for the faux windows on the back of the building. They plan to request a variance for the ZBA.

Dora opened a public hearing at 7:27 p.m.

Jim Hagen, 400 Lake, commented on the safety turn radius for tankers.

Motion by **Pierce**, seconded by **Skelly**, to close the public hearing.  
All ayes.

Public Hearing closed at 7:29 p.m.

Borchers commented that his concerns regarding the faux windows were addressed. He also mentioned that the sign height would need to be looked into and is in favor of a closed dumpster. Borchers also mentioned he would prefer brick be used on the back of the building and voiced concerns regarding the safety turn radius.

Owens also expressed concern about the turn radius and would like the back of the building to be integrated with the front.

Smolenska stated she had no issues regarding the project other than the sign and the transparency.

Pierce appreciated the explanation of the faux windows, and also wondered about adding faux windows on the back of the building for aesthetics. He also asked for clarification on hours of operation.

Paul Hansen spoke again, stating that the intent would be open 24 hours and could be reduced depending on the market. He also mentioned that delivery hours would depend on the truck route.

Smelker stated that the sign would need to be addressed according to the ordinance. She mentioned that she understood the transparency.

Skelly concurred with most of the other commissioners. He did mention he would like to see some improvements to the back of the building. He also asked for an explanation of how the design was chosen for the community and wondered about fuel delivery times.

Hansen stated that this would be a newer and nicer model and that deliveries would be once or twice a week, depending on consumption.

Vice-Chair Galligan agreed with Pierce and Smolenska. He also mentioned his concern regarding the sign's size but deferred to the ZBA to look at the standards and determine the variance.

Richard McMahon stated that the same brick used on the front of the building can also be used on the back side, but he would not support adding faux windows to it. He also added that grocery delivery would be once a week, and fuel deliveries would be coordinated between the dispatchers and the delivery drivers based on non-high-traffic times. Deliveries can also be adjusted.

Chair Dora stated he did not have much to add to the comments that have already been mentioned. He did say he had concerns regarding the layout, specifically the pump area. He mentioned there could be difficulty getting in and out of that area. He also agreed to Smelker regarding the sign but is also deferring the ZBA to review and the transparency variance.

Richard McMahon mentioned that, unfortunately, due to the site, not much could be done to adjust.

Motion by **Vice-Chair Galligan**, seconded by **Smolenska**, to approve Case 25-33: A site plan and special land use for an automobile gas station at 1102 Robbins Rd. (parcel #70-03-33-201-001) subject to the following conditions:

- 1. All conditions of the BLP, Fire Marshal, and DPW are met.*
- 2. The Planning Commission may reduce the transparency requirement for ground floor primary walls to 40% based on the character of surrounding uses, existing and planned pedestrian and vehicular circulation patterns. Any additional reduction in building transparency will require a variance from the Zoning Board of Appeals.*
- 3. The proposed pylon sign will require a variance from the Zoning Board of Appeals.*
- 4. The rear of the building will have a similar brick façade.*

**Roll Call Vote.**

**Yeas: Pierce, Smolenska, Skelly, Galligan, Borchers, Owens**

**Nays: Smelker, Dora**

**Motion passed.**

---

**New Business:**

**Centertown Vision Plan RFP**

Urquhart introduced the case. In July, the city went out to bid for request for proposals (RFP) for the Centertown Vision Plan update. The Centertown Vision Plan was last adopted in 2014. Over the past 11 years, the city has experienced changes in development pressure, business and investment opportunities, and stakeholder values. Based on these factors, the city is seeking assistance from consulting firms to aid in the Centertown Vision Plan update. A review committee comprised of staff, DDA, and PC Chairs met to review the proposals. A high emphasis was placed on stakeholder engagement and implementation practices.

The city received two proposals: Better City and McKenna. After review, the committee is making a recommendation to select McKenna as the consultant. Staff is not requesting a formal motion, but rather a consensus from the Planning Commission. The DDA will also do the same at their meeting on Thursday. If all parties agree, the request to select McKenna as the consultant will be on the next City Council meeting agenda.

Pierce stated he was excited to work with community-minded people. He commented he would like to ensure the plans are practical and able to move forward with them. He also asked if the plans would be comprehensive.

Smelker also reiterated that plans would continue to be moved forward with the Master Planning.

Skelly also agreed he was excited to see the process and move forward.

Vice Chair Galligan agreed that McKenna appeared to be a good choice.

Borchers hoped to see different plan visions that could potentially come forward.

Owens and Smolenska had nothing further to add to what had already been said.

Chair Dora also joined in stating he was excited about getting McKenna's input as he appreciated their approach.

---

**Old Business:**

**Case 25-26: Site Plan review for parking lot expansion at 524 Washington Ave. (parcel #70-03-21-355-016 and 355-008).**

Urquhart introduced the case. At the August 12th meeting, the Planning Commission raised concerns about the location and size of the parking expansion at St. John's Episcopal Church at 524 Washington Ave. A vote was approved to postpone the decision for the site plan review. The applicant has requested to provide details regarding the amount of seating capacity and, thus, the parking demand. The applicant has provided this information. If the applicant has satisfied the needs of the Planning Commission, a vote may occur.

Kyle Vinke of Lakewood Construction was available for questions and also mentioned the parking lot expansion would help set the facility up for the ADA improvements, as part of the building improvements to be submitted at a later time.

Pierce stated he was not in favor of having a parking lot on Washington Street, but was generally in favor of making things more ADA-compliant.

John Tygner, a representative of St. John's Episcopal Church, stated that due to growth and many elderly attendees, more parking spaces and closer parking accessibility were needed to accommodate them.

Oliver Shampine, a representative of St. John's Episcopal Church, stated that many of their members use the parking available at City Hall during their service times. He mentioned that allowing the additional parking on Washington would free up the public parking at City Hall.

Pierce mentioned that he felt the use of public parking at City Hall was a great resource.

Smelker was sympathetic to the need but felt the ordinance was clear.

Skelly respected the need, but also respected the ordinance. He stated he would be a propionate of this case.

Borchers understood the need, but also agreed the ordinance was clear.

Owens was also sympathetic to the need and the situation, but felt hemmed in by the ordinance. She stated that the zoning board of appeals may be better suited to address this.

Smolenska agreed with other commissioners regarding the ordinance. She stated that approving this case would transform a conforming lot into a nonconforming lot. She also stated that there was ample parking between City Hall and on-street parking.

John Tygner responded, stating there was just not enough parking on the west side of the church.

Vice-Chair Galligan also agreed with fellow commissioners regarding the ordinance.

Chair Dora stated he felt the ordinance would be more applicable to a new construction parking lot than an expansion. He also felt the need was there for this and would support what they were asking.

Motion by **Vice-Chair Galligan**, seconded by **Smelker**, to DENY Case 25-26, Site Plan review for parking lot expansion at 524 Washington Ave. (parcel #70-03-21-355-016 and 355-008).

**Roll Call Vote.**

**Yeas: Pierce, Smolenska, Skelly, Galligan, Smelker, Borchers, Owens**

**Nays: Skelly, Dora**

**Motion passed.**

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**Zoning Board of Appeals Liaison Report:**

August meeting was canceled.

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**City Planner Report:**

Urquhart relayed that he was still working on the annual reports.

The Annual Michigan Planning Conference was coming up in October.

Working to create a list of ideas for the next Master Planning, which will be in the next year.

South Village is still working with EGLE for permitting.

The Hotel is still working to finalize the details for the parking requirements and will submit incentive requests in the next month.

---

**Call to the Audience: Second Opportunity:**

Denny Dryer, 220 ½ Washington, spoke about how TI zoning affects his property at 1500 Kooiman and makes financing difficult.

Oliver Shampine addressed the council about their decision to deny PC Case 25-26, the parking lot extension at 524 Washington Ave.

Jim Hagen, 400 Lake, expressed his safety concerns and disagreed with the council's decision regarding the parking lot.

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**Adjournment:**

Chair Dora adjourned the meeting at 8:24 p.m.

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Melissa Bos, Executive Assistant to City Manager

# Attachment F

GRAND HAVEN BOARD OF LIGHT AND POWER  
MINUTES  
JULY 17, 2025

A regular meeting of the Grand Haven Board of Light and Power was held on Thursday, July 17, 2025, at 6:00 PM at Central Park Place, 401 Columbus Avenue in Grand Haven, Michigan and electronically via live Zoom Webinar.

The meeting was called to order at 6:00 PM by Chairperson Westbrook.

**Present:** Directors Crum, Knoth, Polyak, Welling, and Westbrook.

**Absent:** None.

**Others Present:** General Manager Rob Shelley, Secretary to the Board Danielle Martin, Finance Manager Lynn Diffell, Operations and Power Supply Manager Erik Booth, Distribution and Engineering Manager Austin Gagnon, and Information Technology Specialist Dan Deller.

**25-11A** Director Welling, supported by Director Polyak, moved to approve the meeting agenda.

**Roll Call Vote:**

In favor: Directors Crum, Knoth, Polyak, Welling and Westbrook; Opposed: None.  
Motion carried.

**Pledge of Allegiance**

**Public Comment Period:**

Jim Hagen, 400 Lake Avenue, commented on an email he sent to the Board and City Council regarding energy efficiency and carbon reduction actions. Hagen would like the BLP to conduct a study on offering a special rate for heat pumps in the winter.

