

CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
PLANNING COMMISSION
MEETING AGENDA
May 12, 2026

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, Vice Chair Joe Pierce, Chair Ryan Galligan, Tamera Owens, David Skelly, Magda Smolenska, Jennifer Smelker

3. APPROVAL OF MINUTES – April 14, 2026

4. APPROVAL OF AGENDA

5. CALL TO AUDIENCE – ONE OF TWO OPPORTUNITIES

6. PUBLIC HEARINGS

A. Case 26-15: Special land use request for two-family dwelling at 514 N. 5th St. (parcel #70-03-21-158-022)

B. Case 26-16: Special land use request for a short-term rental at 26 Edward Ave. (parcel #70-03-29-156-033)

7. NEW BUSINESS

A. Case 26-17: Site plan review for an office building at 845 Park Ave. (parcel #70-03-28-153-011)

8. OLD BUSINESS

A. Continued discussion of housing text amendments

9. ZONING BOARD OF APPEALS LIAISON REPORT

10. CITY PLANNER REPORT

11. CALL TO AUDIENCE – SECOND OPPORTUNITY

12. ADJOURNMENT

**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
PLANNING COMMISSION MINUTES
TUESDAY, APRIL 14, 2026**

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

Present: Amy Kozanecki, Vice Chair Joe Pierce, Dan Borchers, Chair Ryan Galligan, David Skelly, Jennifer Smelker, Magda Smolenska,

Absent: Tamera Owens

Also Present: City Planner Brian Urquhart, and members of the public.

Approval of Minutes

Motion by **Smolenska**, seconded by **Smelker**, to approve the minutes of the March 23, 2026, meeting as amended.

All ayes. **Motion passes.**

Approval of Agenda

Motion by **Skelly**, seconded by **Smolenska**, to approve the agenda as amended.

All ayes. **Motion passes.**

Call to the Audience: First Opportunity

Oliver Shampine, 540 D Ave Apt 5, thanked the board.

Public Hearings

A. Case 26-05: Special land use request for retaining wall greater than 48 inches in height at 912 S. Harbor Dr. (parcel #70-03-29-103-005)

Urquhart presented the case. We received a request from Zach Vandenberg, Peterson & Vandenberg Environmental, on behalf of the property owner, Maelstrom Investments, for a special land use for retaining walls located throughout the property at 912 South Harbor Drive. They are proposing removal of the home and all the site improvements at the property there.

Late last year, they approached Peterson & Vandenberg Environmental approach the City about proposed plans for this property to include demolition of the home and grading improvements, including the retaining wall replacement. Portions of the retaining wall are greater than 48 inches in height as measured, per our ordinance, and are vertically taller than the horizontal distance from the property line. This triggers special land use approval, and according to the applicant, replacement of the retaining walls are necessary to ensure the continued stability and retention of the soil adjacent to the home and the foundation. Keeping the retaining walls in the current location would preserve the site's natural topography, complying with the engineering constraints, and ensures compatibility with nearby land uses.

As far as it goes, they have provided responses in a site plan for this project and as of the date of this memo, because it is public hearing, no correspondence has been received.

Planning Commission Meeting Minutes

April 14, 2026

Page 2

Chair Galligan opened the public hearing at 7:06 p.m.
No one spoke.

Motion by **Pierce**, seconded by **Skelly**, to close the public hearing.
All ayes.
Public Hearing closed at 7:06 p.m.

Zach Vandenberg of Petersen & Vandenberg Environmental stated that the main wall that they're talking about is on the north side of this house basically on the property line. The adjacent property to the north is also owned by the applicant and as you go north, the slope angles downward towards another house. That one is also proposed to be demoed and the main concern there is keeping that wall. However, the wall is super deteriorated and if you keep it as is there's a concern that when you excavate from the new house to the north, you're going to run into issues with that wall failing so replacing it is the best route forward.

Borchers asked Urquhart a question regarding retaining walls and clarification on the tunnel that was shown on the plans.

Chair Galligan stated he thinks retaining walls could be handled administratively.

No other commissioners had questions or comments.

