

CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
PLANNING COMMISSION
MEETING AGENDA
October 14, 2025

Notice and agenda of the regular Planning Commission Meeting at 7:00 p.m. to be held at the Grand Haven City Council Chambers, 519 Washington Avenue. Planning Commissioners unable to attend the meeting are requested to contact the Planning Department at 616-935-3276 prior to the meeting.

1. MEETING CALLED TO ORDER

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

3. APPROVAL OF MINUTES – September 9, 2025

4. APPROVAL OF AGENDA

5. CALL TO AUDIENCE – ONE OF TWO OPPORTUNITIES

6. PUBLIC HEARINGS

7. NEW BUSINESS

A. Case 25-34: Pre-public hearing discussion for 1500 Kooiman Ave. Planned Development rezoning

B. Planning Commission By-Laws

8. OLD BUSINESS

9. ZONING BOARD OF APPEALS LIAISON REPORT

10. CITY PLANNER REPORT

A. Project updates

11. CALL TO AUDIENCE – SECOND OPPORTUNITY

12. ADJOURNMENT

**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.**

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) based on the following reason:

1. *The site plan does not comply with Sec. 40-601.A.*

Roll Call Vote.

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

Nays: Skelly, Dora

Motion passed.

Zoning Board of Appeals Liaison Report:

August meeting was canceled.

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 Planning Commission's decision regarding Case 25-26.

Adjournment:

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

Melissa Bos, Executive Assistant to City Manager

DATE: October 9, 2025
TO: City of Grand Haven Planning Commission
FROM: Brian Urquhart, City Planner
RE: **Case 25-34:** Pre-Public Hearing - Planned Development at 1500 Kooiman Ave.

Existing Zoning: TI, Transitional Industrial
Proposed Zoning: PD, Planned Development
Existing Use: Early-stage construction
Proposed Use: Mixed-Use Development

1.0 Proposal

Denny Dryer of Dryer Architectural has submitted a request for a zoning change from TI, Transitional Industrial to PD, Planned Development District and a Preliminary Development Plan for a mixed-use development at 1500 Kooiman Ave. (parcel #70-03-28-301-019). Per Sec. 40-421.02, a Planned Development District can be considered in any part of the City. This request is primarily a rezoning to a PD. The site plan for 12 condominium units in two buildings at 1500 Kooiman St. was approved in September 2024. The Planning Commission approved the amended site plan during the July 2025 meeting.

Mr. Dryer approached the Planning Commission during public comment at the September 9th meeting, stating the 1500 Kooiman project is proceeding well, however there is difficulty for buyers to obtain affordable and reasonable mortgages. He states that by rezoning to a PD, the land is not zoned industrial, therefore Fannie Mae and Freddy Mac can purchase the mortgages without special arrangements.

2.0 Process

A Planned Development requires approval of a preliminary development plan and rezoning of the property, which are subject to a recommendation by the Planning Commission and approval by the City Council. The applicant would submit a formal Planned Development and Rezoning application for the public hearing. The approved site plan can serve as the preliminary development plan. Should the preliminary development plan and rezoning received approval, the final development plan can be considered by the Planning Commission for approval.

3.0 Staff Review

Sec. 40-421.02 allows any portion of the City to be considered a PD District. However, a condition to rezoning to PD, the applicant must demonstrate the PD will result in a recognizable and substantial benefit to the ultimate users and occupants of the project, and to the community. Mr. Dryer states the benefit is buyers would be able to obtain an affordable and reasonable mortgage. There is no mention of a community benefit.

Staff believes the preliminary plan, as submitted, does not provide a substantial or recognizable to the community. The development would be owner occupied condominiums and under jurisdiction of a home owners association. The plan calls for removal of the existing asphalt public sidewalk along Kooiman St., replaced with concrete sidewalk. There is no other public amenity shown on the plan, i.e. trail connectors, bicycle paths, and parkland. By way of example, the 233 Washington Hotel PD was approved with the condition provided the area commonly known as “Sherwood Forest” remain open and accessible to the

public for the duration of the Planned Development. In the Grand Landing PD, the applicant provided a public accessible kayak launch to the Grand River.

The Planning Commission should carefully consider the concept of changing a zoning district to a PD simply because a name change will allow for mortgages. Staff believes the Transitional Industrial district provided the opportunity for quality mixed-use development to occur in this location, satisfying all the ordinance requirements, and fulfills the objectives of the Master Plan. Digging into the financial components of an approved project may not be in the best interest of the Planning Commission, nor does it set a viable precedent for future requests. Sec. 421.01 states “the planned development provisions are not intended to serve as a device for ignoring the zoning ordinance or the planning upon which it has been based.”

4.0 Next Steps

It is recommended Mr. Dryer provide additional information on how the Planned Development provides recognizable and substantial community benefit in advance of the public hearing.

Please note, per Sec. 40-421.04.E, the Planning Commission shall provide the applicant with initial comments, however the comments are only for discussion and subject to change and shall not be construed as a final judgment of the city. Therefore Mr. Dryer may proceed with the submitted plans and rezoning, should he elect to do so.

Attachments:

- A. Planned Development Application
- B. PD Narrative
- C. Site Plan
- D. Responses to Sec. 40-421

PLANNED DEVELOPMENT APPLICATION

Planning Department, City of Grand Haven
519 Washington Avenue, Grand Haven, MI 49417
Phone: (616) 935-3276 Website: www.grandhaven.org

1. Project Information

Address/location of property: _____
Name of Development: _____
Parcel #: _____ Current Zoning District: _____
Current Use: _____ Proposed Use: _____
Area in Acres: _____ Zoning of adjacent properties: _____

2. Applicant

Name: _____
Company: _____
Address: _____
Phone #: _____
Email: _____

3. Property Owner

Name: _____
Company: _____
Address: _____
Phone #: _____
Email: _____

4. Required Attachments

- Application (PDF + 5 copies)
- Preliminary Development Plan (PDF + 5 copies)
- Narrative (PDF + 5 copies)
- See Section 40-421.04.D of the City of Grand Haven Zoning Ordinance for additional details

5. Fees and Escrow Deposit:

Application Fee: \$750.00 (*covers the Rezoning and Preliminary Development Plan review only*)

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.

By signing below, permission is granted for city staff, including Planning Commissioners, to enter the subject property for purpose of gathering information to review this request. In addition, the applicant agrees to perform the described work in accordance with all applicable Sections of the City of Grand Haven Code of Ordinances. Signer will insure that all inspection requests are made a minimum of 24 hours prior to the requested time.

Signature of Applicant: _____ Date: _____

Print Name: _____

Signature of Owner: _____ Date: _____

Print Name: _____

Office Use Only

Case #: _____ Date Received: _____ Fee(s): _____



***THE FOLLOWING PAGE IS FOR REFERENCE ONLY
AND SHOULD NOT BE SUBMITTED WITH YOUR APPLICATION***

The City of Grand Haven Planning Commission meets in a regular session on the second Tuesday of each month at 7:00 p.m. in the City Council Chambers, 519 Washington, Grand Haven, Michigan.

Materials related to requests for Board action, including any required fees, must be filed at the Community Development Department located at 519 Washington Avenue, Grand Haven, Michigan, 49417. Questions may be directed to Brian Urquhart, City Planner, at (616) 935-3276.

Filing requests which are not complete or which are not filed by the meeting deadline, as determined by the City Planner, will not be placed on the agenda of the respective Board meeting, nor will they be considered at the respective Board meeting.