**25-11B** Director Welling, supported by Director Polyak, moved to approve the consent agenda. The consent agenda includes:

- Approve the minutes of the June 19<sup>th</sup> special meeting, June 19<sup>th</sup> closed session, June 19<sup>th</sup> regular meeting, June 25<sup>th</sup> special meeting, and June 25<sup>th</sup> closed session.
- Receive and File the June Financial Statements, Power Supply and Retail Sales Dashboards
- Receive and File the June Key Performance Indicator (KPI) Dashboard
- Receive and File the MPPA Energy Services Project Resource Position Report dated 06/30/2025
- Approve payment of bills in the amount of \$2,728,412.59 from the Operation & Maintenance Fund
- Approve payment of bills in the amount of \$782,454.18 from the Renewal & Replacement Fund

GRAND HAVEN BOARD OF LIGHT AND POWER  
MINUTES  
JULY 17, 2025

- Approve confirming Purchase Order #23452 to Traverse City Light and Power in the amount of \$6,885 for mutual aid work
- Approve confirming Purchase Order #23464 to Waste Management in the amount of \$71,835 for coal yard cleanup landfill fees

The financial statements unaudited reports for the fiscal year 2025 end. Overall, sales were 0.75% under budget, expenses were 5% under budget, and there was a \$6.6 million increase in net assets.

**Roll Call Vote:**

In favor: Directors Crum, Knoth, Polyak, Welling and Westbrook; Opposed: None.  
Motion carried.

**25-11C** Director Welling, supported by Director Crum, moved to approve the Purchase Orders. The Purchase Orders include:

- Purchase Order #23429 to Zervas Facility Maintenance in the amount of \$24,000 for fiscal year 2026 cleaning services at Eaton Drive
- Purchase Order #23454 to Interphase Office Interiors in the amount of \$6,637 for office furniture for the human resources office
- Purchase Order #23457 to C&S Solutions in the amount of \$15,890 for a new underground locator
- Purchase Order #23468 to CRC in the amount of \$16,500 for fiscal year 2026 call center services
- Purchase Order #23470 to CDW in the amount of \$8,366 for building wifi replacement
- Purchase Order #23479 to Verdantas in the amount of \$47,000 for engineering services for the Grand Avenue rebuild project
- Purchase Order #23480 to Verdantas in the amount of \$88,000 for engineering services for the circuits 21 and 22 rebuild project

**Roll Call Vote:**

In favor: Directors Crum, Knoth, Polyak, Welling and Westbrook; Opposed: None.  
Motion carried.

**25-11D** Director Crum, supported by Director Welling, moved to approve the four policies as presented.

Four accounting policies were presented for the Board's consideration including a Cash Reserve Policy, Investment Policy, Purchasing Policy and Purchasing Authority Policy. Following Board approval, the Purchasing Authority policy will need to be approved by the City Council.

GRAND HAVEN BOARD OF LIGHT AND POWER  
MINUTES  
JULY 17, 2025

**Roll Call Vote:**

In favor: Directors Crum, Knoth, Polyak, Welling and Westbrook; Opposed: None.  
Motion carried.

**25-11E** Director Welling, supported by Director Polyak, moved to approve the fiscal year 2026 rates as presented.

The proposed rates follow the recommendations of the Cost-of-Service Study presented in May. The adjustments will bring customer charges in closer alignment with the true cost to serve each class and are revenue neutral. Adjustments include increasing the monthly service charge, decreasing the energy charge, and resetting the base power cost. Changes will take effect for the October 2025 billing period. The proposed rates also include new monthly charges to comply with the requirements of the State's Low Income Energy Assistance Program and Energy Waste Reduction Program.

**Roll Call Vote:**

In favor: Directors Crum, Knoth, Polyak, Welling and Westbrook; Opposed: None.  
Motion carried

**25-11F** The Chairman advised the Board will likely meet at Central Park Place again in August due to construction on its office at Eaton Drive. He also advised the Board completed its self-evaluation process during a special meeting held earlier this evening.

**No formal action taken.**

**Other Business**

- The General Manager advised the Board that key account meetings have been completed. Staff contacted 25 customers and community groups and about half accepted the invitation to meet. Feedback was positive overall and there was interest in discussing generation and community solar projects.

**No formal action taken.**

**Public Comment Period:**

Jim Hagen, 400 Lake Avenue, spoke on IRA incentives that are phasing out and encouraged the Board and City to take advantage of opportunities that exist.

**Adjournment**

At 6:30PM by motion of Director Welling, supported by Director Polyak, the July 17, 2025 Board meeting was unanimously adjourned.

GRAND HAVEN BOARD OF LIGHT AND POWER  
MINUTES  
JULY 17, 2025

Respectfully submitted,

A handwritten signature in cursive script that reads "Danielle Martin".

Danielle Martin  
Secretary to the Board

DM

GRAND HAVEN BOARD OF LIGHT AND POWER  
MINUTES  
JULY 17, 2025

A special meeting of the Grand Haven Board of Light and Power was held on Thursday, July 17, 2025, at 4:00 PM at Central Park Place, 421 Columbus Avenue, Grand Haven, MI.

The meeting was called to order at 4:00 PM by Chairperson Westbrook.

**Present:** Directors Crum, Knoth, Polyak, Welling, and Westbrook.

**Absent:** None.

**Others Present:** General Manager Rob Shelley, Secretary to the Board Danielle Martin, and Distribution and Engineering Manager Austin Gagnon.

**25-10A** Director Welling, supported by Director Polyak, moved to approve the meeting agenda.

**Roll Call Vote:**

In favor: Directors Crum, Knoth, Polyak, Welling and Westbrook; Opposed: None.  
Motion carried.

**25-10B** The Board discussed the results of its self-evaluation.

The self-evaluation was conducted using the Governing Board Self-Evaluation Survey from the American Public Power Association's "Governing for Excellence" book. Survey instructions recommend further discussion on questions with an average score below 4. Four open-ended questions were also discussed. A summary of the Board's discussion follows:

- The Board appreciated the recent APPA on-demand training and would like to participate in similar training in the future.
- Staff will continue to share MMEA/MPPA/APPA event opportunities and members are encouraged to participate.
- The Board Secretary will ensure all members are receiving the APPA Public Power magazine.
- The Board is committed to improving the relationship with Grand Haven City Council and will continue to attempt to schedule a joint meeting following the election.
- Staff will continue to share Chamber event opportunities and members are encouraged to participate.
- The Board Secretary will document the process that is followed when there is a vacancy in the GM or an Executive Staff position.

**No formal action taken.**

GRAND HAVEN BOARD OF LIGHT AND POWER  
MINUTES  
JULY 17, 2025

**Public Comment** – none.

**Adjournment**

At 4:53 PM by motion of Director Knoth supported by Director Welling, the July 17, 2025 special Board meeting was unanimously adjourned.

Respectfully submitted,

A handwritten signature in black ink that reads "Danielle Martin". The script is cursive and fluid.

Danielle Martin  
Secretary to the Board

DM

**CALL TO ORDER:**

COMMISSIONERS: Joe Middleton, Mike Poort, Georgette Sass, John Williams

CITY LIAISON: Michael England

**APPROVAL OF AGENDA:** Motion to approve agenda made by Poort, second by Williams; passed 4-0.

**PUBLIC COMMENT:** *Members of the audience may address the Commission on any item, whether on the agenda or not. Those addressing the Commission are asked to provide their name and address and will be limited to three minutes of speaking time. The Commission will hear all comments for future consideration but may not have a response at this time.*

**APPROVAL OF MINUTES:** Motion to approve June 17 Draft minutes as submitted made by Poort, second by Middleton; passed 4-0.

**AGENDA**

**NEW BUSINESS:**

- A. **Discussion** – The Heart of West Michigan United Way Day of Caring will be on Friday, September 12, 2025. This has been a great opportunity for Duncan Park to benefit from the work of dedicated volunteers. The deadline to submit a project is August 1, 2025. An email communication from Heart of West Michigan United Way can be found on our [Google Drive](#)).

The DPC discussed projects for the Day of Caring. It was agreed that a priority would be addressing the need for signage along the Duncan Park trail system, specifically at points where commissioners identified access should be blocked to preserve critical areas. **Motion** – Commissioners agree to submit a Day of Caring project with volunteers to complete installation of trail closure signage. Motion to approve made by Sass, second William; passed 4-0.

- B. **Discussion** – Melanie Ver Duin and Erica Kelly (from Duneside Discovery Center at Mary A White) have been engaged in initial discussions to consider the sustainability of access to Duncan Park at Wisconsin St. There are several grants that would be relevant to consider as potential opportunities to fund improvements to address and stop the erosion that threatens use of this access point.

The DPC discussed the overall goal and feasibility of improving the trail between Duncan Park and Mary A. White at Wisconsin St. Various options were explored, and it was agreed that action is needed to address the current condition of the trail. The primary objectives are to stabilize the dune structure and enhance accessibility in the most cost-effective manner. It was noted that DPC would need city council approval for any grant application. The Grand Haven Area Community Foundations Aug 4 community grant deadline was decided to be the initial focus of our efforts. **Motion** – Commissioners support grant applications to help defray the cost of improved access to Duncan Park at Wisconsin St. with a match from the Duncan Park Fund in an amount not to exceed 20% of the total cost. Motion to approve made by Sass, second Williams; passed 4-0.

- C. **Discussion** – The health of Duncan Park's old growth forest, especially the hemlocks, continues to be a grave concern. Our previous management plan with West Michigan Cooperative Invasive Species Management Area (WMCISMA) now requires additional consideration by the commission given the intense pressure that this invasive disease has in our area as well as the increasing prevalence of an additional invasive disease organism, Elongate Hemlock Scale (EHS).

The ecological complexity of the retreatment phase and ongoing fiscal responsibility it will entail was discussed. Our city liaison (and Director of Public Works, Michael England) requested that the Duncan Park Commission hold a work session with the city to specifically address the status of Hemlock Wolly Adelgid in the park. DPC will determine availability of commissioners for a HWA work session with the city. No motion made at this time.