Motion by **Smolenska**, seconded by **Smelker**, to approve case 26-05, a special land use permit and sensitive area overlay permit for a retaining wall that exceeds 48 inches in height at 912 S. Harbor Dr. (parcel #70-03-29-103-005), subject to no condition(s).

Roll Call Vote.

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

Nays: None

Motion passed

B. Case 26-07: Special land use request for two-family dwelling at 301 N. 3rd St. (parcel #70-03-20-282-002)

Urquhart presented the case. Mike Callis submitted a special land use permit for a two-family dwelling located at 301 Jackson, which is the corner of Jackson and 3rd in the northeast corner. As a two family, they're permitted by special land use in the Old Town district. As we talked about earlier in our meeting, that's where it is.

According to City records, the home that was there previously was demolished in 2022. The property is sitting vacant. There are other properties along the corner of Jackson and Third that have received a lot of recent construction with infill development located north. There's a home at 406 North-3rd was constructed in 2022 and 2024. Just to the east, 309 Jackson was approved also as a two-family dwelling.

There's a list of standards for two-family dwellings and they have provided responses to those standards within their response. One of our standards is that it matches to the best of its ability

Planning Commission Meeting Minutes

April 14, 2026

Page 3

to look as a one family or one unit dwelling with a covered porch and they have a single curb cut driveway coming off of 3rd Street. When talking about the applicant, that was critical because driveways off of Jackson particularly are challenging with the volume and the speed that they travel down so they thought this was the best design.

Each unit would have an attached garage with access coming off of 3rd Street. It meets all our setback or building form requirements and the required number of parking spaces, which would be at least four spaces total for two per unit.

We did receive one comment regarding this request.

Chair Galligan opened the public hearing at 7:13 p.m.

Janelle Kaiser, 309 Jackson, stated concerns for snow removal and water runoff due to the fence and lack of green space. She also stated concern for maintaining the look of a single-family home and proper parking.

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

Public Hearing closed at 7:15 p.m.

Mike Callis from Great Lake Construction was in attendance to answer questions.

Kozanecki stated she believes this house looks more like a duplex than a single-family house with the two front doors. She asked Urquhart a question regarding if the applicant is allowed to do a short-term rental with the driveway being on Third St. She also asked the applicant if there was any screening planned for the property.

Borchers agreed with Kozanecki regarding the screening and stated he would like to know what that would look like ahead of time.

Smolenska stated that the screening should not be an issue because it is not requirement at this time.

Skelly asked Urquhart a question regarding the look and feel of a single-family residence with respect to the adjacent property.

Pierce stated he thinks this house has more characteristics and looks closer to a single-family home than a duplex. He also stated agreement with Smolenska regarding the screening.

Galligan stated he thinks this fits the neighborhood and that the home meets the intent of the ordinance.

Motion by **Smelker**, seconded by **Smolenska**, to approve case 26-07, a request for a Special Use Permit for a two-family dwelling located at 301 Jackson Ave. (parcel #70-03-20-282-002) based on the information submitted for review, and subject to the following conditions:

1. *All conditions of the BLP and DPW shall be met.*

Planning Commission Meeting Minutes

April 14, 2026

Page 4

Roll Call Vote.

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

Nays: Kozanecki

Motion passed

C. Case 26-09: Special land use request for retaining wall greater than 48 inches in height at 908 S. Harbor Dr. (parcel #70-03-29-103-014)

Urquhart presented the case. We received a second request from Zach Vandenberg of Peterson & Vandenberg Environmental on behalf of property owner Robert Musin, for a special land use for retaining walls located throughout the property at 908 South Harbor Drive

The applicant is proposing to tear down removal of a deteriorated wooden retaining wall within the rear and replace it with a steel retaining wall. The retaining wall is greater in height of 48 inches and the retaining wall is closer horizontally than it is tall, the special land use is required.

According to the project narrative, the placement of the retaining wall is necessary to hold up the rear patio that is adjacent to the home and keeping the retaining walls in the current location would preserve the site's natural topography and comply with practical engineering constraints and ensure compatibility with nearby land uses as a special land use.