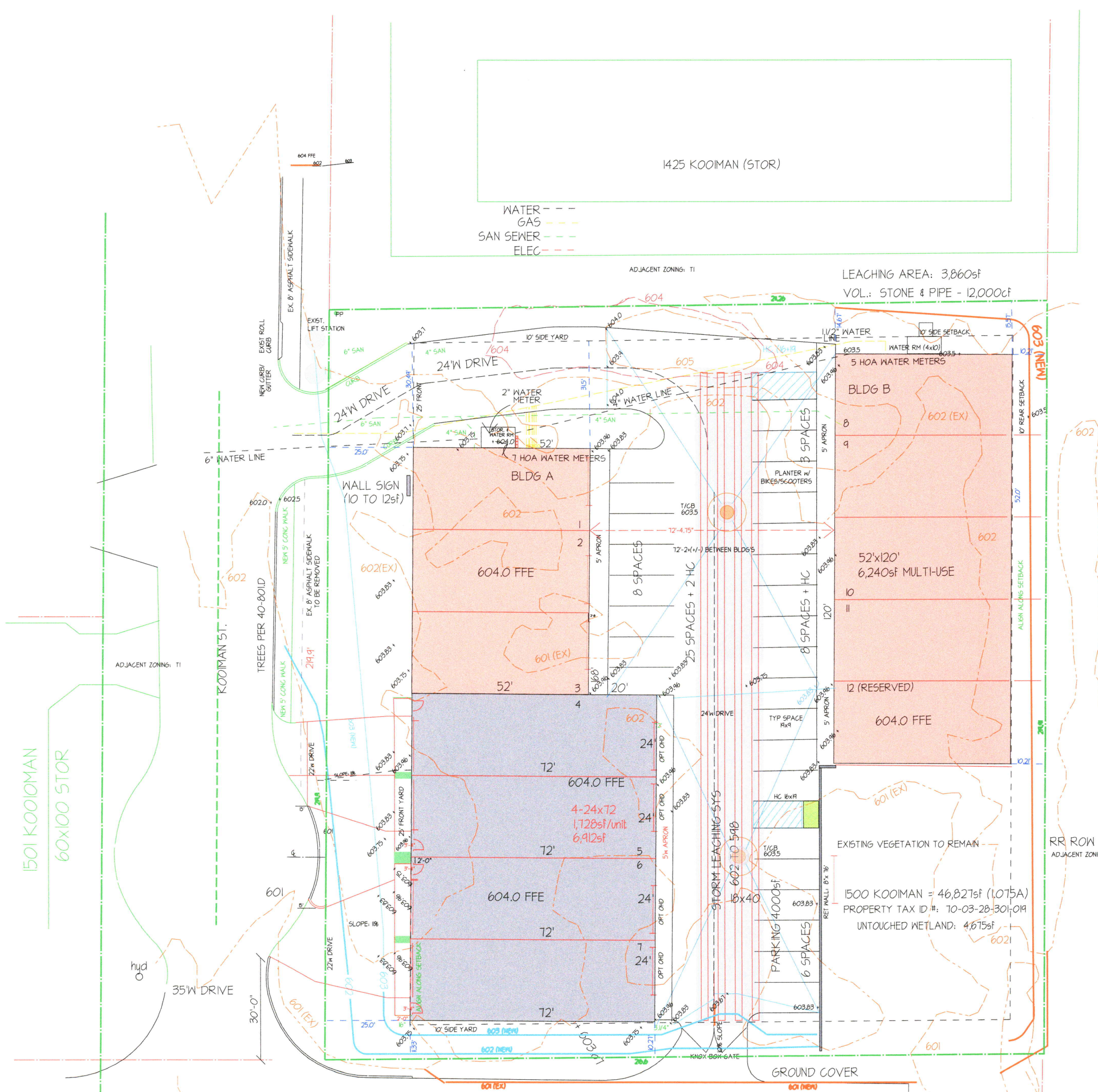
Filing deadlines are established:

- To comply with various Ordinance requirements;
- To permit adequate time for staff to arrange the notice for publication as may be required;
- To permit adequate time for staff to arrange the mailing of notices as may be required;
- To permit adequate time for the Board and staff to review the filed materials.

Filing deadline	Meeting Date
December 11, 2024	January 14, 2025
January 8, 2025	February 11, 2025
February 5, 2025	March 11, 2025
March 12, 2025	April 15, 2025
April 9, 2025	May 13, 2025
May 7, 2025	June 10, 2025
June 4, 2025	July 8, 2025
July 9, 2025	August 12, 2025
August 6, 2025	September 9, 2025
September 10, 2025	October 14, 2025
October 8, 2025	November 11, 2025
November 5, 2025	December 9, 2025
December 10, 2025	January 13, 2026

Please note that a Pre-Application Conference is required prior to submission of an application for a Planned Development. See Section 40-421.04 of the City of Grand Haven Zoning Ordinance for the Planned Development application process, submittal requirements, and approval procedures.





1501 KOOIMAN
60x100 STOR

ADJACENT ZONING: T1

hyd

EXIST DRIVE

EXIST SIDEWALK
EXIST SIDEWALK
BLDG @ 1600 KOOIMAN
(ASSEMTECH)



KOOIMAN MIXED USE SITE PLAN

SCALE: 1" = 40' ON 8 1/2" x 11"
SCALE: 1" = 30' ON 11" x 17"
@ 1.75% FILL * 6,065sf = 10,614cf = 393cy

TOTAL BLDG AREA: 16,896sf
8 units @ 24x52 (9,984sf)
+ 4 units @ 24x72 (6,912sf)
SP BASED ON SURVEY OF 12-24-24

E BLDG: 8,784sf
W BLDG: 6,240sf
PAVING: 16,629sf
TOTAL: 31,653sf
SITE: 46,827sf
% IMPERVIOUS: 67.6%

EXIST PARKING

SITE PLAN FOR:
12 MIXED USE UNITS
1500 KOOIMAN AVE
GRAND HAVEN, MI

dryer architectural group
architecture/interiors/design consultants
220.112 Washington
Grand Haven, Michigan 49417
616/846-5400
dryerarch@gmail.com

DRAWING INFORMATION			
Drawn:		Checked:	
ddd		ddd	
Date:		PROJ. No.	
06-30-25		22-726	
REVISIONS		Sheet:	
#	Date	By	SITE PLAN
FILE No.: 726 SP30-0629			

09-10-25



DRYER ARCHITECTURAL GROUP, PLC

220.1/2 Washington
Grand Haven, MI 49417
Phone: 616.846.5400
E-Mail: dryerarch@gmail.com

**PROJECT NARRATIVE
FOR PD ZONING @
1500 KOOIMAN**

DATE: Sept. 10, 2025
TO: City of Grand Haven Planning Commission
RE: 1500 Kooiman

Narrative:
Mike Westra, Terry French & I propose to the build a project of “Mixed Use” buildings a 1500 Kooiman. The project is proposed in one phase. The project will be built as a condominium facility with the idea that any unsold units may be rental units.

The Project: Consists of 2 buildings of 7 & 5 units each.

The west building will be 3 units 24’w by 52’d (3,744sf) & 4 units 24x72’d. (6,912sf). These units are more visible from the road & may appeal to businesses with showrooms. These units may have optional storefront glass on the west elevation, with truck/employee access on the east elevation. These units could also be unique residential units. We anticipate these units will lean toward “Contractor Facilities” or Retail uses.

The east building will be 5 units 24’w x 52’d. (1248sf x 5=6,240sf) These units have limited or no exposure to Kooiman & will appeal to business not needing customer interaction on site, as personal storage units, or unique residential units. This building will be accessed on the west elevation only with a 3/0x6/8 service doors & a 16w x 14’h overhead doors. These are ideal units for “Personal Storage units” & unique residential units. With the number of “empty nestors” moving into condominiums, there is a need for units to store possessions or hobby equipment, or place to perform hobbies.

Terry French, Mike Westra & I built 15 “Incubator” units in Grand Haven @ 815 Verhoeks, 2 years ago (at the peak of the pandemic). At present, three of the units are being used by for a silkscreening operation (Marushka), 3 are being used by general contractors, 2 units are being used as art studios), one unit is being used as an appliance storage & repair training facility, with the remaining 7 units being used as personal storage units.

The finishes for this project are anticipated to include 4’h split-faced CMU knee walls, metal sided stud framed walls to 16’-6”h. truss bearing height, wood trusses. Roofs are flat so all water flowing off roofs will be contained & piped to the storm water leaching system.

An access drive off Kooiman & the “FD only” access off Assemtech parking will be installed. The North drive will be for use by Owners & guests. The south drive will be for fire department access only (using a Knox box gate).

The scale & style of the buildings in this development will be similar to the scale & style of the industrial & storage buildings along Kooiman.

We have had several inquiries into residential uses for these units. Most of the inquiries have been from “empty nesters. These could be affordable housing.

The project will be serviced by a 2” metered water line & 6” sewer line with 1” water meters servicing the 12 units. Any Residential units will have separate City of GH metering. The Residential units will institute fire suppression. Each non-res unit will be privately metered with the HOA being responsible for billing individual unit owners for sewer & water costs and paying the water invoices. Storm systems will be designed by Abonmarche to meet “LGROW” requirements and consist of leaching basins & perf pipe leaching with 6” overflows to the city’s storm on Kooiman & the preserved wetland at the SE corner of the site.

Parking has been calculated using GH Zoning Ordinance parking requirements of 2 spaces/unit for the on-site parking. There are 25 spaces with 2 HC shown. There are 2 - 40sf planters w/ 2 trees in the parking area (per 40-803.01), along with bike & scooter parking. We will meet the parking buffer requirements (80-803-02) on the north end of the site & a buffer will be installed along the south property line.

Fire department access has been designed to meet GH FD requirements along with fire hydrant standards per IFC.

The site & buildings have been designed to meet ICC/ANSI A117.1 requirements for accessibility.

If you have any questions or comments please do not hesitate to contact me at 846.5400.

FROM:
Dennis Dryer - President

Sec. 40-421. PD. Planned Development district.

Sec. 40-421.01. Intent.

This article provides enabling authority and standards for the submission, review, and approval of applications for planned developments. The PD district is intended to allow for a combination of land uses, site design, layout flexibility and innovation that cannot be achieved within conventionally structured zoning districts. The primary purpose of this article is to encourage the creation of desirable and efficient working and/or living environments that are designed and developed as integrated projects with harmonious land uses and compatibility with surrounding areas and natural features. It is the intent of this article to authorize the consideration and use of planned development regulations for the following purposes:

1. To encourage the use of land in accordance with its character and adaptability.
2. To promote the conservation of natural features, fragile lands and the preservation of important and historic community resources.
3. To encourage flexibility and innovation in land use and design for the purpose of protecting the character of the community and enhancing the quality of life in the city.
4. To promote the efficient use of land to facilitate a more economic arrangement of buildings, circulation systems, land uses and utilities.
5. To promote the enhancement of housing diversity, shopping, traffic circulation, and recreational opportunities for the people of the city.
6. To promote and ensure greater compatibility of design and use between and among neighboring properties.