**Duncan Park Commission – July 15, 2025; Regular Meeting; 6:00pm**  
Grand Haven City Hall, Council Chambers, Grand Haven, MI

**OLD BUSINESS:**

- A. Potential installation of a gate at the Sheldon Street entrance to Duncan Park has been discussed in previous DPC meetings. Information on the role Grand Haven Public Safety could play in its daily opening and closing as well as whether GHPS could provide aid in monitoring activities in the park are still needed. No motion made at this time.

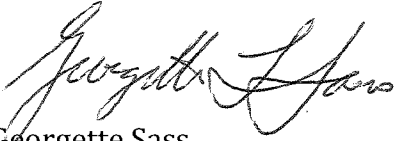
TREASURER REPORT: June financial documents are posted on our [Google Drive](#) and attached to the email sent with this agenda.

**PUBLIC COMMENT:**

**ADJOURNMENT:** 7:38PM

**NEXT MEETING:** August 19, 2025 @6pm

Approved minutes respectfully submitted,



Georgette Sass

Sent to City Clerk on September 3, 2025

**CALL TO ORDER:**

COMMISSIONERS: Joe Middleton, Mike Poort, Georgette Sass, John Williams

CITY LIAISON: Michael England

**APPROVAL OF AGENDA:** Motion to approve agenda made by Poort, second by Middleton; passed 4-0

**PUBLIC COMMENT:** *Members of the audience may address the Commission on any item, whether on the agenda or not. Those addressing the Commission are asked to provide their name and address and will be limited to three minutes of speaking time. The Commission will hear all comments for future consideration but may not have a response at this time.*

**APPROVAL OF MINUTES:** Motion to approve July 15, 2025 Draft minutes made by Poort, second by Sass; passed 4-0

**AGENDA**

NEW BUSINESS:

- A. **Discussion** – DPC continued our discussion on the health of Duncan Park’s forest noting both an outbreak of Oak Wilt on Mary A. White’s property as well as our planned retreatment of hemlocks for Hemlock Woolly Adelgid (HWA). Brendan Canavan from West Michigan Cooperative Invasive Species Management Area (WMCISMA) answered commissioner questions and identified the approach that would be taken by WMCISMA to retreat the park for HWA.  
**Outcome** – *A work session in conjunction with the Department of Public Works will be held at Duncan Park at 5pm on Sept 16, 2025 to establish a collaborative approach in the retreatment of HWA across all areas of the city.*
- B. **Discussion** – Duncan Park is scheduled as a volunteer site the morning of Friday, September 12, 2025 for Heart of West Michigan United Way Day of Caring. Volunteers will work on trail demarcation. The Duncan Park Commission (DPC) discussed which sites would be addressed and specified the supplies to be obtained for this work. **Motion** – *Commissioners agree to the purchase of Day of Caring project supplies at a cost not to exceed \$ 500. Motion to approve made by Sass, second William; passed 3-0.*

COMMISSIONER’S REPORTS: *These are limited in scope, representing a report of activities relevant to Duncan Park and DPC. These will be limited to 3 minutes. Discussions or actions that require detailed consideration or a vote should be placed as an agenda item under NEW BUSINESS.*

CITY LIAISON REPORT:


TREASURER REPORT: No financial documents for July had been received at the time of the August meeting.

**PUBLIC COMMENT:**

**ADJOURNMENT:** 7:23pm

**NEXT MEETING:** September 16, 2025 @6pm

Draft minutes respectfully submitted,



Georgette Sass

Sent to City Clerk on September 3, 2025



## City of Grand Haven Human Relations Commission

### Meeting Minutes

Thursday July 24, 2025, called to order at 5:31 p.m.

City Hall [519 Washington Grand Haven, MI 49417]

#### The Highlights:

The regular meeting of the Grand Haven Human Relations Commission was called to order by Amber Mendiola-Suarez at 5:31 p.m. in the council chamber of Grand Haven City Hall [519 Washington Ave. Grand Haven, MI 49417]

Commission Members present: Amber Mendiola-Suarez, Steve TerMolen, John Siemion, Amanda Pretzer, Cara Mazure, Luke Kulikamp

Commission Members absent: Steffi Thayer

Community Members present: Bob Monetza, Mayor of Grand Haven, Barbara Lee VanHorsen from Momentum Center, Jessica, Rachel, and Daisy from Indivisible Grand Haven/Tri Cities

1. Upon the presentation of the Agenda, Comm. Mendiola-Suarez motioned to approve said agenda with Comm. Simeon, Comm. Mazure seconding the motion.
2. Upon the presentation of the June meeting Minutes, Comm. Pretzer motioned to approve said meeting minutes with Comm. Siemion seconding the motion.
3. Welcome Luke Kulikamp!
4. A welcome call to the audience is made by Comm. Mendiola-Suarez.
5. Liaison Report:
  - a. Momentum Center:
    - i. Across the Bridge
      1. Leadership exchange with Muskegon September 19-21st
    - ii. Initiative to raise money for Friendship Bench
      1. Training community members in lay talk therapy to help with community mental health
    - iii. Town Halls starting up in September
      1. Mental health and parenting
    - iv. Evidence based practice that started in Zimbabwe
6. Old Business:
  - a. Values and Mission Statement/Website
    - i. Pushed back to August meeting (new member has not had access to value statement yet, will vote next month)
  - b. Brochure

- i. Comm. Kulikamp and TerMolen volunteer
- c. Liaison List
  - i. Indivisible added
- d. Social Media
  - i. Comm. Mazure created Google doc for bios
  - ii. Holland HRC made statement that city will share HRC information to boost awareness of commission – Comm. Mazure will collaborate with Ashley Latsch
- e. Discuss collaboration with Loutit Library for Dia De Los Muertos
  - i. As extension of Hispanic Heritage Month
  - ii. Marigold making for kids
  - iii. Hosting Coco
  - iv. Can reserve a room at the library, pass out candy, hand out information about the commission, local organizations
- f. MLK
  - i. Will start planning with the city after Dia De Los Muertos
- g. Co-Chair
  - i. Steve TerMolen
  - ii. Motion to approve by Comm. Mendiola-Suarez, seconded by Comm. Mazure
- h. Memo regarding Planning Commission
  - i. 10% target proportionally across all housing types enforced for affordable housing
  - ii. Comm. TerMolen will revise, commission to vote in August
- 7. New Business:
  - a. Presentation by Indivisible Grand Have/Tri Cities
    - i. National grassroots effort to fight authoritarianism and totalitarianism
      - 1. Good Trouble Day, May Day, No Kings Day
    - ii. Over 500 people in email list
    - iii. Community outreach – food pantries (especially east of US 31), partnering with Unicorn Tavern with micro-pantry, rapid response team for immigrants, creating safe space for immigrants, partnering with local communities, sanctuary homes, mutual aid
      - 1. Would like to create more micro-pantries, looking for more businesses to collaborate
    - iv. Lakeshore Rapid Response Team
    - v. Veterans/LGBTQ/Education
    - vi. Red cards for people directly affected by ICE raids
      - 1. Available at St. Johns
      - 2. Will be in micro-pantries
    - vii. Educating community about divisive attacks (example: misleading petitions – Decline to Sign)
    - viii. Pulling people together in person

- ix. Monthly meetings – email list, Facebook group
- b. New ideas
  - i. City Council meeting – cleanup on Harbor Island, town hall in November
- 7. A second call is made to the audience by Comm. Mendiola-Suarez.
- 8. Comm. Mazure motions to adjourn the meeting with Comm. Pretzer seconding the adjourn motion.
  - a. Meeting Adjourned at 6:29 p.m.
- 9. The next Human Relations Commission meeting is scheduled for Thursday August 28, 2025, at 5:30 p.m.

Meeting Minutes submitted by Comm. Amanda Pretzer 7-26-2025



**CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN**

**MINUTES FOR  
MUSICAL FOUNTAIN  
COMMITTEE MEETING**

**CITY HALL  
519 WASHINGTON AVE**

**WEDNESDAY, August 13, 2025  
6:00 PM**

Committee members unable to attend are requested to contact Brian Jarosz, City Liaison, at  
bjarosz@grandhaven.org or 616-847-3493

**1. MEETING CALLED TO ORDER**

**2. ROLL CALL**

**Present:**

Jerry Troke  
Nicki Bonczyk  
Brad Boyink  
Dennis Nivison  
Jane Riddle  
Brian Jarosz (City Liaison)

**Absent:**

Brandon Nearanz  
Sarah Kallio

**3. APPROVAL OF AGENDA**

**Motion to Approve: Ivy DeWitt**

**Second: Nicki Bonczyk**

**Passes unanimously**

**4. CALL TO AUDIENCE**

*At this time, members of the audience may address Committee on any item, whether on the agenda or not. Those addressing Committee are asked to provide their name and address and will be limited to three minutes of speaking time. Committee will hear all comments for future consideration but will not have a response at this time.*

**5. APPROVAL OF MINUTES OF MEETING OF JULY 9, 2025**

**Corrections: Roll call needs to be updated to reflect that everyone was present except Ivy DeWitt and change the approval of dates from March 12, 2025**

**Motion to approve minutes with corrections noted above: Nicki Bonczyk**

**Second: Dennis Nivison**

**Passes unanimously**

## 6. NEW BUSINESS

### A. MAINTENANCE ITEMS

- Status Update on New Lighting
  - Light fixture shipment
    - **Update: Lights should be here within 15 days. They are at port in Long Beach right now.**
  - Acclaim Splitters are here
- City Items
  - Tree trimming on sides, evergreen in center – DONE
  - Disposal of tree trimmings
  - Crack seal the asphalt
  - Entry road scraping/leveling
  - Replace the Anchor House roof
    - There is a significant amount of rot. The repairs will likely come in the spring.
  - Replace the Anchor pole boot
  - Paint flagpole
    - Clarified that the structural pieces are steel, not aluminum.
  - Replace entry gate
    - Not a top priority, but we do need to address golf carts going around the gate by fortifying the fence.