We have not received any correspondence for this request at time same the time of this meeting and they have provided responses in the packet for a special land use and retaining wall requirements for this height in this location.

Chair Galligan opened the public hearing at 7:27 p.m.

No one spoke.

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

All ayes.

Public Hearing closed at 7:27 p.m.

Borchers asked Urquhart to clarify if an EGLE permit is necessary on this project.

No other commissioners had questions or comments.

Motion by **Pierce**, seconded by **Smelker**, to approve case 26-09, a special land use permit and sensitive area overlay permit for a retaining wall that exceeds 48 inches in height at 908 S. Harbor Dr. (parcel #70-03-29-103-014), subject to no condition(s).

Roll Call Vote.

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

Nays: None

Motion passed

D. Case 26-11: Special land use request for retaining wall greater than 48 inches in height at 1108 S. Harbor Dr. (parcel #70-03-29-154-034)

Urquhart presented the case. This is a request from Adrienne Peterson, Peterson & Vandenberg Environmental, on behalf of property owner Tom and Tracy Lybrook for a retaining wall located near the front yard and the proposed garage at 1108 South Harbor Drive.

The applicant is requesting to replace the existing retaining wall and install a newer total retaining wall to aid in the construction of a garage off Harbor Drive. They currently have a parking area off Harbor Drive. However, they want to have an enclosed garage. There is an aging railroad tie type of retaining wall that is keeping the dune back and is in need of replacement.

In order to fulfill the setback requirements that we have in the dune residential, the garage would need to extend into the critical dune, which they would have received an EGLE permit for. The existing retaining wall that's there right now will remain at its maximum height of 4 1/2ft but on the south side of the driveway, the rail tie retaining wall will be replaced at a height no greater than 6ft. Around the garage they'll have a sheet pile shore retaining wall and replace the existing retaining wall at a maximum height of 10ft.

Throughout this process, they've been diligent in looking at what is allowed in terms of not displacing critical dune and working with EGLE. A lot of careful discussions were had allowing for a property like this that has a drive and a proposed enclosed garage meet setback requirements but stay within the area where they would have minimal impact on the steep slope of the critical dune.

Adrienne Peterson with Peterson & Vandenberg Environmental stated they need to replace some of the aging retaining walls at 1108 S Harbor Dr because the wood retaining walls are sagging and starting to slump along the driveway. They are proposing to put a new sheet seal wall around the proposed garage, so it'll be covered up with the garage once it's installed. He also stated the retaining walls adjacent to the road are going to look the same. It'll just be the new retaining walls adjacent to the garage and then around the garage that will be different. They plan to use sheet steel around the garage for the depth that is needed to maintain and make sure the dune stays in place and EGLE has approved this plan. No additional impacts will be made to the critical dune.

Chair Galligan opened the public hearing at 7:37 p.m.

No one spoke.

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

All ayes.

Public Hearing closed at 7:37 p.m.

No commissioners had questions or comments.

Motion by **Smolenska**, seconded by **Borchers**, to approve case 26-11, a special land use permit and sensitive area overlay permit for a retaining wall that exceeds 48 inches in height at 1108 S. Harbor Dr. (parcel #70-03-29-154-034), subject to no condition(s).

Roll Call Vote.

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

Nays: None

Motion passed

E. Case 26-13: Special land use request for a short-term rental at 417 Jackson Ave. (parcel #70-03-21-157-008)

Urquhart presented the case. This is a request from Kimberly Brown for special land use for a short-term rental located at 417 Jackson Avenue. The home is a single-family dwelling on the north side of Jackson near 4th Street and is eligible to be a short-term rental as a special land use because the property is on Jackson which is a key street. The Old Town Zoning District allows new short-term rentals if the property is on a key street.

The applicant has provided responses to the standards for short term rentals in section 40.513 and then special land use standards in 40-160(3) and a scale drawing depicting the property location of the home.

Some of the new improvements to the home would be interior renovation resulting in five bedrooms, five bathrooms, a new deck, and a new paved driveway located on the key street. It is, however, a non-conforming parcel.