A planned development must comply with this article. The provisions of this article are intended to result in land use and development substantially consistent with the goals and objectives and the future land use plan reflected in the City of Grand Haven Strategic Land Use Master Plan, as amended. The planned development provisions are not intended as a device for ignoring the zoning ordinance or the planning upon which it has been based.

(Ord. No. 2021-02 , § 1(Exh. A), 1-4-21)

Sec. 40-421.02. Qualifying conditions.

A PD district may be considered in any portion of the city. However, as a condition of a rezoning to PD, the applicant must demonstrate that the PD will result in a recognizable and substantial benefit to the ultimate users and occupants of the project and to the community, where such benefit would otherwise be unfeasible or unlikely. Such benefit may include, but shall not be limited to, the preservation of important natural and/or historic features, the provision of open lands, the provision of a mix of land uses, and/or innovation in design and project configuration. The recognizable and substantial benefit to the ultimate users and occupants of the project and to the community, where such benefit would otherwise be unfeasible or unlikely, is the ability for the buyers to get affordable & reasonable mortgages. Residential units on Industrial Zoned land are not purchased by FannyMae or FreddyMac without special arrangements made by the lending institution. By rezoning to a PD, the land is not zoned industrial, therefore FannyMae & FreddyMac can purchase the mortgages without special arrangements.

Sec. 40-421.03. Development requirements.

- A. The city shall evaluate each PD application in accord with the following general standards. The proposed development:
1. Shall be designed, constructed, and maintained to be an integrated and harmonious development, appropriate in appearance with the existing or intended character of the general vicinity; **THE PROJECT IS VERY MUCH IN CHARACTER OF THE EXISTING NEIGHBORHOOD. BUILDING MATERIALS, SIZES & SHAPES ARE SIMILAR TO THE NEIGHBORS.**
 2. Shall be served adequately by essential public facilities and services, such as highways, streets, pedestrian ways, police and fire protection, drainage structures, refuse disposal, water and sewer, telecommunications; **ALL ESSENTIAL SERVICES ARE AVAILABLE**
 3. Shall be compatible with the capacities of public services and facilities it may affect; **THIS PROJECT IS CAMPATIBLE THE CAPACITIES OF PUBLIC SERVICES.**
 4. Shall be developed in accordance with the intent for a planned development as contained herein. **THIS PROJECT HAS BEEN DESIGNED AS A MIXED USE DEVELOPMENT.**
 5. Shall conform to the Sensitive Area Overlay requirements per section 40-422, if applicable. **THIS PROJECT HAS BEEN APPROVED BY EGLE FOR WETLAND PRESERVATION (ONE OF THE SENSITIVE AREA OVERLAYS DESIGNATION)**
- B. Permitted uses within a PD. Any principal or accessory land uses permitted in any zoning district, either as a use by right or a use subject to special conditions under this ordinance, or any combination of such uses, may be considered within the PD district. Provided, however, that the planning commission and the city council must reach a finding that all such proposed uses and the impacts they may generate on one another and on the surrounding community shall be generally compatible and harmonious with one another.
- C. Guidance standards. Unless specifically waived or adjusted by the city council upon the recommendation of the planning commission through the provisions of subsection 40-421.03.D, below, the dimensional standards set forth in Table 1 shall be used as a guide in evaluating the size, bulk and dimensions of proposed PD developments. For PD developments proposing more than one type of land use, the appropriate guidance standards shall be applied for each such type of use.

TABLE 1. GUIDANCE STANDARDS

Proposed PD Land Use Types ¹	Building Separation ²	Setback ³			Height ⁴ Stories/Feet	Percent Land Coverage	Land Area per Unit
		Front (Street)	Each Side	Rear			
Commercial and Institutional	0 or a minimum of 20 ft.	25 ft.	10 ft.	20 ft.	4/52 ft.	N/A	N/A
Single-Family Residential	N/A	25 ft.	8 ft.	25 ft.	2½/35 ft.	35%	5,000 sq. ft.

Multi-Family Residential	0 or not less than 20 ft.	25 ft.	20 ft.	25 ft.	4/52 ft.	50%	1,000 sq. ft.
Industrial	40 ft.	40 ft.	20 ft.	20 ft.	N/A/40 ft.	N/A	N/A

PROJECT SETBACKS: FRONT 25', SIDES 10' & REAR 10' % LAND COVERAGE: 32%

BLDG. HEIGHT: 22' (TOP PARAPET)

Notes to Table 1. Guidance Standards.

1.

For buildings proposed to house more than one type of use, the guidance standards of the principal use within the structure, as proposed by the applicant, shall be used.
2.

Building separation standards shall apply to multiple structures located on a single parcel within the PD development and shall not be less than twenty (20) feet, except in the case of party-wall or zero lot line structures. BLDG SEPARATION: 52' & 72'
3.

Setback standards shall be applied for structures within a PD and sited on individual parcels. For structures located adjacent to the boundary of the PD, the setback between such structure and boundary of the PD shall be determined from the requirements for the zoning district adjoining that boundary. SETBACK STANDARDS HAVE BEEN MET.
4.

In no instance shall building heights exceed ninety-six (96) feet.
- D.

Departures from guidance standards. Consistent with the planned development concept, and to encourage flexibility and creativity in development, departures from the guidance standards may be granted upon the recommendation of the planning commission as part of the approval of a planned development. Such departures may be authorized if, in the judgment of the city council upon the recommendation of the planning commission, (1) there are features or planning mechanisms incorporated into the project which would generally achieve the objectives of each of the regulations from which a departure is being requested, and/or (2) the proposed planned development is likely to be more consistent with the objectives of the city's future land use plan than a development under the terms of the guidance standards. Provided, that under no circumstances shall a structure exceed a maximum height of ninety-six (96) feet. NO DEPARTURES BEING SOUGHT
- E.

Phasing. The stages or phases of any PD development shall be so structured and scheduled that, if later stages or phases of the development are not implemented, the initial stage(s) shall be consistent with the provisions of this article and shall not detract from the feasibility of developing the remaining portion of the subject PD area in an appropriate and desirable manner. BLDG'S TO BE COMPLETED BY DEC 2026
- F.

Private roads. Private roads within the PD, if any, shall conform to the minimum road construction standards established by the city. The city council, upon the recommendation of the planning commission, may approve departures from the strict application of such private road standards where an alternative road design is likely to be more consistent with the objectives of the planned development and the city's future land use plan than roads meeting the city's minimum construction standards. The applicant must pay all costs of inspection and maintenance. All necessary agreements pertaining to private road construction and maintenance shall be reviewed and approved by the city and must be executed and recorded prior to the commencement of construction.

(Ord. No. 2021-02 , § 1(Exh. A), 1-4-21)

Sec. 40-421.04. Application process.

- A. The procedure for application, review, and approval of a PD shall be a two-part process. The first part shall be application and approval of a preliminary development plan, which shall require a legislative enactment amending the zoning ordinance so as to reclassify the property to PD. Such action shall confer upon the applicant concept approval for the length of time established by the city council in the amendatory ordinance granting the PD designation. The second part of the review and approval process shall be the application for approval of a final development plan for the entire project or for anyone or more phases of the project. Final development plan approval shall require the granting of site plan approval by the planning commission pursuant to section 40-115 of the zoning ordinance.
- B. Effect of approval. The granting of a planned development rezoning application shall require an amendment of the zoning ordinance and the zoning map. An approval granted under this article including all aspects of the final development plan and conditions imposed shall constitute an inseparable part of the zoning ordinance.
- C. Preapplication conference. Prior to the submission of an application for planned development, the applicant shall meet with the planning and development team of the city (which shall consist of those individuals so designated by the city manager). The applicant shall present at such conference, or conferences, a sketch plan of the planned development, and the following information:
 - 1. A description of the property in question and disclosure of ownership interests;
 - 2. The total number of acres to be included in the project;
 - 3. A description of the proposed land uses including the approximate number of residential units and/or the approximate number, type, and square footage of nonresidential development. This shall also include a description of the general development concept, including structures to be retained, remodeled or removed, an overall architectural concept or development theme, and markets to be served by the development;
 - 4. The relationship of the development to the surrounding neighborhood.
 - 5. The approximate area of the proposed PD to be devoted to each use;
 - 6. A general description of any departures from the regulations of this article which may be requested;
 - 7. Description of how the proposed PD will relate to the objectives of the City of Grand Haven Strategic Land Use Master Plan;
 - 8. All known natural resources, historic sites and natural features, including any views from off the site to important natural features and any impediments to development; and
 - 9. The benefits that are expected to result from the adoption of the PD provisions pertaining to the subject site.
 - 10. If the plan is to be carried out in phases, a description of the phases and the approximate time frame for each phase.