### B. TASK FORCE ITEMS

### C. PRODUCTION ITEMS

- New Choreographers
  - Narendra Bagaskara
  - Toby Ip

**Motion to approve Narendra and Toby as new choreographers – Ivy DeWitt**

**Second – Jane Riddle**

**Passes Unanimously**

- Music Approval

- Coast Guard Festival Drone Show Music approved by Chair and Producer with permission of the City Manager's Office

**Motion to approve the drone show music at it was approved by the Chair and**

**Producer – Ivy DeWitt**

**Second – Nicki Bonczyk**

**Passes unanimously**

- Elvis Presley Music for Review tonight
  - Blue Suede Shoes
  - Can't Help Falling in Love
  - Don't Be Cruel
  - Heartbreak Hotel
  - Hound Dog
  - A Little Less Conversation – JXL Radio Edit Remix
  - Stuck On You

- Viva Las Vegas

**Motion to approve Elvis Presley music – Jane Riddle**

**Second – Dennis Nivison**

**General discussion around whether music needs to seem like a good fit for choreography before approval.**

**Passes unanimously**

- Disco Music for Review tonight
  - Boogie Wonderland – Earth, Wind & Fire (with The Emotions)
  - Disco Inferno – The Trammps
  - Get Down Tonight – KC & The Sunshine Band
  - I Will Survive – Gloria Gaynor
  - That's the Way (I Like It) – KC & The Sunshine Band
  - ~~— You Should Be Dancing – Bee Gees~~

**Motion to approve disco music – Ivy DeWitt**

**Second – Jane Riddle**

**Discussion around You Should Be Dancing – BeeGees. Striking the song from the list with the approval of the choreographer.**

**Passes unanimously after the removal of the Beegees song.**

- Song Testing update
- 2025 Shows update
- 2026 Shows Update / Slack Music Review Feedback

#### **D. MARKETING ITEMS**

- Social Media update
  - Update on social media metrics
  - Discussion about TikTok in the offseason
- Fundraising activities ideas – Coloring Books (continued)
- Other Ideas
  - Shirts
  - Donations for merch on the website
- A Brighter Future Fundraiser Launch Date in Spring

#### **E. FINANCE ITEMS**

- July 2025 statements

#### **7. CHAIRMAN'S REPORT**

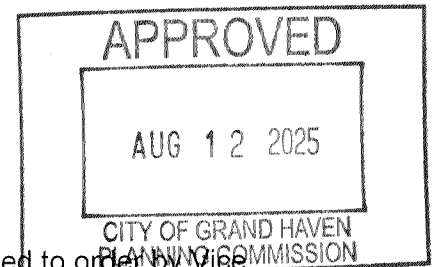
- WAWL Appearance

#### **8. OTHER NEW BUSINESS**

#### **9. NEXT MEETING DATE – September 10, 2025**

#### **10. ADJOURNMENT**

**CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN  
PLANNING COMMISSION MINUTES  
TUESDAY, JULY 15, 2025**



The regular meeting of the Grand Haven Planning Commission was called to order by Vice Chair Galligan at 7:00 pm. Upon roll call, the following members were present:

**Present:** Amy Kozanecki, Joe Pierce, Dan Borchers, Vice-Chair Ryan Galligan, Tamera Owens, Jennifer Smelker, Magda Smolenska, Chair Mike Dora

**Absent:** David Skelly

**Also Present:** City Planner Brian Urquhart, Mayor Bob Monetza, City Manager Ashley Latsch, and Assistant City Manager Dana Kollewehr.

**Approval of Minutes**

Motion by **Smelker**, seconded by **Borchers**, to approve the minutes of the June 10, 2025, meeting. All ayes. **Motion passes.**

**Approval of Agenda**

Motion by **Smolenska**, seconded by **Vice-Chair Galligan**, to approve the agenda without the need to continue the work session.

All ayes. **Motion passes.**

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**Call to the Audience: First Opportunity:** None

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**Public Hearing:**

**Case 25-21: A special land use permit and site plan review for a contractor's establishment at 1501 Marion Ave. (parcel #70-03-27-153-001)**

Urquhart introduced the case. Bruce Callen, of Callen Engineering, on behalf of property owner Steve Kiekoover, has submitted a special land use permit application and site plan review application to construct a contractor's establishment on 1501 Marion Ave. (parcel #70-03-28-153-001) A contractor's establishment is permitted in the T1 district as a special land use per Sec. 40-419.01.B.

The Zoning Ordinance provides regulations and conditions for a Contractor's Establishment found in Sec.40-516. The review of the Special Land Use Permit application is also subject to the standard regulations and conditions of all Special Land Uses outlined in Section 40-116.03. The applicant provided responses in the narrative.

The site is an underutilized parking lot. Sheet C0.1 shows the existing drive off Beechtree and northern third of the parking lot will have the pavement saw cut and removed. Minimal grading will occur on site. The one story building contains dimensions of 160 ft. x 60 ft., a total of 9,600 sq. ft. 7,310 sq. ft. will be used for industrial space, and remaining 2,290 sq. ft. will be office use. All setbacks and lot coverage in the TI District are met.

The building will be comprised a black vertical siding on all walls. Stone veneer and horizontal tan siding is included along the south and west walls facing Marion Ave. and Beechtree St. Clear windows will also be installed along all walls of the building. The roof will contain a 4:12 pitch, with black shingles. Each contractor's unit will have a separate entrance door and 14 ft. overhead door. The overhead doors are shown to be tan in color. Building height is 26.5 ft.

Per Sec. 40-419.02.D, building articulation is required every 50 feet. All exterior walls meet these requirements through building material variations, windows, etc.

Sec. 40-604.E, a contractor's yard requires one (1) space per largest shift, plus 1 space for each 500 sq. ft. of retail or showroom space. As an existing parking lot, there are ample spaces on site. The required amount of spaces is 78, and the applicant is proposing 99 spaces. All drive aisles will be min. 24 ft. wide, with a required 26 ft. wide fire access lane. The restriping and painting of direction arrows will provide efficient. A curb cut off Beechtree will be made and relocated slightly south of the existing curb cut. The exiting curb cut at Marion Ave. will remain.

The applicant notes that wall mounted lighting will be installed on the building, facing downward to avoid light trespass onto neighboring properties. A photometric plan has been provided. Sheet C1.0 shows a ground mounted sign will be installed near the Beechtree entrance. A 10 ft. x 10 ft. dumpster enclosure is shown southeast of the building. The masonry dumpster will include a trex gate with heavy duty hinges. The dumpster enclosure satisfies the ordinance.

The narrative states site storm water runoff from the existing parking lot will follow the existing drainage patterns and be captured via storm sewer and directed to the existing drainage ditch located on the northern portion of the site. Sheet C2.0 shows storm water will be directed to a storm tech chambers system located beneath the parking lot near the southwest portion of the building. The DPW requests that the applicant include storm calculations using the LGROW Grand Haven spreadsheet. Sheet L1.0 depicts that existing trees along Beechtree will remain. The landscape plan calls for shrubs and ground cover to be planted near the relocated Beechtree entrance. Any existing trees removed during the demolition phase will be replaced with proper deciduous trees. All existing trees along the northern portion of the site will remain untouched, creating a screening from the residential condos to the north. The plan calls for mechanical equipment to be located on the north side of the building, and screened by landscaping. Sheet C1.0 depicts snow will be stored through the interior parking lot.

Steve Kiekover and Andy Brooks were both present to answer any questions.

Dora opened a public hearing at 7:08 p.m.

Dan Bant, 1519 Beechtree Ct, voiced his concern regarding the increased noise level.

Mike Dykstra, 815 Verhoeks, stated he favored this project, and the parking lot could use an update.

Motion by **Pierce**, seconded by **Smelker**, to close the public hearing.

All ayes.

Public Hearing closed at 7:10 p.m.

Borchers had a question regarding the oil and grit separator being emptied.

Andy Brooks with Callen Engineering stated if in the event there was accumulation, it would be vacuumed out as needed to prevent any contamination with the municipal's sanitary system.

Borchers also stated he supported and was in favor of the project.

Smelker voiced concern about having a large curb cut.

Brooks responded that they will monitor the area and consider wheel stops if necessary to prevent traffic back-ups and maintain traffic control.

Pierce, Smolenska, Kozanecki, Owens, Vice-Chair Galligan, and Chair Dora also supported the project.

Motion by **Smolenska**, seconded by **Kozanecki**, to approve case Case 25-21, a request for a special land use and site plan review for the construction a contractor's establishment at 1501 Marion Ave. (parcel #70-03-27-153-001), subject to the following conditions:

1. All conditions of the BLP, Fire Marshal, and DPW are met.
2. Inspection is completed, and satisfactory, by the Fire Marshal.

Roll Call Vote.