There are two registered short-term rentals on the north side of Jackson between 4th and/or 5th and 4th street. Then there are four registered short-term rentals on the south side of Jackson and two of those at 426 and 422 Jackson Ave were approved as a special land use.

Please note that 418 Jackson Ave in 2024 was denied as a special land use. The circumstances under that decision was that it did not meet the minimum lot width or lot size in the Old Town Zoning District. However, those were different circumstances compared to this one in that the lot width for that property was 33ft with a lot size of 4300 and the underlying use was a two family.

We received one correspondence that, for clarification, was not in favor or against. They just said there's abundance of short-term rentals but they're not in favor or against this short-term rental.

One important thing to note is that the site plan itself lists five bedrooms and two parking spaces. The way a special land use works is that sleeping occupancy up to six can allow for up to two parking spaces but if that occupancy goes above six you must have three parking spots on site. That is the reason why there's a condition that the sleeping occupancy should be determined by the building official and with those results there may need to be additional parking to accommodate the sleeping occupancy.

Chair Galligan opened the public hearing at 7:39 p.m.

No one spoke.

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

All ayes.

Public Hearing closed at 7:39 p.m.

Kimberly Brown, 132nd Ave, stated this has been an ongoing project. She purchased the property in 2023. There are accommodations for two-car parking, and the concrete will extend to the back where there's a new concrete wall so it would accommodate three parking spaces on this concrete space. In addition, we have a secondary driveway and a two-stall garage that sits in the back so I could accommodate five parking spaces at this location.

She also stated the proposed new deck is going to be a patio surface so we can have some seating there. The lot size is non-conforming but out of the six short term rental approvals that have been done that Urquhart listed, three out of the four have a non-conforming lot size at this point in time so two of them are smaller than mine and one of them is the same size as mine.

Smelker asked the applicant a question regarding the availability of the garage on the property.

Motion by **Smolenska**, seconded by **Pierce**, to deny case 26-13, a request for a Special Use Permit for a Short-Term Rental located at 417 Jackson Ave. (parcel #70-03-21-157-008)) based on the information submitted for review, and subject to the following reasons:

1. *The lot does not meet the minimum lot size and width requirements in the Old Town District, failing to satisfy Sec. 40-513.2.a.*

Roll Call Vote.

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

Nays: None

Motion passed

New Business

A. Case 26-02: Site plan review for mixed-use development referred to as the Flatiron building at 7th St. & Washington Ave. (parcel #70-03-21-353-006)

Urquhart presented the case. John Groothuis of Capstone Companies, on behalf of property owner John Steinbach, has submitted a site plan application for a proposed mixed-use development for 7 N. 7th St. (named the Flatiron Building) at the corner of 7th St. and Washington Ave. The parcel is triangular shaped, abutting Washington Ave., 7th St. and the CSX railroad. The parcel shape offers creativity in design and construction. This site serves as a key location, establishing the framework for future development within Centertown.

The existing building is a one-story structure that houses a couple of businesses. Over time that structure has aged and grown tired and the property owner and John Stembach, John Gruhuice and John Slangbeck have teamed up for a mixed-use development at this highly visible corner.

This use is permitted by right within the neighboring mixed-use district in the Centertown overlay. We did see the pre application view of this in February and received a lot of positive feedback. Some of the site prep for the site plan is they will demolish the existing building and in the parking lot there will also be some removals that were required for service and utilities that

go into 7th street right away for the gas lines and the fire protection lines. These were conditions of approval put on by the public works department and BLP.

The building is called the Flatiron building because it's going to take advantage of its location. It's going to have setbacks right off of 7th and Washington. It's going to have a zero-yard setback and about 2ft or 3ft setback for the front along the railroad. In addition, the new development will be three stories. The commercial use will be on the main level and there will be two residential units on the second and third level.

The carriage house is connected by an open balcony, with trellis above and will also have a dwelling unit. The garage lower level will have five garage stalls. Four of those will have capabilities to have a garage lift to support the current parking demand of. They are anticipating the possibility of acquiring additional parking. This was part of the design concept to ensure this has been verified through our building official. This is defined as an attached single structure.