Based on the information presented, the planning and development team will advise the applicant of possible issues and concerns the city may want addressed should the PD application be submitted. However, any such initial reaction or response from the planning and development team shall not be regarded as either conclusive or complete and the applicant shall be so advised.
- D. Preliminary development plan and rezoning request—Submission and content. Following the preapplication conference, fourteen (14) copies (unless otherwise required by the city) and a PDF of a preliminary development plan and application for a PD rezoning request shall be submitted. The submission shall be

made to the zoning administrator who shall forward it to the planning commission for consideration at a regular or special meeting. The plan shall be prepared by a licensed professional engineer, community planner, or architect and shall be accompanied by an application form and fee as determined by the city council. The application for preliminary development plan approval and rezoning shall contain the following information unless specifically waived by the planning commission upon the recommendation of the zoning administrator:

1. All the information required for the preapplication conference. x
2. A boundary and topographic survey including date, north arrow, and scale which shall not be more than 1" = 100'. x
3. Locational sketch of site in relation to surrounding area. x
4. Legal description of property including common street address(es). x
5. All lot or property lines with dimensions. x
6. General location of all buildings within one hundred (100) feet of the property lines. x
7. General location and size of all existing structures on the site. x
8. General location and size of all proposed structures on the site.
9. General location and dimensions of all existing and proposed streets, driveways, parking areas, including total number of spaces and typical dimensions. x
10. General size and location of all areas devoted to open space. x
11. Detail on the abutting zoning district(s) and the general dimensions and approaches planned to achieve a gradual transition between the proposed PD and the surrounding neighborhood. x
12. Location of existing vegetation and general location and size of proposed landscaped areas and buffer strips. x
13. All areas within the Sensitive Areas Overlay district as defined in accordance with section 40-422 of this zoning ordinance. x
14. A general signage plan, showing the type, location and dimensions of all signs. Only the signage located on the signage specifications stated within the plan will be permitted. x
15. A plan for debris management and dust abatement during construction. x
16. A illustration of parking areas including traffic flow diagrams and a detailed estimate of parking demand based on all proposed uses. x
17. A narrative describing: ATTACHED w/ SITE PLAN
 - a. The nature and concept of the project.
 - b. The proposed density, number, and types of dwelling units if a residential PD.
 - c. How the proposed project meets the objectives of the PD ordinance.
 - d. The legal mechanisms and structures proposed to assure the perpetual maintenance of all open space proposed.
 - e. How the proposed project will be served by public water, sanitary sewer, storm drainage, electric, gas, and telecommunications which shall be prepared by a registered professional engineer.
 - f. The phasing or staging plan.

-
- g. Proof of ownership or legal interest in property.
 - 18. Reserved.
 - 19. The name, address and phone number of the applicant.
 - 20. The name, address and seal of the professional engineer, planner or architect that prepared the plan.
 - E. Preliminary development plan—Planning commission review:
 - 1. *Pre-public hearing discussion (optional).* The applicant may meet with the planning commission in a pre-public hearing discussion. At the pre-public hearing discussion, the planning commission shall review the preliminary development plan and shall make reasonable inquiries of the applicant. The planning commission shall determine whether the application is complete and may ask questions of the applicant and seek further information. The planning commission shall consider any waivers of application materials recommended by the zoning administrator and concur with same, or direct that materials or information recommended for waiver be provided. The planning commission shall review the preliminary development plan for consistency with the PD provisions of this ordinance and may provide the applicant with its initial comments. Provided, however, that the planning commission shall not render any judgments concerning the PD request prior to the public hearing and the applicant shall be advised that any initial comments of the planning commission provided at the pre-public hearing discussion are subject to change and shall not be construed as a final judgment of the city.
 - 2. *Planning commission public hearing.* Prior to setting the public hearing, the applicant shall submit all required and requested information to the city. Once complete, the planning commission shall conduct a public hearing in accordance with the requirements of section 40-122, hearing notice requirements hereof. Following the hearing, the planning commission may render a judgment on the proposed PD preliminary development plan or table the matter for further information and/or consideration. Any decision made on the PD preliminary development plan shall take into account the project's consistency with section 40-421.05.

(Ord. No. 2021-02 , § 1(Exh. A), 1-4-21)

Sec. 40-421.05. PD design considerations and performance standards.

A proposed planned development shall take into account the following design considerations, as they are necessary to ensure compliance with all applicable regulations and to ensure the compatibility of the project with adjoining properties and the general area in which the property is located. The planning commission shall review the preliminary development plan to evaluate whether each of the following standards are appropriately addressed in the design and development plan. In all instances, except with regard to building height, the planning commission may recommend exceptions where the imposition of the following standards would result in patterns of development that would be out of character with the development and/or with the surrounding area.

- A. *Building massing:* Except as provided herein, exterior building surfaces must not exceed thirty (30) feet in length without an architectural break, such as a change in elevation, window or doorway or building line. Multiple buildings on a single parcel (if permitted) shall be separated by a distance of at least twenty (20) feet. Existing sight corridors from off the site to natural, cultural or historic features shall be preserved or enhanced to the greatest extent possible. ✖
- B. *Building height:* Buildings within a PD may exceed the height limitations of the most proximate abutting zoning district and the guidance standards of subsection 40-421.03.C, or Table 1, hereof, if a minimum yard equal to the height of the building shall be provided on any side of a building adjoining another zoning district. Provided, that under no circumstances shall a structure exceed a maximum height of ninety-six (96) feet. ✖

- C. *Fumes and odors:* No fumes or odors shall be permitted at any property line. x
- D. *Dust and litter:* During construction of a PD, the terms of the debris management and dust abatement shall be followed. Following completion of development, no dust or litter shall be permitted to leave a development site. x
- E. *Architectural character and landscaping:* Building architecture shall reflect a common theme or pattern which shall be internally consistent within the PD and aesthetically appropriate for the setting and neighborhood. Landscaping shall be required along public roadways to soften presentation from the street. x
- F. *Artificial light:* Artificial lighting shall be aesthetically designed and shielded to prevent light from casting off the property, to the greatest extent possible. Building surface reflectivity, on-site lighting and landscape screening shall be planned and executed such that the degree of light cast off the site shall not exceed one foot candle at the PD boundary. Exceptions may be made for decorative fixtures.x
- G. *Traffic and access:* Maximum daily traffic volumes shall be estimated prior to development and the site design shall be developed to accommodate such volumes safely. In addition, the planning commission may require a traffic impact study and contingency provisions within the development to manage volumes that exceed such estimate. Access shall be provided to regional arterial roadway through on-site access or off-site cross access easements. Where possible, nonresidential development shall provide cross access easements to adjoining nonresidential development. x
- H. *Stormwater runoff:* No off-site discharge of stormwater shall be permitted except to an approved drainage system. (STORM SYS DESIGNED BY ABONMARCH TO MEET LGROW)
- I. *Noise:* The applicant shall document measures proposed in the PD district to achieve full compliance with the City of Grand Haven Noise Ordinance. x
- J. *Visual screening:* A visual barrier, preferably consisting of mixed evergreens and deciduous vegetation, shall be established to provide a permanent opaque screen of service areas, dumpsters and loading docks and a partial buffer to parking areas and similar less intrusive elements, from surrounding residentially zoned or used property. Where natural landscaping is not feasible, fences or walls may be substituted if they are designed to complement the proposed development and buildings and are generally compatible with surrounding uses. x
- K. *Outdoor storage:* All outdoor storage, if permitted, shall be completely screened from view from all offsite points with natural landscaping. If natural landscaping is not feasible, fences or walls may be substituted, if designed to compliment and enhance the proposed development and buildings and are generally compatible with surrounding uses. x
- L. *Signage:* Exterior signage shall conform to the requirements of article VII and the signage plan submitted as a part of the preliminary development plan and shall include effective design approaches to screen signs within the PD from view from surrounding private property occupied by residential land uses. (A 10 TO 12sf WALL SIGN OF THE ADDRESS)
- M. *Parking:* Off-street parking shall be provided in accord with the requirements of article VI of the zoning ordinance. In a mixed use development, the applicant shall propose shared parking arrangements to reduce pavement within the development. For such shared parking arrangement, the applicant shall provide for an enforceable mechanism to assure cooperation among future building owners and occupants to assure the viability of a shared parking arrangement. The minimum number of off-street parking spaces shall be determined by considering each proposed use and its likely peak hour parking demand. A maximum daily parking demand matrix will be used to determine the peak hour demand for all combined uses and the proposed PD shall provide for not less than the greatest peak hour requirement for the combined uses reflected in such matrix. The use of deferred parking areas (or

reserved interim green areas) may be considered to calibrate the required parking standards with evolving conditions. (2 EXT SPACES PER UNIT)

(Ord. No. 2021-02 , § 1(Exh. A), 1-4-21)

Sec. 40-421.06. Standards for zoning approval.

Following the public hearing, the planning commission shall recommend to the city council either approval, denial, or approval with conditions of the PD rezoning request and preliminary development plan. In making its recommendation, the planning commission shall find that the proposed PD meets the intent of the PD district and the following standards:

- A. Granting of the planned development rezoning will result in a recognizable and substantial benefit to the ultimate users of the project and to the community where such benefit would otherwise be unfeasible or unlikely.
- B. The proposed type and density of use shall be compatible with the capacities of the public services and facilities it may affect, and shall not place a material burden upon the subject or surrounding land or property owners and occupants or the natural environment.
- C. The proposed development shall be compatible with the master plan of the city and shall be consistent with the intent and spirit of this article.
- D. The proposed development shall be under single ownership or control such that there is a single person or entity having responsibility for completing the project in conformity with this ordinance. This provision shall not prohibit a transfer of ownership or control upon due notice to the zoning administrator.
- E. The proposed phasing plan is feasible and each of the proposed phases shall be capable of standing on its own and in conjunction with previously constructed phases in terms of the provision of all required services, facilities, open space and amenities to insure the protection of natural resources and the health, safety and welfare of the users of the PD and surrounding residents.

(Ord. No. 2021-02 , § 1(Exh. A), 1-4-21)

Sec. 40-421.07. City council approval.