Yeas: Pierce, Smolenska, Galligan, Smelker, Borchers, Kozanecki, Owens, Dora

Nays: None

**Motion passed.**

**Case 25-24: A public hearing to vacate a portion of the right-of-way between 233 Washington Ave. (parcel #70-03-20-432-017) as part of the hotel Planned Development.**

Urquhart introduced the case. A condition of the preliminary development plan for the hotel at 233 Washington Ave. was for a portion of the right-of-way bisecting parcel # 70-03-20-432-017 be vacated. The North-South portion of the right-of-way between the parcel #70-03-20-432-017, measures approximately 13 ft. wide, by 132 ft. in length. The East-West portion measures approximately 16 ft. wide by 32 ft. in length. The remaining right-of-way extending to 2nd Street is not considered for vacation at this time. Upon final recording, the vacated right-of-way will be incorporated into parcel #70-03-20-432-017. The City does not contain any utilities or need any easements for this right-of-way. The preliminary development plan can only be constructed as approved for parking and vehicular circulation if the right-of way is vacated.

On June 23, 2025, City Council passed a resolution directing the Planning Commission to hold a public hearing on this request. The formal resolution was delivered on the same date. The public hearing is scheduled for March 14, 2023 and all required parties were notified of the request per Chapter 32, Article IV of the Code of Ordinances. Following the Planning Commission's recommendation, another public hearing will be held with the City Council with a minimum of 10 days' public notice, tentatively scheduled for the August 4th City Council meeting.

Dora opened a public hearing at 7:20 p.m  
No comments.

Motion by **Owens**, seconded by **Vice-Chair Galligan**, to close the public hearing.  
All ayes.  
Public Hearing closed at 7:21 p.m.

Borchers, Smelker, Pierce, Smolenska, Kozanecki, Owens, Vice-Chair Galligan, and Chair Dora also supported the project.

Motion by **Kozanecki**, seconded by **Borchers**, to approve case 25-24: the proposed vacation of the right-of-way between parcel #70-03-20-432-017, related to the Hotel Planned Development at 233 Washington Ave.

Roll Call Vote.

Yeas: Pierce, Smolenska, Galligan, Smelker, Borchers, Kozanecki, Owens, Dora

Nays: None

**Motion passed.**

**Case 25-13: Zoning Text Amendment to Sec 40-411.02.B and Sec. 40-513, to permit short term rentals in the Centertown Overlay as a special land use in the Neighborhood Mixed-Use District.**

Urquhart introduced the case. In March, John Groothuis submitted an application for zoning change to amend Sec. 40-411.02.A of the Zoning Ordinance, a text amendment to allow short term rentals by right in the Centertown Overlay within the Neighborhood Mixed-Use district. Short term rentals are permitted in the following districts:

District	Permitted
CB, Central Business	By right
WF-2, Waterfront 2	By right
PD, Planned Development (some)	By right
DR, Dune Residential	By special land use
S, Southside	By special land use on a Key Street
OT, Old Town	By special land use on a Key Street

A robust and healthy discussion was held on April 30th during the joint meeting with the DDA. It was determined the best course of action would be to amend the zoning ordinance to permit short term rentals by special land use in the Centertown Overlay. A subcommittee would be formed to create specific standards appropriate for the Centertown Overlay.

The subcommittee of Mike Dora, Jennifer Smelker, and David Skelly met last month. They have proposed changes the ordinance, creating subsection c to Sec.40-513.b. Most notable changes include:

- Requirement for all first floor uses on parcels facing 7th St. and Washington Ave. to be entirely (100%) retail/commercial. Therefore, all special land uses will need to be upper level residential units.
- Parking for a short term rental special land use includes specifics in Centertown Overlay. Commonly, the City has seen requests for vehicle lifts due to the limited space for parking. The lifts use will need to be capable to lift up to 10,000 lbs. with a minimum upper and lower vertical lift distance measurement of 84 inches. In addition, the minimum top lift to ceiling distance of 84 inches, when fully raised.
- All other special land use standards in Sec. 40-513 and Sec. 40-116.03.A remains unchanged.

Dora opened a public hearing at 7:28 p.m

Joyce Workman of Vintage Green wanted to thank the commissioners and spoke in support of the case.

Motion by **Vice-Chair Galligan**, seconded by **Kozanecki**, to close the public hearing.  
All ayes.

Public Hearing closed at 7:30 p.m.

Smolenska asked to be recused.

John Steinbach, 18 N 7<sup>th</sup> St, was present for any questions.

Kozanecki stated she felt this was not a perfect fix and opened up more questions regarding short-term rentals, but gave time to work on those.

Owens stated this was a good step forward and is in support.

Borchers agreed and thanked members of the subcommittee for their work in looking into this. He was also in support.

Smelker stated she was in support and also felt it warranted more discussion when considering things like the Master plan to address the short term rental.

Pierce appreciated the discussion and support from Centertown. He stated that his perspective on short-term rentals in that location has not changed. He also mentioned that he looked forward to being part of the process to set goals for Centertown and reevaluating how short-term rentals are approved throughout the city.

Vice Chair Galligan stated he felt short-term rentals fit into commercial districts, including Centertown. He thought it should be by right that would make the most sense for this case, but it is fine as proposed.

Chair Dora appreciated the collaboration. He also felt this was not a long-term answer but that the next Master Plan Review would be a good time to address it.

Motion by **Owens**, seconded by **Vice-Chair Galligan**, to approve a recommendation to City Council to amend Sec. 40-411.02.B, Sec. 40-513, and other germane sections of the zoning ordinance, to allow short term rentals as a special land use in the Centertown Overlay in the Neighborhood Mixed Use district.

Roll Call Vote.

Yeas Galligan, Smelker, Borchers, Kozanecki, Owens, Dora

Nays: Pierce

Abstain: Smolenska

**Motion passed.**

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**New Business:**

**Case 25-22: Site Plan review for addition to 123 Washington Ave. (parcel #70-03-20-405-018).**

Urquhart introduced the case. Tiffany Ackerman of *Hooker DeJong, Inc.*, on behalf of property owner Andrew Todtz, has applied for a Site Plan Review for an addition above the main level for an additional residential unit at 123 Washington Ave. (Flotos) (parcel #70-03-20-405-018). The proposed use is permitted in the CB district.

There will be no changes to the building footprint. The plan calls for addition above the east side of main level for a third residential unit. All units meet the minimum dwelling size in the CB District. Additional stairs will be installed to the rear entrances. These changes prompt site plan review by the Planning Commission.

Floto's is in an iconic building in downtown Grand Haven. The development team executed extensive research into the historic features and materials and colors proposed. The plan calls for removal of existing metal paneling and replace with new similar style. The plan also calls for removal of the sloped portion of the canopy. The rear and side wall will have the existing siding removed and replaced, with in the same color. All materials will satisfy the exterior cladding materials for the CB District.

The plans also call for a walk up window on the front façade, which is similar to other restaurants in the CB District. In June, the development team presented the plans to the Historic Commission. The Commission was very excited about the preservation of existing materials, color and signage. A letter of support has been included in the packet.

The increase to 3 residential units prompts additional parking on site. Residential above restaurant/retail requires 1.2 spaces per unit.  $1.2 \times 3 = 3.6$  or 4 spaces. The applicant is showing 4 spaces, with 1 ADA accessible space behind the building. The applicant had made a clear the units will be rented on a long term basis, and short term rentals will not be pursued. Short term renting would cause an increase in parking demand, and could void site plan approval. Parking for the restaurant will be accommodated by on street and off street parking spaces.

According to the applicant, all roof top mechanical equipment will be screened, if necessary.

At this time, no changes to the Floto's sign are proposed. The applicant does retain the option to apply for a landmark sign permit.

Andrew Todtz, 1799 Golkin Rd, was present for any questions. He mentioned he looked forward to trying to restore the building to original intent.

Borchers, Smelker, Pierce, Smolenska, Kozanecki, Owens, Vice Chair Galligan, and Chair Dora were in support.

Motion by **Smolenska**, seconded by **Pierce**, to approve Case 25-22, a request for a Site Plan Review for an addition to the building at 123 Washington Ave. (parcel #70-03-20-405-018) for a main level restaurant and three upper level residential units, based on the information submitted for review, subject to the following conditions:

1. All conditions of the BLP, DPW and Fire Marshal shall be met.
2. A Change of Use permit shall be submitted for the restaurant.

Roll Call Vote.

Yeas: Pierce, Smolenska, Galligan, Smelker, Borchers, Kozanecki, Owens, Dora

Nays: None

**Motion passed.**

**Case 25-23: Major amendment to the Site Plan for the Mixed-Use Development at 1500 Kooiman Ave. (parcel #70-03-28-301-019)**

Urquhart introduced the case. Denny Dryer of Dryer Architectural Group submitted and site plan review application for a major amendment for the mixed-use buildings at 1500 Kooiman St. (parcel #70-03-28-301-019). The project comprises of the removal of the existing vegetation, and construction of two mixed-use buildings. The amendment includes an increase in building area for the 4 units in Building A, from 24 ft. x 52 ft., to 24 ft. x 72 ft., or an increase in 1,290 total sq. ft. In the building expansion will remove 9 parking spaces from the original plan. The amended plan calls for 6 spaces to be relocated to the southeast section of the property, a net loss of 3 spaces. In addition, the amended plan calls for 2 curb cuts off Kooiman Ave. that lead to 4 units in Building A. The additional access drives and building expansion, and parking changes prompt a major site plan amendment per Sec. 40-115.09.B, thus review by the Planning Commission.

In September 2024, the Planning Commission approved PC Case 24-30, a site plan, special land use, and sensitive area overlay for 1500 Kooiman. This request is an amendment to the site plan. The special land use and sensitive area overlay permits remain valid.

The original plan called for two mixed-use buildings to be constructed, A and B. Building A contains 7 units, and Building B contains 5 units, all measuring 24 ft. x 52 ft. The amendment now calls for Units 4-7 in Building A to measure 24 ft. x 72 ft., and increase building size of 1,920 sq. ft. The building materials, height, and color will not change. However, the extension of units 4-7 will remove 9 parking spaces.