Some of the architectural features will be modeled after the iconic Flatiron Building in New York City. The elevation drawings depict a brick exterior with brown and buff brick and brick accents. There will also be hydro board siding and painted fire cement board. The color scheme right now currently depicts pre-finished gray metal panels and roof fascia and metal panels at the top of the wall and the garage doors at least on the rendering here provide wooden materials. The soft and subversive siding will be pre-finished wood grain material.

The center overlay requires that there's a minimum of 60% on a main ground level facing a main wall or a primary wall which fronts the roadway and a maximum of 85% ground floor transparency and a minimum of 40% and a maximum of 85% for upper stories on this type of structure. Based on the information submitted, it would be good to know what that transparency percentage is.

Parking as previously stated would be 1 to 2 spaces for each residential unit which would require six spaces. The retail businesses there require one space for 250 square feet of gross floor area. These retail parking spaces can be met by on-street and off-street parking. With this project there is only going to be driveway access off of 7th Street. The driveway aisle will be enough to have maneuverability between the two structures of 25ft, and we have confirmed with the fire marshal that he would be able to get in there with the fire truck.

The renderings depict wall signs for the retail spaces and the site plan calls for 14 light fixtures, with canopy can lights and deck downlights, located at 10 ft. at the canopies and 7 ft. above the doors. The garage will be illuminated by LED downward facing wall pack lighting to complement the building exterior.

As a built-out site, opportunity for extensive landscaping is very difficult. However, the applicants are proposing to plant some greenery between the garage building and the sidewalk there and along the side of the garage. The street trees that would be removed during construction would be replaced. The west lot line will be screened by a 6ft tall wooden fence. In addition, there will be an elevator shaft extending above the roof line. The ordinance requires mechanical equipment to be screened. There's also a transformer pad located in the northwest corner of the site which is screened by walls and fencing, trash receptacles and storage.

There will be trash receptacles for each individual unit and recycling located in the northwest corner of the property and this would be enclosed by a gate. Sows will all be removed off site according to the applicant.

The application does indicate that these units will be condominium style with possible short-term rentals in the future, which if that becomes the case, each unit would be required to apply for a special land use for that subject to the standards that are in 45.113.

John Groothuis of Capstone Companies stated that the BLP and the City has been great as we tried to figure things out with the railroad and that was the most challenging thing is figuring out the railroad situation. After a couple conversations with our architect over the transparency, we are at 40% and he is pushing very strongly to stay where we're at.

Smelker stated appreciation in changes made to the transparency on the west elevation.

Smolenska other commissioners agreed.

Urquhart asked the applicant to verify the transparency on the ground floor.

Motion by **Skelly**, seconded by **Smolenska**, to approve Case 26-02, a site plan review for a mixed-use building at 7th and Washington Ave. referred to as the Flatiron building (parcel #70-03-21-353-007) with the following conditions:

1. All conditions of the BLP, DPW and Fire Marshal shall be met.
2. Ground floor and upper stories transparency calculations shall be confirmed on amended site plan and the ground floor at 40 percent.

Roll Call Vote.

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

Nays: None

Motion passed

B. Case 26-04: Site plan and sensitive area overlay review for improvements to Mulligan's Hollow at 600 Mulligan's Hollow Dr. (parcel #70-03-29-160-004)

Urquhart presented the case. Mulligan's hollow is a City owned facility used for public recreation. The ski bowl is operated by Mulligan's Hollow Board of Directors, and they have identified a significant need for upgrading the aging snowmaking system. According to Jamie Walter, Director of snowmaking Infrastructure, the current system does not support the demands of the ski bowl. Therefore, proposed changes include increasing the water line and pressure. Due to the grading and location within the sensitive area overlay district, Planning Commission review is required. Prior to applying for local permits, Mulligan's Hollow did receive approval from EGLE.