- A. *Manner of approval.* After receiving the recommendation of the planning commission, the city council shall consider an ordinance to approve the proposed PD and shall hold a public hearing in accordance with section 40-122, hearing notice requirements hereof and, following said hearing, either approve, deny, or approve with conditions the PD application and preliminary development plan in accordance with the requirements of the city Charter, section 40-121 amendments, and the standards for approval and conditions for a PD. No building permit shall be issued for any improvements in the PD until planning commission approval of the PD final development plan.
- B. *Effect of approval.*
 - 1. The planned development amendment including the preliminary development plan as approved, the incorporated narrative and all conditions imposed, if any, shall constitute the land use authorization for the property. Such authorization shall remain in effect for a period of one year from the date of approval by the city council, unless a longer period is granted by the city council. Uses not specifically identified in the preliminary development plan shall not be permitted. All improvements and uses shall be in conformity with this amendment, except as permitted by section 40-421.11. During the period of effectiveness of the preliminary development plan, the applicant shall be permitted to submit one (or

more if the project is to be proposed in phases) site plan applications seeking final development plan approval pursuant to section 40-421.08.

- 2. In the event that an application for a final development plan is not submitted within the time limits set forth in the approved preliminary concept development plan and any extensions thereof that may be permitted and approved, the approval granted under this article shall expire, and the planning commission shall commence rezoning proceedings to an appropriate zoning district.
- 3. Prior to commencement of construction, the applicant shall record an affidavit with the Ottawa County Register of Deeds which shall contain the following:
 - a. Date of approval of the PD by the city council.
 - b. Legal description of the property.
 - c. A statement that the property shall be developed in accordance with the approved PD preliminary development plan and any conditions imposed by the city council or planning commission unless an amendment thereto is duly approved by the city.

(Ord. No. 2021-02 , § 1(Exh. A), 1-4-21)

Sec. 40-421.08. Final development plan.

- A. *Submittal.* After receiving the PD rezoning and preliminary development plan approval from the city council, the applicant shall submit a final development plan for review and approval by the planning commission prior to starting any construction. The final development plan shall contain the same information required for the preliminary development plan, the information required for site plan review in section 40-115, a detailed plan indicating all signs proposed in accordance with the preliminary development plan, and any information specifically requested by the planning commission in its review of the preliminary development plan. Only signage located in detail on the signage specifications stated within the plan will be permitted.
- B. *Standards for PD final development plan approval.* Upon receipt of a complete application for final development plan for an approved PD, the planning commission shall review said application and either approve, deny, or approve with conditions the final development plan. In making its decision, the planning commission shall find that the proposed PD meets the intent of the PD district, that it is consistent with the preliminary development plan and that it meets the requirements of section 40-115 for site plan approval.
- C. *Conditions.*
 - 1. In approving a PD final development plan, the planning commission may impose reasonable conditions. Conditions imposed shall:
 - a. Be designed to protect natural resources, the health, safety, and welfare, and the social and economic well being of those who will use the land use or activity under consideration, residents, and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
 - b. Be related to the valid exercise of the police power, and purposes which are affected by the proposed use or activity.
 - c. Be necessary to meet the intent and purpose of the zoning ordinance and the preliminary development plan, be related to the standards established in the ordinance for the land use or activity under consideration, and be necessary to ensure compliance with those standards.
 - 2. The conditions imposed with respect to the approval of a PD final development plan shall be recorded in the record of the approval action and shall remain unchanged except upon the mutual consent of the planning commission and the landowner. The planning commission shall maintain a record of

conditions which are unchanged. The final development plan, as approved, shall act as a restriction upon the development. The development must conform with the final development plan and no building permit shall be issued for any improvements that are not in compliance with said plan.

(Ord. No. 2021-02 , § 1(Exh. A), 1-4-21)

Sec. 40-421.09. Performance guarantees.

The planning commission may require a performance bond or similar guarantee in order to ensure the completion of required improvements pursuant to section 40-117, fees, escrows and performance guarantees.

(Ord. No. 2021-02 , § 1(Exh. A), 1-4-21)

Sec. 40-421.10. Commencement of construction.

Construction of a PD must be started within one year from the effective date of the grant of final development plan approval. This time limit may be extended upon application to the planning commission if it is demonstrated that substantial progress is being made in completing plans and securing financing. In the event that construction has not commenced within these time limits and any extensions thereof that may be permitted and approved, the approval granted under this article shall expire, and the planning commission shall commence rezoning proceedings to an appropriate zoning district in accordance with the policies of the City of Grand Haven Comprehensive Plan. For the purposes of this paragraph, completion of a phase shall be the date all structures intended for occupancy by homeowners, tenants, residents or businesses have been approved for occupancy.

(Ord. No. 2021-02 , § 1(Exh. A), 1-4-21)

Sec. 40-421.11. Modification and amendments.

- A. *Modification of a PD preliminary development plan.* Minor changes to a PD preliminary development plan may be approved by mutual agreement of the applicant and the planning commission, provided the changes comply with all applicable requirements of this zoning ordinance and all other city regulations or state law. In reaching a determination on whether a proposed change may be treated as a minor amendment, the planning commission shall make a final determination based on the facts presented by the applicant and shall be guided by the standards of this section 40-421.11. Minor changes include:
1. Adjustments to the total combined building area not to exceed the lesser of five thousand (5,000) square feet or five (5) percent of the gross floor area in any phase of development, provided that the cumulative effect of such changes shall not exceed the lesser of five thousand (5,000) square feet or five (5) percent of total gross floor area in the PD. Adjustments to building heights shall not be considered a minor amendment.
 2. Adjustments to project phases to either accelerate or retard the development of previously approved project elements. Provided, however, the planning commission shall have the authority to evaluate such a proposed change in project phasing to determine whether the sequence of project elements proposed was a key element of approval of the preliminary development plan and rezoning. If, in the sole judgment of the planning commission, project phasing and the sequence of development elements are regarded as key elements of the preliminary development plan approval, a proposed change to project phasing shall not be regarded as a minor change under this section.
 3. A change in the land uses proposed within the development resulting in an increase or decrease in any type of use; such as, but not limited to retail uses or residential uses; of not more than ten (10) percent of the floor area originally approved for that type of use. Provided, however, if in the sole judgment of

-
- the planning commission, the particular mix of land uses proposed and approved in the preliminary development plan is regarded as a key element of the preliminary development plan approval, a proposed change to the mix of land uses shall not be regarded as a minor change under this section.
4. A change proposing the relocation of a building or structure such that not less than seventy (70) percent of building or structure footprint shall remain within the footprint as reflected in the preliminary development plan.
 5. The planning commission may not approve as a minor change any element of a preliminary development plan that the city council in its approval of the preliminary development plan identified as a key element in its approval and the planning commission may not modify any condition imposed by the city council when the city council approved the preliminary development plan.
- B. *Modification of a final development plan.* Minor changes to a PD final development plan may be approved by the planning commission, as follows.
1. The relocation of structures, the relocation and reconfiguration of roads, planting areas, parking areas, signs, lighting, and driveways provided that all such improvements remain in the same general location as approved by the planning commission and provided further that all such changes shall result in no significant additional impact on adjoining properties than would result from the original development.
 2. Minor adjustments among proposed land uses which, in the sole judgment of the planning commission, do not result in a fundamental change in the character of the development. Provided, however, that no use type originally approved shall be eliminated and no new use not originally approved shall be added as part of a minor amendment to a PD.
- C. *Amendment of an approved PD.* Except as provided in subsections 40-421.11.A. and B., all changes in an approved PD shall be considered major changes and shall be processed in accord with the original approval procedures for a PD. Nothing in this section 40-421.11 shall prevent the planning commission from treating any proposed change to a PD as a major amendment to be processed in accord with the original approval procedures, if in the sole judgment of the planning commission, a more complete review and approval process is needed to evaluate the proposed amendment.