A mixed-use development requires 2 spaces per unit. Therefore, 24 spaces are required. The applicant is proposing 27 spaces on site, with 2 ADA accessible spaces. The original plan called

for 30 spaces. The increase to Building A will create a loss of 9 spaces. These spaces will be relocated with 6 spaces along the southeast portion of the parking lot. The parking lot will remain screened with mixture of ground cover, 1 deciduous tree, and shrubs as required per Sec. 40-803.02.

The amended plan calls for the necessary street trees planted long Kooiman Ave.

The amended plan includes two curb cuts to units 4-7. The curb cuts will be separated by a landscape island. The intent of this design is to allow pull through of equipment and other items the 16 ft. wide and 14 ft. tall overhead doors. Each unit will contain the option for an overhead door on the east wall, leading to the parking area.

The plan is to place snow into the untouched wetland in the SE portion of the site. All units will contain roll out carts, therefore no dumpster is shown.

The site plan calls for a fire department access gate near the south drive with a knox box will be provided for Fire Department access only. The Fire Marshal has provided a review letter.

Even though not a public hearing, the City has received correspondence regarding this case. The correspondence expressed concern the buildings will include residential uses, in which the applicant apparently state during a previous meeting there would be no residential component.

Denny Dryer, 220 ½ Washington, was present for questions. He added that there were inquiries for larger units and that he would ideally like to see more industrial and commercial use.

Urquhart clarified this would be approval for 2 additional curb cuts.

Borchers inquired about units being used as living space. Dryer responded that they could potentially be used for that, but not necessarily as they are too high-end. Dryer does not believe there is a market for that.

Smelker stated she would like the see the sidewalks maintained.

Pierce, Smolenska, Kozanecki, Owens, Vice-Chair Galligan, and Chair Dora had no additional questions and were in support.

Motion by **Smolenska**, seconded by **Kozanecki**, to approve Case 25-23, a major amendment to the site plan for a mixed-use development at 1500 Kooiman St. (parcel #70-03-28-301-020) based on the information submitted for review, subject to the following conditions:

1. All conditions of the BLP, DPW, Fire Marshal are met.
2. Landscape buffer for the north end of the parking lot is waived per Sec. 40-801.F.

**Roll Call Vote.**

**Yeas:** Pierce, Smolenska, Galligan, Smelker, Borchers, Kozanecki, Owens, Dora

**Nays:** None

**Motion passed.**

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**Old Business:** None

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**Zoning Board of Appeals Liaison Report:**

Kozanecki reported at the June meeting there was an approval for a 9-month variance extension for the house on the corner of Lake with hopes to see movement.

There is no meeting for July.

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**City Planner Report:**

Urquhart thanked the commissioners for their flexibility.

He noted it was good to see closure on various items of business.

He also noted he has assistance for the summer, which has allowed him to work on the Annual Report, which would include project tracking and the development questionnaire.

Urquhart mentioned that August would be a busy meeting as they hoped to have the final development plan for the hotel.

He mentioned that he has not received an updated Grand Landing or South Village plan.

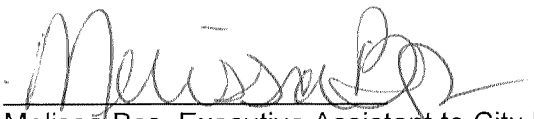
Urquhart is hopeful to have an updated Centertown Policy by the end of July to select a consultant by October.

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**Call to the Audience: Second Opportunity:** None

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Chair Dora adjourned the meeting at 8:15 p.m.



Melissa Bos, Executive Assistant to City Manager

**CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN  
PLANNING COMMISSION MINUTES  
TUESDAY, AUGUST 12, 2025**



The regular meeting of the Grand Haven Planning Commission was called to order by Chair Dora at 7:00 pm. Upon roll call, the following members were present:

**Present:** Amy Kozanecki, Joe Pierce, Dan Borchers, Vice-Chair Ryan Galligan, Tamera Owens, Jennifer Smelker, David Skelly, Magda Smolenska, Chair Mike Dora.

**Absent:** None

**Also Present:** City Planner Brian Urquhart, Mayor Bob Monetza, City Manager Ashley Latsch, Assistant City Manager Dana Kollwehr, and Project Management Director Derek Gajdos.

**Approval of Minutes**

Motion by **Skelly**, seconded by **Smelker**, to approve the minutes of the July 15, 2025, meeting, and the April 30, 2025, Joint DDA Meeting. All ayes. **Motion passes.**

**Approval of Agenda**

Motion by **Vice-Chair Galligan**, seconded by **Smolenska**, to approve the agenda without the need to continue the work session.

All ayes. **Motion passes.**

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**Call to the Audience: First Opportunity:**

Peter Wilson, 322 Washington, spoke regarding his concerns surrounding the Centertown Overlay.

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**Public Hearing:**

**Case 25-21: A special land use permit for telecommunication tower at 207 Emmet St. (parcel #70-03-29-160-004).**

Urquhart introduced the case. Derek Gajdos submitted a special land use application for a telecommunication tower at the top of 5-mile hill near 207 Emmet St. (parcel #70-03-29-160-004). The City is replacing the 150 ft. tall rectangular communication tower with a 150 ft. tall monopole style communication tower. A telecommunications tower is permitted via special land use in the LDR district.

The City identified the telecommunication tower in need of replacement as part of the Capital Improvement Plan. Due the location and scale of the project, the City was proactive in engaging with neighboring property owners of their concerns before a formal application was submitted. Some of the concerns from those meetings were the lack of maintenance and the resulting less

than desirable appearance.

The plan calls for removing the existing chain link fence, gate, poles, footings, tower, and relocation of existing power pole. The utility building will remain. The tower will be placed further to the east on a concrete base, satisfying the minimum 75 ft. setback from the property line. The area will be screened by a 6.8 ft. tall solid fence. The site will be landscaped with stone edging. All turf disturbed during construction will be restored, and dune grass will be planted east of the tower satisfying EGLE standards.

Section 40-564 of the Zoning Ordinance provides requirements for retaining walls and outlines provisions for administrative approvals and Planning Commission approvals. Mr. Gajdos has provided responses to 40-116.03A. for special land uses.

Derek Gajdos, Project Management Director, was present and available for questions.

Chair Dora opened public meeting at 7:15 p.m.

A neighboring resident expressed concerns about the property's current condition and would like to know its long-term maintenance plan.

Motion by **Vice-Chair Galligan**, seconded by **Skelly**, to close the public hearing.

All ayes.

Public Hearing closed at 7:20 p.m.

Kozanecki, Pierce, and Smelker were good with the plan moving forward and agreed that a maintenance plan would make sense as a condition of approval.

Skelly asked about security for the property. Gajdos mentioned there would be cameras.

Owens had nothing to add.

Smolenska commented that she liked the design change.

Vice-Chair Galligan had nothing to add.

Borchers was glad to see the barbed wire fencing done.

Chair Dora had nothing to add but agreed to the maintenance plan.

Motion by **Smolenska**, seconded by **Owens**, to approve Case 25-29: A special land use permit for telecommunication tower at 207 Emmet St. (parcel #70-03-29-160-004), subject to the following conditions:

1. Maintenance plan is prepared and submitted.

**Roll Call Vote.**

**Yeas:** Pierce, Smolenska, Skelly, Galligan, Smelker, Borchers, Kozanecki, Owens, Dora

**Nays:** None

**Motion passed.**

**Case 25-30: A rezoning application from I, Industrial to TI, Transitional Industrial for parcels located near 924 Beechtree St. (parcels #70-03-27-315-012; 315-015; and 315-013).**

Urquhart introduced the case. Tom White of PolyPly, submitted a zoning change application to rezone three parcels located near 924 S. Beechtree St. (parcels #70-03-27-315-012; 315-015; 315-013) for an expansion at PolyPly Composites at 1540 Marion Ave. The vacant land can serve as a 55,000 sq. ft. expansion to the facility at 1540 Marion, with parking, access and stormwater management. The total area of land to be rezoned is 8.42 acres.

During July meeting, the PC discussed the process for the expansion. It was determined two separate tracks would be followed, first rezoning from I to TI, then site plan review for the expansion. A public hearing was scheduled for August 12th. Staff stated the parcels could remain zoned Industrial, however best practice is to maintain a singular zoning district for a singular building and accessory uses. Please note the two parcels, 70-03-27-315-014 and 70-03-27-315-016 located to the east and south, will remain Industrial and within the Sensitive Area Overlay.

Sec. 40-121.A. listed the standards for the Planning Commission to consider for rezoning requests:

1. If the proposed zoning amendment is consistent with the city's adopted master plan.

Comment:

The City just adopted the Master Plan in May 2023, and the future land use classification for this parcel is Industrial. TI is identified as a potential compatible zoning district in the Zoning Plan on page 125 of the Master Plan.

2. If the proposed zoning amendment is consistent with recent development trends in the area.

Comment: The rezoning would allow for the expansion of an existing manufacturing facility on a vacant parcel. The 3 parcels would enable enough land for proper access, parking, traffic flow, fire protection, and stormwater management. There is a residential home located at 1200 Beechtree just to the south of the site, which is a nonconforming use in the I district. The PolyPly expansion may prompt investment for a proper and confirming use with respect to adjacent uses.

3. If the zoning amendment is compatible with existing or future land uses in the vicinity of the subject site or throughout the zoning district(s) affected by the proposed amendment. Comment: The future land use map lists these properties as Industrial use. The delineation between I and TI is minimal, and rezoning to Transitional Industrial is more compatible for future industrial trends.