The work includes replacement of the existing PVC snowmaking supply system with ductile irons and fittings and new connections. Any land impacted by the grading would be restored appropriately. Improvements will also include the installation of a shed, up to 1,000ft, to house the new pump. Location of the pump has not been determined. However, it's requested that the

Planning Commission Meeting Minutes

April 14, 2026

Page 10

shed be located near the maintenance building in the rear parking lot and could be possibly smaller in size.

The request here is to have the Planning Commission acknowledge this improvement, defer the site plan review to the City planner as provided per section 41:15 02 that the project will not result in a plan improvement or expansion of existing use and also the project will not significantly change the nature of said public use.

Jamie Walter, Director of snowmaking Infrastructure, stated his role on the board is to oversee the permitting installation of the snowmaking system that we are here for you tonight. The snowmaking system is a glorified irrigation system. We have a pump that takes water from the City and pumps it into pipes that go throughout the site and then you have giant sprinklers, which we call our guns. We fixed guns that stay in one position and movable guns that have giant wheels that can be dragged around by a snowmobile and hooked up with a hose. The water gets pushed through those guns and it turns into snow.

The existing system is well over 40 years old and we've had multiple failures and breaks in the lines over the last several years. The optimal snow making needs to be under 28 degrees in a certain amount of humidity for a certain period of time otherwise the snowmaking just doesn't work. So with a very limited window of when we can technically make snow, we need to have our system up and running and a couple times in the last two years we have our system had failures during that optimal snowmaking.

As Urquhart mentioned, we have gone through and got all of our eagle permits. All of the new lines are within our current ones. If you look at the hill, if you walk around the site, you've got trees and then you've got dune grass and all of the lines are going where the dune grass is. There won't be trees cut down. Almost the whole site is in a critical dunes area so that is why we had to go through EGLE to get the permitting on that.

Originally the thought was that we could put a new pump inside our current lodge, but the facility is so tight that the manufacturers we've been talking to said we really need to have a standalone facility. Also, our current maintenance building, is just not up to code for what we would need to put a water system in per conversations with the City so that's where a new standalone structure is needed and the goal is to make it match the current one that's there. It just would be a smaller one adjacent to it.

Motion by **Pierce**, seconded by **Smolenska**, to defer case 26-04, a site plan and sensitive area overlay review for improvements to Mulligan's Hollow at 600 Mulligan's Hollow Dr. (parcel #70-03-29-160-004), to staff at all departments for review.

Roll Call Vote.

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

Nays: None

Motion passed

C. Case 26-12: Site plan review for warehouse building at 1209 Jackson Ave. (parcel #70-03-21-274-004)

Urquhart presented the case. John Rycenga of Rycenga Building Center submitted a site plan application for the demolition of the existing structure and construction of a warehouse at 1209 Jackson Avenue. A warehouse is permitted by right in the Transitional Industrial District. The intent behind this is to have a warehouse that will store building materials. The plan is to remove the existing building and the foundation. None of the asphalt drives will be removed or the access roads.

1209 Jackson is part of many buildings that Rycenga owns. It's on about 67 acres, a majority of which is paved. The dimensions of the building equate to a total of just under 12,000 or 11,990 square feet to be exact. The building is a single story and 37ft in height. The proposed building will contain steel siding and roofing. The elevation depictions show that the building will have the matching tan, forest green and color scheme that Rycenga is associated with.

There is a change in some of the other walls in terms of differences between industrial district and transitional industrial district. There is required to have building articulation every 50ft in the form of either varying materials, balconies or windows. The drives will remain the same and there will be four parking spaces near the adjacent driveway by the west side of the building. There will also be two parking spaces will be near the entry drive and two loading spaces for deliveries. These all meet the minimum lot and size requirements and will accommodate the necessary turning radius for the length of the delivery trucks.

Two storm drains are located near the north and east of the building. No major grading will occur, but the stormwater will sheet drain towards those drains and the remainder of the site will drain Jackson Avenue.

For all transitional industrial designs landscape screening is not required. In terms of lighting, the building will include eight wall hung down light fade light fixtures. No additional parking lighting is shown. They'll be using the existing street light lamp.