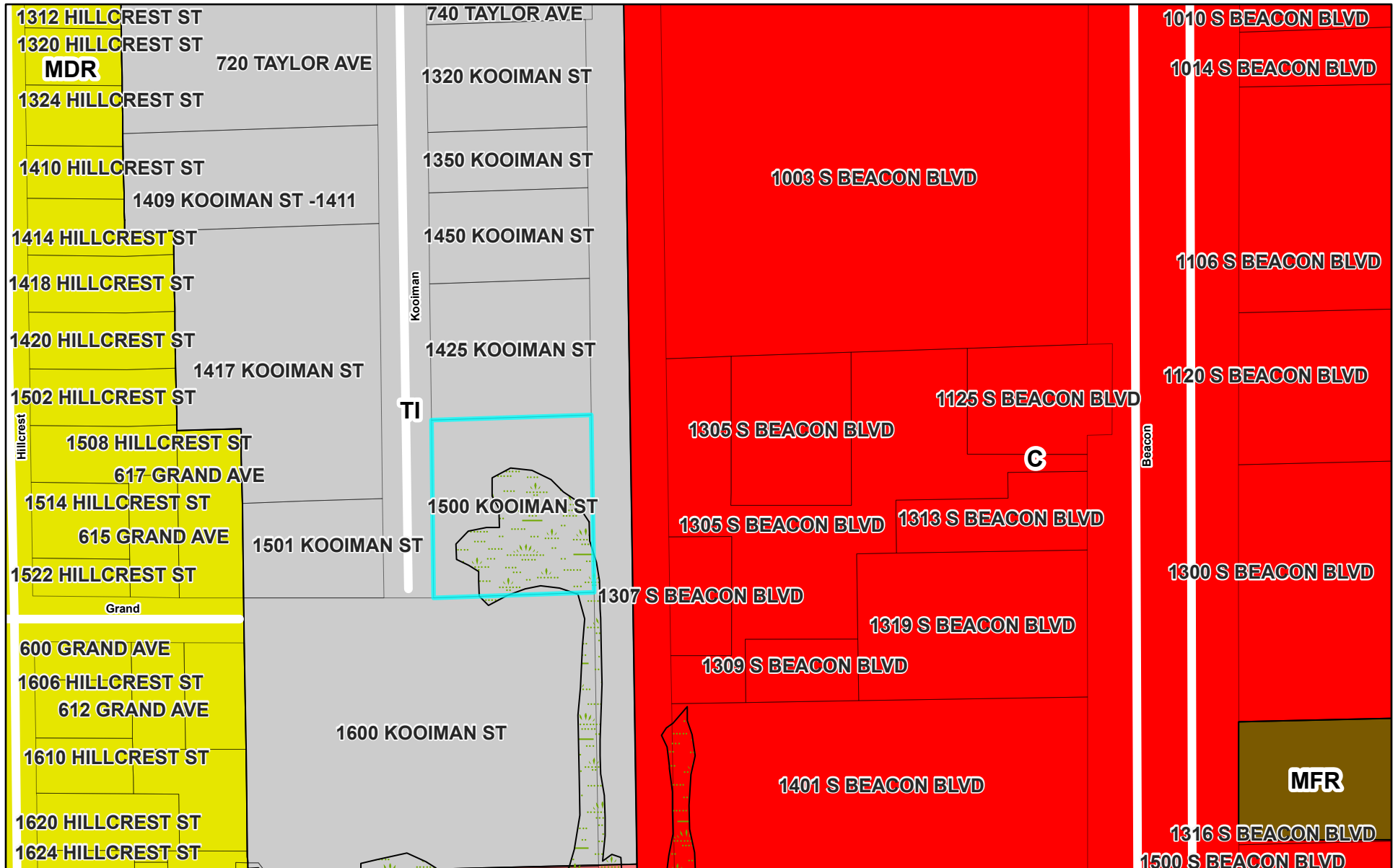
(Ord. No. 2021-02 , § 1(Exh. A), 1-4-21)

Sec. 40-421.12. Existing planned developments.

Planned developments that have been approved and developed under the provisions of section 40-421 prior to this amendment shall continue to be occupied and used in accordance with the provisions in effect when they were approved. However, where the development has not yet occurred or phases have not been completed, such uncompleted portions or phases shall be developed only in accordance with the current provisions of section 40-421. Furthermore, any changes or modifications to such planned developments shall be approved in accordance with the requirements and procedures of the current provisions of section 40-421.

(Ord. No. 2021-02 , § 1(Exh. A), 1-4-21)

1500 Kooiman Zoning Map excerpt



10/6/2025

 Sensitive Areas Overlay

Zoning Districts

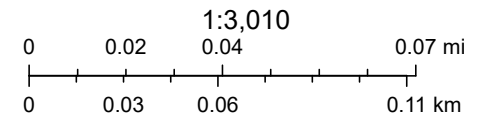
 Moderate Density Residential

 Multiple Family Residential

 Office Service

 Commercial

 Transitional Industrial



USGS The National Map: National Hydrography Dataset. Data refreshed February, 2025.

DATE: October 9, 2025
TO: City of Grand Haven Planning Commission
FROM: Brian Urquhart, City Planner
RE: Review of Planning Commission By-Laws

Last month, staff mentioned they would send the By-Laws to the City Attorney for review. According to the record, the By-Laws were last updated in October 2018. Best practice recommends the By-Laws be reviewed periodically, to ensure consistency with the Planning Commission's actions. City Attorney Ron Bultje reviewed the 2018 version of the PC By-Laws. Included in the packet is the red line and the clean version. The red-line version shows slight changes to Sections 7 and 8, Conflict of Interest and Ex Parte communication, which there has been some concern among members. Per Section 9, the Planning Commission will need to vote to adopt the amended By-Laws.

Attachments:

- A. Red-line Planning Commission By-Laws
- B. Planning Commission By-Laws clean version



BY-LAWS OF THE CITY OF GRAND HAVEN PLANNING COMMISSION

1. AUTHORITY

These By-Laws are adopted by the Planning Commission of the City of Grand Haven to facilitate the performance of its duties described in the Michigan Planning Enabling Act, Public Act 33 of 2008 as amended.

2. OFFICERS

2.1 Selection. At the June regular meeting, the Planning Commission shall elect a Chairperson, Vice-Chairperson and Secretary.

2.2 Duties. The Chairperson shall preside at all Planning Commission meetings and shall conduct all meetings in accordance with the rules provided herein.

The Vice-Chairperson shall act in the capacity of the Chairperson in the absence of the Chairperson or if a vacancy in the office of Chairperson occurs; in which case, the Planning Commission shall select a successor to the office of Vice-Chairperson at the earliest practicable time.

The Secretary or his or her designee shall be responsible for sending written notice of special meetings to Planning Commission members; delivering communications pertinent reports, and related items of business of the Planning Commission; and performing related administrative duties to assure efficient and informed Planning Commission operations. If the Secretary is absent, the Chairperson (or Vice-Chairperson in the absence of the Chairperson) shall appoint a temporary Secretary for such meeting. An employee of the City of Grand Haven may be approved to complete the duties of Secretary but will not be considered a member of the Planning Commission.

2.3 Tenure. Each officer shall take office immediately following his or her election. Each officer shall hold his or her office for a term of one year, or until his or her successor is elected and assumes office. Each officer shall be eligible for re-election.

3. MEETINGS

3.1 Regular Meetings. The Planning Commission shall hold not less than four regular meetings each year and by resolution shall determine the time and place of such meetings. Other meetings may be held as necessary. The dates, times, and location of the regular Planning Commission meetings shall be posted at City Hall within 10 days of the first meeting of each calendar year in accordance with the Michigan Open Meetings Act. Any changes in the date, time or location of the regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, the Planning Commission shall select suitable alternate dates.

3.2 Special Meetings. A special meeting shall be called by the Secretary upon a written request from two members of the Planning Commission, or by the Chairperson. The business which the Planning Commission may perform shall be conducted at a public

meeting of the Planning Commission held in compliance with the Michigan Open Meetings Act. Public Notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meetings Act, and the Secretary shall send written notice of a special meeting to Planning Commission members not less than 48 hours in advance of the meeting.

- 3.3 Quorum. In order for the Planning Commission to conduct business or take any official actions, a quorum consisting of at least 5 members of the Planning Commission shall be present. When a quorum is not present, no official action, except for the closing of the meeting, may take place. The members of the Planning Commission may discuss matters of interest, but can take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting and no additional public notice is required provided the date, time and place is announced at the meeting.

- 3.4 Hearing. The City shall provide for notification of public hearings in local newspapers and by direct mailings as required for rezonings, special land uses, or other such actions, in accordance with Act 110 of the Michigan Public Acts of 2006, as amended, being the Michigan Zoning Enabling Act (M.C.L. 125.3101 *et seq.*).

All public hearings shall be held as part of a regular or special meeting of the Planning Commission. If adjournment or tabling of a public hearing occurs, public notice of the time and place of the continued public hearing shall be provided by posting written notice at the City offices and the City's website. A rescheduled public hearing shall meet all requirements for notification and scheduling of an initial public hearing, except as provided in Section 3.3 above.

At a public hearing, the Chairperson may limit the speaking time for each individual in order to encourage participants to be succinct in their comments. An individual who is speaking on behalf of others in attendance at the meeting may be given additional time.

- 3.5 Motions. Motions shall be restated by the Chairperson before a vote is taken. The names of the makers and supporters of the motions shall be recorded.

- 3.6 Voting. An affirmative vote of six members of the Planning Commission is required to approve any part of the master plan or amendments to the plan. Unless otherwise required by statute, other actions or motions placed before the Planning Commission may be adopted by a majority vote of those members present at the meeting. Voting shall be by voice vote; a roll call vote shall be required if requested by any Planning Commission member or directed by the Chairperson. Except in the case of conflict of interest, all present Planning Commission members, including the Chairperson, shall vote on all matters.

- 3.7 Agenda Items. For an item to be considered at a regular Planning Commission meeting, it must be submitted to the Zoning Administrator no later than the established policy of the City prior to the next scheduled Planning Commission meeting.

4. DUTIES OF THE PLANNING COMMISSION

The Planning Commission shall perform the following duties:

- a. Prepare, review and update a master plan as a guide for development within the City's planning jurisdiction.
- b. Take action on petitions, staff proposals, and City Council requests for amendments to

the zoning ordinance as required.

- c. Take action on petitions, staff proposals, and City Council requests for amendments to the master land use plan as required.
- d. Prepare an annual written report to the City Council of the Planning Commission's operations and the status of planning activities, including recommendations regarding actions by the City Council related to planning and development.
- e. Take actions as authorized or required by the Michigan Planning Enabling Act.
- f. Take actions as authorized or required by the Michigan Zoning Enabling Act.
- g. Perform other duties and responsibilities or respond as requested by City Council.

5. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

Deliberations and decisions of the Planning Commission are governed by the Michigan Open Meetings Act. Meetings notices shall comply with the Michigan Open Meetings Act, Act 267 of the Michigan Public Acts of 1976, as amended (MCL 15.261 *et seq.*).

Persons shall be permitted to address the Commission after receiving permission from the Chairperson.

Records, files, correspondence, and other materials pertaining to the Planning Commission are available to the public for reading, copying, and other valid purposes as governed by the Michigan Freedom of Information Act, Act 442 of the Michigan Public Acts of 1976, as amended (MCL 15.231 *et seq.*).

6. ABSENCES, REMOVALS, RESIGNATIONS AND VACANCIES

- 6.1 To be excused, members of the Planning Commission shall notify the Planning Commission Chairperson or Community Development Department by 5pm on the day preceding the meeting when they intend to be absent from a meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence absent an emergency accepted by vote of the Planning Commission.
- 6.2 Members may be removed by the City Council for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing.
- 6.3 A member may resign from the Planning Commission by sending a letter of resignation to the City Council.
- 6.4 Vacancies shall be filled by the Mayor, with the approval of the City Council. A successor shall serve out the unexpired term of the member being replaced.
- 6.5 All members are expected to maintain at least a 75 percent attendance record at meetings. If a member misses more than three consecutive meetings without a reasonable and valid excuse accepted by vote of the Planning Commission, a vacancy will be created by vote of the City Council after written charges and a public hearing.

7. CONFLICTS OF INTEREST

Each member of the Commission shall avoid conflicts of interest.

- 7.1 Definition. A conflict of interest shall include, but not necessarily be limited to, the following:

- a. Deliberating on, voting on, or reviewing a matter concerning the Commission member,

in which the member has a substantial financial interest.

- b. Deliberating on, voting on, or reviewing a matter involving a corporation, company, partnership, or any other entity in which the Commission member holds at least a ten percent ownership interest.
- c. Deliberating on, voting on, or reviewing a matter concerning the Commission member's spouse or children, including step-children and children-in-law.
- d. Deliberating on, voting on, or reviewing a matter where the Commission member's employee or employer is:
 - i. An applicant or agent for an applicant; or
 - ii. Has a direct interest in the outcome.
- e. Representing any applicant, developer, neighbor or party directly interested in a matter before the Planning Commission. Except as otherwise prohibited by law, a Commission member's employer, fellow employee or partner may represent a party appearing before the Planning Commission, but in such case the member involved shall be deemed to have a conflict of interest.

7.2 Procedures. If a Commission member has a conflict of interest, then:

- a. The member shall disclose that interest.
- b. A member shall remove himself or herself from the hearing, discussions and decision-making process until the matter is over. Physical removal minimizes any public perception that the member with the conflict of interest is unduly influencing fellow members by the member's physical presence, especially including a conflicted member remaining seated with the rest of the Planning Commission.

7.3 Member Disclosure. In order to maintain public trust and insure fairness, each Commission member shall disclose at a Planning Commission hearing or meeting whenever:

- a. The member is related to an applicant, developer, applicant's/developer's representative or any party involved;
- b. The member is (or has been) in business or financially connected with the applicant or parties involved; or
- c. The member is a close friend of the applicant or parties involved.

8. EX PARTE COMMUNICATIONS

Planning Commission members should avoid outside contact with applicants, developers, applicant's representatives (including planners or attorneys) or interested neighbors regarding matters before the Planning Commission.

- a. The Planning Commission must act as a unit and NOT as individuals. Advisory opinions should not be given to any applicant.
- b. Communication of any kind other than at public Planning Commission meetings ("Ex Parte Communications") by Planning Commission members with applicants, developers, applicant's/developer's representatives or interested neighbors is to be avoided, except for limited necessary contact during fact-finding site visits.
- c. Site Visits – Planning Commission members shall view sites only if they can do so without any unnecessary contact with the applicant, developer, applicant's/developer's representatives or interested neighbors, and only for the

- d. specific purpose of gathering physical facts and/or data.
- e. If a Planning Commission member is contacted by an applicant, developer, or their representatives or an interested neighbor, the member shall promptly inform that party that the member will not discuss the matter or have any contact other than at a Planning Commission meeting except for site visits. The member shall then immediately welcome the contacting party to attend the Planning Commission meetings to discuss views, wishes, etc., or to deliver written comments to the Office of City Planner for distribution to Planning Commission members.

9. AMENDMENTS

The Planning Commission may amend these By-Laws by a majority vote of the appointed members, at a regular meeting, provided that all members have received a copy of the proposed amendments at least three days prior to the meeting at which such amendments are to be considered.

10. CONFLICTS

In the event there is any inconsistency or conflict between these By-Laws and any provision of controlling law, the law shall prevail over the wording of these By-Laws.

THESE BY-LAWS ARE ADOPTED ON THIS ____ DAY OF _____.

THE CITY OF GRAND HAVEN PLANNING COMMISSION

Summary Report: Litera Compare for PDF 11.1.0.69 Document comparison done on 9/25/2025 9:18:46 AM	
Style Name: Default Style	
Original filename: planning_commission_by-laws_101718 (002) 4913-6218-1738 v.1.pdf	
Modified filename: planning_commission_by-laws 9.18.2025.pdf	
Changes:	
Add	0
Delete	2
Modified	41
Total Changes:	43



BY-LAWS OF THE CITY OF GRAND HAVEN PLANNING COMMISSION

1. AUTHORITY

These By-Laws are adopted by the Planning Commission of the City of Grand Haven to facilitate the performance of its duties described in the Michigan Planning Enabling Act, Public Act 33 of 2008 as amended.

2. OFFICERS

2.1 Selection. At the June regular meeting, the Planning Commission shall elect a Chairperson, Vice-Chairperson and Secretary.

2.2 Duties. The Chairperson shall preside at all Planning Commission meetings and shall conduct all meetings in accordance with the rules provided herein.

The Vice-Chairperson shall act in the capacity of the Chairperson in the absence of the Chairperson or if a vacancy in the office of Chairperson occurs; in which case, the Planning Commission shall select a successor to the office of Vice-Chairperson at the earliest practicable time.

The Secretary or his or her designee shall be responsible for sending written notice of special meetings to Planning Commission members; delivering communications pertinent reports, and related items of business of the Planning Commission; and performing related administrative duties to assure efficient and informed Planning Commission operations. If the Secretary is absent, the Chairperson (or Vice-Chairperson in the absence of the Chairperson) shall appoint a temporary Secretary for such meeting. An employee of the City of Grand Haven may be approved to complete the duties of Secretary but will not be considered a member of the Planning Commission.

2.3 Tenure. Each officer shall take office immediately following his or her election. Each officer shall hold his or her office for a term of one year, or until his or her successor is elected and assumes office. Each officer shall be eligible for re-election.

3. MEETINGS

3.1 Regular Meetings. The Planning Commission shall hold not less than four regular meetings each year and by resolution shall determine the time and place of such meetings. Other meetings may be held as necessary. The dates, times, and location of the regular Planning Commission meetings shall be posted at City Hall within 10 days of the first meeting of each calendar year in accordance with the Michigan Open Meetings Act. Any changes in the date, time or location of the regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, the Planning Commission shall select suitable alternate dates.

3.2 Special Meetings. A special meeting shall be called by the Secretary upon a written request from two members of the Planning Commission, or by the Chairperson. The business which the Planning Commission may perform shall be conducted at a public

meeting of the Planning Commission held in compliance with the Michigan Open Meetings Act. Public Notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meetings Act, and the Secretary shall send written notice of a special meeting to Planning Commission members not less than 48 hours in advance of the meeting.

- 3.3 Quorum. In order for the Planning Commission to conduct business or take any official actions, a quorum consisting of at least 5 members of the Planning Commission shall be present. When a quorum is not present, no official action, except for the closing of the meeting, may take place. The members of the Planning Commission may discuss matters of interest, but can take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting and no additional public notice is required provided the date, time and place is announced at the meeting.

- 3.4 Hearing. The City shall provide for notification of public hearings in local newspapers and by direct mailings as required for rezonings, special land uses, or other such actions, in accordance with Act 110 of the Michigan Public Acts of 2006, as amended, being the Michigan Zoning Enabling Act (M.C.L. 125.3101 *et seq.*).

All public hearings shall be held as part of a regular or special meeting of the Planning Commission. If adjournment or tabling of a public hearing occurs, public notice of the time and place of the continued public hearing shall be provided by posting written notice at the City offices and the City's website. A rescheduled public hearing shall meet all requirements for notification and scheduling of an initial public hearing, except as provided in Section 3.3 above.

At a public hearing, the Chairperson may limit the speaking time for each individual in order to encourage participants to be succinct in their comments. An individual who is speaking on behalf of others in attendance at the meeting may be given additional time.

- 3.5 Motions. Motions shall be restated by the Chairperson before a vote is taken. The names of the makers and supporters of the motions shall be recorded.
- 3.6 Voting. An affirmative vote of six members of the Planning Commission is required to approve any part of the master plan or amendments to the plan. Unless otherwise required by statute, other actions or motions placed before the Planning Commission may be adopted by a majority vote of those members present at the meeting. Voting shall be by voice vote; a roll call vote shall be required if requested by any Planning Commission member or directed by the Chairperson. Except in the case of conflict of interest, all present Planning Commission members, including the Chairperson, shall vote on all matters.
- 3.7 Agenda Items. For an item to be considered at a regular Planning Commission meeting, it must be submitted to the Zoning Administrator no later than the established policy of the City prior to the next scheduled Planning Commission meeting.