4. If existing or planned public infrastructure, including streets, sanitary sewers, storm water, water, sidewalks, and street lighting are capable of accommodating potential changes in land use resulting from the proposed amendment. Comment: The three parcels considered for rezoning are fully served by a major street, fire protection, sanitary sewer, street lighting, water, and emergency access.

5. If the proposed amendment is consistent with the intent and purpose of this ordinance and whether the proposed amendment would protect the health, safety, and welfare of the city.

Comment:

Rezoning the property from I to TI would not compromise the public health, safety, and welfare.

Steve S from Abonmarche was present and available to answer questions.

Dora opened a public hearing at 7:32 p.m.

No comments.

Motion by **Vice-Chair Galligan**, seconded by **Smolenska**, to close the public hearing.

All ayes.

Public Hearing closed at 7:33 p.m.

Borchers, Owens, Kozanecki, Smelker, Pierce, Skelly, Vice-Chair Galligan, and Dora had nothing to add and agreed the plan made sense.

Motion by **Skelly**, seconded by **Smolenska**, to approve Case 25-30: A rezoning application from I, Industrial to TI, Transitional Industrial for parcels located near 924 Beechtree St. (parcels #70-03-27-315-012; 315-015; and 315-013).

**Roll Call Vote.**

**Yeas:** Pierce, Smolenska, Skelly, Galligan, Smelker, Borchers, Kozanecki, Owens, Dora

**Nays:** None

**Motion passed.**

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**New Business:**

**Case 25-27: Site Plan review for a shared driveway between 327 and 329 Ferry St. (parcels #70-03-21-328-039 and #70-03-21-328-038).**

Urquhart introduced the case. Josh Brugger, on behalf of property owner Salvation Army, is requesting approval for a new shared driveway between the homes at 327 and 329 N. Ferry St. (parcels #70-03-21-328-038 & -039) per Sec. 40-605.02.F of the Zoning Ordinance. Both 327 and 329 N. Ferry are two-family dwellings, a permitted use in the NMU District.

Sec. 40-605.02.F of the Zoning Ordinance states, "*Shared access drives between separate parking areas shall be provided where appropriate and reasonable, as determined by the planning commission.*" The proposal is to install a curb cut and install a 15 ft. wide concrete driveway between the homes. The drive would expand into an asphalt parking area. Currently, there are two curb cuts, with a nonconforming gravel driveway serving both homes. The driveway leads to heavily used portion of the rear yard serving as parking spaces. The parking lot will be equipped with 2 leach basins to aid in storm water management. According to the site plan, directly to the south of 327 N. Ferry, there is an existing 12 ft. with gravel drive serving as an easement. The parcel does extend 57 ft. further to the west, towards the Salvation Army facility at 310 N. Despard. This land is used for community garden purposes. There should be no negative impact on any adjoining properties. Staff believes this is a reasonable and appropriate location for a shared access drive.

Josh Brugger, 66 Slayton, was present for questions.

Borchers liked the project but asked if two separate driveways were possible. Brugger responded that they do not own the easement, and the current property owners were not interested in selling.

Owens, Smolenska, Smelker, Vice-Chair Galligan, and Chair Dora agreed to proceed with the project.

Kozanecki and Pierce were also okay with moving the project forward and stated that their main concern regarding the curb cut was addressed.

Motion by **Pierce**, seconded by **Owens**, to approve Case 25-27, Site Plan review for a shared driveway between 327 and 329 Ferry St. (parcels #70-03-21-328-039 and #70-03-21-328-038) based on the information submitted for review, subject to the following conditions:

1. The existing curb cut at 329 N. Ferry shall be removed and all property within the public right of-way shall be restored to the satisfaction of the DPW.

**Roll Call Vote.**

**Yeas:** Pierce, Smolenska, Skelly, Galligan, Smelker, Borchers, Kozanecki, Owens, Dora

**Nays:** None

**Motion passed.**

**Case 25-26: Site Plan review for parking lot expansion at 524 Washington Ave. (parcel #70-03-21-355-016 and 355-008).**

Urquhart introduced the case. Kyle Vyncke of Lakewood Construction, on behalf of property owner St. John's Episcopal Church, submitted a site plan application for additional parking at 524 Washington Ave. (parcel #70-03-21-355-016 & 355-008). A private parking lot requires site plan review by the Planning Commissioner per Sec. 40-115.02.

The applicant states St. John's needs additional off street parking. Currently there are 27 spaces on site, and it's presumed the church uses on street spaces for parking. The greenspace near the northeast corner of the site will be paved and converted into 13 spaces, for a total of 40 parking spaces. 1 space is required for every 4 seats in a place of public assembly per Sec. 40-605.

The parking lot will be screened appropriately with canopy trees and shrubs, as shown in the landscape plan. Maintaining a landscape plan that effectively screens and enhances the site is vital for this location. The plans call for one lighting fixture to be relocated, whereas all other items will remain unchanged. All storm water management practices have been reviewed by the DPW. A review letter will be submitted to the applicant. The BLP and Fire Marshal had no issues with the site plan.

Kyle Vyncke of Lakewood Construction was present for any questions.

Commissioners had questions about what drove the need for increased parking and whether the rear of the building could be used for additional parking. The property owner was not present to answer questions.

Commissioners did not feel they had enough information to make a decision.

Motion by **Kozanecki**, seconded by **Skelly**, to postpone Case 25-26, Site Plan review for parking lot expansion at 524 Washington Ave. (parcel #70-03-21-355-016 and 355-008) to September 9, 2025, to allow for further information from the property owner concerning parking demands and also be available for additional questions from the commissioners.

**Roll Call Vote.**

**Yeas:** Pierce, Smolenska, Skelly, Galligan, Smelker, Borchers, Kozanecki, Owens, Dora

**Nays:** None

**Motion passed.**

**Case 25-25: Major amendment to the site plan for multiple-family dwelling at 1445 Columbus Ave. (parcel #70-03-21-477-017).**

Urquhart introduced the case. Joe Westerbeke of *Eng. Engineering and Survey*, submitted an amendment to the site plan for the multiple family dwelling at 1445 Columbus Ave. (parcels #70-03-21-477-017 & #70-03-21-447-016). A multiple family dwelling is permitted by special land use in the Transitional Industrial (TI) district per Sec. 40-419.02.B. The amendment for additional parking, access drive, and dwelling units is considered a major amendment per Sec. 40-115.04

In April, the Planning Commission approved the site plan and special land use for a 4-story 37 unit multiple family dwelling with associated off street parking. Recently, Westwind Construction acquired the property at 1430 Fulton Ave., which is contiguous to the development and currently housing a single-family home. The plans call for demolition of the home, and replaced with 12 parking spaces for the development. A new curb cut would be installed along Fulton Ave. All properties are within in the Transitional Industrial District.

There are no changes to the footprint, building height, exterior cladding material, dumpster location, snow storage, and lighting. The increase of 12 parking spaces allows for additional dwelling units. The floor plan was amended to increase from 37 to 45 units, with 11 units on the top level. The first floor layout will not include any dwelling units, but will house equipment, tenant and bike storage, including the lobby and elevator. The 2nd and 3rd floors will have the same layout, with 17 units in each floor. The unit breakdown:

Efficiency	1-bedroom	2-bedroom
20	22	3

A new ground sign will be placed near the entrance off Fulton Ave. It is also expected the parking lot will be illuminated with a light pole. All landscaping, pedestrian connectivity, and screening conditions from the previous site plan approval are met.

Peter Oleszczuk, of Westwind Construction, was available for any questions. The commissioners supported the site plan and felt it would be a good addition to the East End.

Pierce asked how traffic control would be managed. Oleszczuk responded that signage would be in place to help direct incoming and outgoing traffic.

Motion by **Smolenska**, seconded by **Smelker**, to approve Case 25-25, A major amendment to the site plan for multiple-family dwelling at 1445 Columbus Ave. (parcel #70-03-21-477-017) based on the information submitted for review, subject to the following conditions:

1. All conditions of the BLP, DPW and Fire Marshal shall be met.

**Roll Call Vote.**

**Yeas:** Pierce, Smolenska, Skelly, Galligan, Smelker, Borchers, Kozanecki, Owens, Dora

**Nays:** None

**Motion passed.**

**Case 25-28: A Final Development Plan for Hotel PD at 233 Washington Ave. (parcel #70-03-20-432-017).**

Urquhart introduced the case. Kevin Einfeld of BDR, on behalf of property owner 233 LLC, has submitted a site plan review for the final development plan for a 128-room hotel at 233 Washington Ave. (parcel #70-03-20-432-017). After receiving rezoning and preliminary development plan approval, the final development plan is the final step for review.

In May, the Planning Commission recommended approval of the PD rezoning and Preliminary Planned Development with conditions to City Council. At their June 16th meeting, City Council adopted the rezoning and PD development plan. The conditions included with comments:

1. The hotel project will comply with all applicable federal, state, county, and City laws and ordinances.
2. A departure from the building height guidance standard is approved to allow for a five-story building, provided the roof pitch contains variations as depicted in the preliminary development plan.
3. The existing right-of-way dividing the parcel shall be vacated prior to the final development plan approval. - City Council approved the final resolution of the ROW at the August 4th meeting.
4. The "Sherwood Forest" portion of the preliminary development plan shall remain open and available for public use.
5. The tree lawn along Columbus Avenue will be re-established per specifications of the City's Department of Public Works.
6. Landscaping around the perimeter of the hotel parcel should be provided wherever possible, as determined by the Planning Commission in reviewing the final development plan, to soften and screen the site. – The final development plan includes landscape planter boxes along 3rd St. to break up the continuous wall.
7. The dumpster enclosure is limited to six feet in height and may be located on the property line, as approved by the Planning Commission in reviewing the final development plan.

8. Signage plan shall be submitted with the final development plan and is subject to the approval of the Planning Commission. – The signage plan includes details for the size, illumination, and placement for wall, projecting, ground and directional signs.

9. Exterior cladding materials shall meet the standards of the Central Business District, or other cladding material that satisfies the intent of the Central Business District, as approved by the Planning Commission. The applicant has selected to go with entire brick material on the upper levels, with possible variation of color on the insets, and masonry block on the main level, aligning with the exterior cladding materials required in the CBD District.

10. The project will provide 89 on-site parking spaces. The remaining required 39 parking spaces will be finalized through recorded shared parking agreement or other parking exemptions prior to final development plan approval. The requirement for utilizing off street parking spaces shall be extended to a walking distance of within 900 feet of a hotel entrance. No on-street parking spaces shall be counted towards the required parking amount. – A memorandum of understanding has been reached with Ottawa County, for use of their parking lot located south of Franklin Ave. The parking lot contains over 60 spaces, satisfying the demand for the additional 39 spaces. The City and County have arrived at a preliminary agreement for use of the parking lot for hotel guests. The parking lot is within the 900 ft. walking distance of the hotel entrance. The agreement can be finalized following approval of the final development plan.

The plans for the Residence Inn have been reviewed by the Planning Commission, with input from the Historic Commission and City Council. Through two public hearings, the public has voiced their thoughts regarding the layout and appearance of the hotel. The applicant has executed a tremendous community engagement plan with downtown property owners, merchants, business, and organizations. Taking into account the feedback, final development plan incorporates a building design and layout that will endure the test of time, establishing itself an iconic feature of downtown Grand Haven.

*Building Massing:* The final plan calls for approximately 25% lot coverage, with a final building height of 66 ft. 10 in. The building height is an appropriate height for this location within the downtown, anchoring the east end.

*Architectural Character:* The architectural features reflect a traditional historic-inspired brick exterior on the upper stories, and masonry block on the main level. The roof contains a mixture of flat and pitched roofs, breaking up the building from street view into an appropriate downtown scale. The final rendering depicts upper stories which are slightly set back, establishing proper building articulation every 20 ft. for primary walls. The applicant did consider the idea of possible color changes to the brick, providing a break up from a singular color pattern. The Planning Commission carries the final decision on the color scheme.

Large rectangular windows off Washington Ave. and 3rd St. provide an efficient level of transparency for hotel use. The upper stories will have rectangular windows, with the uppermost presidential suite on the 5<sup>th</sup> floor include large windows, showcasing the building corner. The size, design, and placement of the windows largely comply with the transparency requirement for primary walls in the CBD district. The PD transparency for hotel use is optimized and aligns with the architectural character of the building.

*Lighting:* The parking lot will be illuminated by pole lighting no greater than 20 ft. in height, with 100% cut off at the horizontal plane. The main level will include wall pack lighting along 3rd and Washington, activating the street and pedestrian walkability during the night-time. The same wall pack lighting is shown on the west and north walls, illuminating the interior sidewalk.

*Traffic & Access:* The preliminary development plan depicts 3 access drives off Columbus Ave. Internal parking will provide a drop off and pick up area. The parking lot remains connected with the existing public alley behind the 200 block of Washington Ave.

*Stormwater Runoff:* Stormwater will not be impacted as the site is currently built out. Two catch basins will be placed in the parking lot with a 12" storm line. Stormwater will be directed into the 15" storm main in Columbus.

*Visual Screening:* As a built out site in downtown, practical application of screening for a building can be difficult to achieve. The landscape plan calls for three areas along 3rd St. with planter boxes. The planter boxed will be planted with arborvitae, or other evergreen species. The right-of-way along Columbus will include street trees and shrubs. Deciduous trees will be planted in the parking lot and within the landscape island near the drop off entrance.

*Sherwood Forest:* The preliminary development plan required the Sherwood Forest area to main open and available for public use. The final development plan calls for a fireplace with patio seating. Also shown is a fire pit with outdoor seating, all open to the public. The hotel provides amenities just for guests including the grill and gathering space. Careful landscaping, lighting, and pedestrian flow incorporate place making strategies for Sherwood Forest, providing a public benefit.

*Signage:* The final plan includes two blade signs off the south and east wall, identifying the building from street view. Three wall signs are proposed along the south, east and north walls, and a ground sign is shown within the landscape island near the drop off entrance. Directional signs near the entrances off Columbus Ave. provide efficient traffic flow for guests arriving and departing.

*Dumpster enclosure:* The dumpster enclosure will be 6 ft. tall with a dark stone finish to match the hotel. The gates will be comprised of metal in matching color.

*Parking:* The final development plan includes 89 off street parking spaces located behind the building. All parking spaces are 90-degree with 24 ft. wide maneuvering lanes. The City and Ottawa County have reached a memorandum of understanding to utilize the parking lot off Franklin. The demand for parking has been met for the additional 39 spaces needed for the hotel guests.

Skelly recused himself from this case.

Tom Welling from 6 pm Hospitality appreciated the collaboration and input from various departments within the City. He was also available for any questions. Kevin Einfield from BDR was also present.

Borchers was excited about the brick exterior. He also had questions about who would maintain Sherwood Forest and potentially reduce signage.

Owens shared the same sentiments regarding the signage and wondered how the general public would know Sherwood Forest was for the public and not limited to hotel guests. Enfield responded that the only area that would be sectioned off for guests would be the grill area. He stated they would work with a landscaping artist to be sure the area is open and welcoming.

Smolenska wondered if all the signs were illuminated. Peter Buchama from 6 p.m. hospitality stated that they would be on a timer and dimmed down at night.

Kozanecki was also concerned about the amount of signage. Welling mentioned that part of the signage was part of the brand standards; however, they were willing to go back to the brand to ask about a compromise. Kozanecki stated she would also like to see the parking a little closer to the building. Welling mentioned there was something in the works with neighboring businesses.

Pierce also appreciated the work everyone has put into this project. He mentioned that he was okay with the signs because they are dimmable and will be on a timer.

Smelker also thanked 6pm for listening to the commissioners. In regards to signage, Smelker sighted Ordinance 40-7-01, and stated the blade signs are allowable but only 12 square feet, and felt that 21 feet was in excess. She encouraged 6 pm to return to the brand to discuss the variances according to our Ordinance. Smelker also inquired about how many outdoor fire pits there would be. Welling mentioned there would be 1 in the common area of Sherwood Forest and a fire pit near the grill area.

Vice-Chair Galligan stated he agreed with Pierce and did not find the signage offensive as long as they are not bright.

Chair Dora stated he felt changing the brick colors in areas would be a significant change to break things up, instead of a wall of red brick. He also mentioned he appreciated the access to Sherwood Forest. He also echoed concern for the signage and to return to the brand to ask for a happy medium.

Welling asked if, once he met with the brand to find a solution, it could be brought to staff review. Commissioners were okay with this option.

Motion by **Smolenska**, seconded by **Owens**, to approve Case 25-28, A Final Development Plan for Hotel PD at 233 Washington Ave. (parcel #70-03-20-432-017), based on the information submitted for review, subject to the following conditions:

- 1. An encroachment permit will be necessary for all sign, canopy and other encroachments into the public right-of-way.*
- 2. The Sherwood Forest portion of the site will maintain a fire pit, seating area, gathering space, and be open to the public.*
- 3. All conditions of the BLP, DPW and Fire Marshal shall be met.*
- 4. All conditions from the Preliminary Development Plan shall remain*
- 5. Signage will be handled administratively.*

**Roll Call Vote.**

**Yays: Pierce, Smolenska, Galligan, Smelker, Borchers, Kozanecki, Owens, Dora**

**Nays: None**

**Motion passed.**

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**Old Business: None**

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**Zoning Board of Appeals Liaison Report:**

Kozanecki reported that a meeting was not held in July and will also not be held in August.

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**City Planner Report:**

Urquhart thanked the commissioners for their collaboration and felt it was a great example of working together with various departments to accomplish things.

Dylan Bray was introduced, who has been working to help take on various administrative tasks, which allowed Urquhart to invest more time into RFPs and the Centertown Vision Plan.

Urquhart mentioned various fraudulent invoices coming from the city; however, he noted to look for the city logo, and the city does not ask for ACH or wire transfer payments.

Urquhart also noted there will be a few items on the next agenda.

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**Call to the Audience: Second Opportunity:**

Josh Brugger, 66, Slayton, thanked the commissioners for approving the projects at the Salvation Army and Columbus and explained that their vote was helping to impact the housing issues Ottawa County faces.

Joyce Workman, 7 N. 7<sup>th</sup>, thanked Brian for his work helping to bridge the gap between the DDA and the Planning Commission.

Steve Mag, 22 S. Harbor stated he did not favor the hotel development.

Jim Hagen, 400 Lake, stated he felt it was time to look at updating the City's Master Plan.

Peter Wilson, 322 Washington, spoke about short-term rentals and the Centertown Overlay.

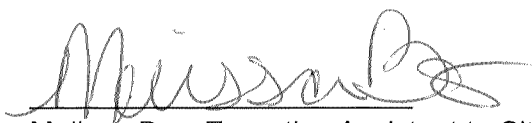
Tim Hemphill, 11 S First St, stated he did not favor the hotel development.

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**Adjournment:**

Motion by **Pierce**, seconded by **Kozanecki**, to adjourn.

Chair Dora adjourned the meeting at 9:07 p.m.



Handwritten signature of Melissa Bos in cursive script.

Melissa Bos, Executive Assistant to City Manager