4. DUTIES OF THE PLANNING COMMISSION

The Planning Commission shall perform the following duties:

- a. Prepare, review and update a master plan as a guide for development within the City's planning jurisdiction.
- b. Take action on petitions, staff proposals, and City Council requests for amendments to

the zoning ordinance as required.

- c. Take action on petitions, staff proposals, and City Council requests for amendments to the master land use plan as required.
- d. Prepare an annual written report to the City Council of the Planning Commission's operations and the status of planning activities, including recommendations regarding actions by the City Council related to planning and development.
- e. Take actions as authorized or required by the Michigan Planning Enabling Act.
- f. Take actions as authorized or required by the Michigan Zoning Enabling Act.
- g. Perform other duties and responsibilities or respond as requested by City Council.

5. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

Deliberations and decisions of the Planning Commission are governed by the Michigan Open Meetings Act. Meetings notices shall comply with the Michigan Open Meetings Act, Act 267 of the Michigan Public Acts of 1976, as amended (MCL 15.261 *et seq.*).

Persons shall be permitted to address the Commission after receiving permission from the Chairperson.

Records, files, correspondence, and other materials pertaining to the Planning Commission are available to the public for reading, copying, and other valid purposes as governed by the Michigan Freedom of Information Act, Act 442 of the Michigan Public Acts of 1976, as amended (MCL 15.231 *et seq.*).

6. ABSENCES, REMOVALS, RESIGNATIONS AND VACANCIES

- 6.1 To be excused, members of the Planning Commission shall notify the Planning Commission Chairperson or Community Development Department by 5pm on the day preceding the meeting when they intend to be absent from a meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence absent an emergency accepted by vote of the Planning Commission.
- 6.2 Members may be removed by the City Council for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing.
- 6.3 A member may resign from the Planning Commission by sending a letter of resignation to the City Council.
- 6.4 Vacancies shall be filled by the Mayor, with the approval of the City Council. A successor shall serve out the unexpired term of the member being replaced.
- 6.5 All members are expected to maintain at least a 75 percent attendance record at meetings. If a member misses more than three consecutive meetings without a reasonable and valid excuse accepted by vote of the Planning Commission, a vacancy will be created by vote of the City Council after written charges and a public hearing.

7. CONFLICTS OF INTEREST

Each member of the Commission shall avoid conflicts of interest.

- 7.1 Definition. A conflict of interest shall include, but not necessarily be limited to, the following:

- a. Deliberating on, voting on, or reviewing a matter concerning the Commission member,

in which the member has a substantial financial interest.

- b. Deliberating on, voting on, or reviewing a matter involving a corporation, company, partnership, or any other entity in which the Commission member holds at least a ten percent ownership interest.
- c. Deliberating on, voting on, or reviewing a matter concerning the Commission member's spouse or children, including step-children and children-in-law.
- d. Deliberating on, voting on, or reviewing a matter where the Commission member's employee or employer is:
 - i. An applicant or agent for an applicant; or
 - ii. Has a direct interest in the outcome.
- e. Representing any applicant, developer, neighbor or party directly interested in a matter before the Planning Commission. Except as otherwise prohibited by law, a Commission member's employer, fellow employee or partner may represent a party appearing before the Planning Commission, but in such case the member involved shall be deemed to have a conflict of interest.

7.2 Procedures. If a Commission member has a conflict of interest, then:

- a. The member shall disclose that interest.
- b. A member shall remove himself or herself from the hearing, discussions and decision-making process until the matter is over. Physical removal minimizes any public perception that the member with the conflict of interest is unduly influencing fellow members by the member's physical presence, especially including a conflicted member remaining seated with the rest of the Planning Commission.

7.3 Member Disclosure. In order to maintain public trust and insure fairness, each Commission member shall disclose at a Planning Commission hearing or meeting whenever:

- a. The member is related to an applicant, developer, applicant's/developer's representative or any party involved;
- b. The member is (or has been) in business or financially connected with the applicant or parties involved; or
- c. The member is a close friend of the applicant or parties involved.

8. EX PARTE COMMUNICATIONS

Planning Commission members should avoid outside contact with applicants, developers, applicant's representatives (including planners or attorneys) or interested neighbors regarding matters before the Planning Commission.

- a. The Planning Commission must act as a unit and NOT as individuals. Advisory opinions should not be given to any applicant.
- b. Communication of any kind other than at public Planning Commission meetings ("Ex Parte Communications") by Planning Commission members with applicants, developers, applicant's/developer's representatives or interested neighbors is to be avoided, except for limited necessary contact during fact-finding site visits.
- c. Site Visits – Planning Commission members shall view sites only if they can do so without any unnecessary contact with the applicant, developer, applicant's/developer's representatives or interested neighbors, and only for the

- d. specific purpose of gathering physical facts and/or data.
- e. If a Planning Commission member is contacted by an applicant, developer, or their representatives or an interested neighbor, the member shall promptly inform that party that the member will not discuss the matter or have any contact other than at a Planning Commission meeting except for site visits. The member shall then immediately welcome the contacting party to attend the Planning Commission meetings to discuss views, wishes, etc., or to deliver written comments to the Office of City Planner for distribution to Planning Commission members.

9. AMENDMENTS

The Planning Commission may amend these By-Laws by a majority vote of the appointed members, at a regular meeting, provided that all members have received a copy of the proposed amendments at least three days prior to the meeting at which such amendments are to be considered.

10. CONFLICTS

In the event there is any inconsistency or conflict between these By-Laws and any provision of controlling law, the law shall prevail over the wording of these By-Laws.

THESE BY-LAWS ARE ADOPTED ON THIS __ DAY OF _____.

THE CITY OF GRAND HAVEN PLANNING COMMISSION

Address	Business/Applicant	Application type	FINAL APPROVED plan signed (Y/N)	FINAL APPROVED sent to Building dept. (date)	Notes
300 Washington	300 Washington Condos	SLU & SPA	Y	08/19/22	Under construction
1830 172nd Suite D-2	Supergood	AU Marihuana Retail SLU	Y	10/08/24	Marihuana Facility Permit issued
1770 Hayes	Jost	SPA	Y	12/12/22	Complete
805 S. Beacon	Caribou Coffee	SLU & SPA	Y	09/19/23	Received extension at September 2024 meeting until September 2025. Contact has been made with applicant.
1107 Columbus	BHB Properties	SPA	Y	11/01/23	Complete
1223 S. Harbor Dr.	Noto's at the Bill-Mar	PD amendment	Y	12/01/23	Complete
10 N. Beacon	Shell Gas Station	SPA	Y	12/12/23	Complete
924 Beechtree	Dryer Architectural	Lot Split	Y	02/13/24	Complete
1700 Robbins Rd.	Village Green	SPA	Y	10/08/24	Complete
1309 Taylor	Trinity Health	SPA	Y	04/09/24	Complete
1600 Koolman	815 Verhoeks	Lot Split	Y	06/11/24	Complete
811 S. Beechtree	Nederveld	SPA	Y	07/09/24	Framework and foundation complete
1500 Koolman	Dryer Architectural	SPA	Y	07/15/25	Foundation poured
7th & Columbus	Capstone Companies	SPA	Y	08/13/24	Waiting on ZTA decision
1102 Grant	Grand Haven Christian School	SPA	Y	10/16/24	Building permit submitted; construction commenced
187 Grand	Doug Suchecki	SLU	Y	10/08/24	Complete
Grand Landing PD major amendment	Spartan Hospitality	PD amendment	N	11/12/24	Final Development Plan needs to be submitted
1223 S. Harbor Dr.	NIPOTI, INC-NOTOS	PD Amendment	Y	08/19/25	Sign installed. Complete.
700 Washington	Washington Place, LLC	Rezone	Y	12/10/24	Approved by City Council
Vacant parcel	Dwelling Place	SAO removal	N		Waiting on drainage plan, site plan
16344 Comstock	ODC Network	SLU & SPA	N/A		Application withdrawn
South Village PD at 724 Robbins Rd.	IMD Capital, LLC	PD	N		Preliminary PD approved at June Council meeting
1445 Columbus	Westwind Construction	SLU & SPA	Y	07/15/25	Amended Site Plan approved at July meeting
Centertown Overlay	Severel	ZTA	N/A	06/10/25	Approved by City Council
233 Washington	Peter Buekema	PD	Y	8/12/2025	Final PD approved
Sluka Field		SPA	Y	3/11/2025	Under construction
623 Washington	Verduins	SPA	Y	2/11/2025	Completed
323 N. Ferry St.	Love Inc.	SPA	Y	4/25/2025	Under construction
1500 Robbins	Klassen Funeral Home	SPA	Y	5/13/2025	Building Permit issued
924 S. Beechtree	PolyPly	RZ	N/A	7/15/2025	Rezone approved
1501 Marion	Kiek Investments	SPA, SLU	Y	7/15/2025	Waiting on building permit
123 Washington	Flotos	SPA	Y	7/15/2025	Waiting on building permit
524 Washington	St. John's	SPA	N	9/9/2025	Denied, needs ZBA approval
1102 Robbins Rd.	Casey's General Store	SPA, SLU	N	9/9/2025	Needs ZBA approval