There will be a waste and recycling bin on the northwest side of the building and these bins will need to be screened with the appropriate screen and have a pad layout. They will have a wall sign right there about 94 square feet shown on the south wall which is well within the maximum allowance for wall signs of 100 square feet. Snow from the site will be removed and stored behind the building along the north wall.

Also, per discussions, the applicant would cut and cap during demolition of water and sewer but would install a restroom which would need domestic water and sewer line. This has been confirmed through building in the public works department.

John Rycenga, Rycenga Building Center, clarified there is actually four loading docks, one is on the Northwest wall on the South side.

No commissioners had any questions or comments.

Motion by **Smolenska**, seconded by **Smelker**, to approve case 26-12, a site plan review for warehouse building at 1209 Jackson Ave. (parcel #70-03-21-274-004) with the following conditions:

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

Roll Call Vote.

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

Nays: None

Motion passed

D. Case 26-10: Site plan review for an addition to PolyPly Composites at 1540 Marion Ave. (parcel #70-03-27-315-011; #70-03-27-315-012; #70-03-27-315-013)

Urquhart presented the case. This is a site plan request from Steve Czadcek of *Abonmarche*, on behalf of property owner PolyPly Composites, for a 33,000 sq. ft. addition at 1540 Marion Ave. (parcel #70-03-27-315-012; 70-03-27-315-013, 70-30-27-315-015). A warehouse is permitted by right use in the TI – Transitional Industrial District per Sec. 40-419.02. There used to be a parcel that existed here called 924 Beach Stream. However, we split it into five separate parcels in 2024 and in 2025, three of those parcels were rezoned from Industrial to Transitional Industrial.

The existing drive off beach street will be removed and then the existing concrete curb and gutter off Marion Avenue will also be removed. The parcel to the south of where the main building is going is about 1.32 acres. The addition will come off the south of that building wall and will be a single story, 27ft in height with exterior comprised of metal panels.

There is no color scheme that's been determined at this time and all setbacks are met. It does call for a site plan where possible. The plan does call for a possible addition of 4,000 square feet towards the east. This area is currently planned to be paved with asphalt, providing fire truck turn around for the fire marshal. Access to the parking area to the west of the addition to the 33,000 square foot addition will be coming off of the west access drive off of Marion coming between the two buildings. There will be three improve spaces for 2027 spaces. The ordinance would require a total of 76 spaces. The applicant is showing a total of 72 spaces with 8388 spaces and future parking to be constructed. It would include an additional 15 spaces just to the west of the proposed parking area that would accommodate additional employees. There are two loading spaces that would remain the same. One off the existing Marion Drive and one off the access near the northwest corner of the new addition.

Due to the grading and proximity to the sensitive area overlay and Warber County Drain, the parcel to the south of the addition will serve as a drainage basin. Surface water from the parking lot and building addition is shown to drain towards manholes, then directed to the drainage basin. The City and the County Drain Commission will conduct a dual review of stormwater management plan.

With adjacent parcels zoned TI, and I, no screening is required. The plan does calls for installation of Colorado Spruce, Ponderosa Pine, and Red Oak located just to the west of the proposed parking area, providing screening from Beechtree Ave. The stockpile area will be restored using onsite topsoil and reseeded. There will also be wall pack lighting on the access doors and the addition. The existing dumpster will be utilized and for snow removal, there will be an area where they will dump and store snow towards the southwest corner of the parking lot.

The fire access does go around, not entirely around the building, but enough that it met the Fire Marshal's needs to access all points of the building from the northeast corner with a gravel drive access and then along the south side of the building.

Steve Czadcek, Abonmarche, stated the property owners are at the meeting to answer questions if needed. He also stated the grading plan is being revised to meet County standards. They had initially assumed they were going with the City's stormwater but that's being submitted to the County and to the City for DPW joint review within the week within a week.

Borchers asked for clarification on the South side retaining walls 14ft drop.

No other commissioners had questions or comments.

Motion by **Pierce** seconded by **Borchers**, to approve case 26-10, a site plan review for an addition to PolyPly Composites at 1540 Marion Ave. (parcels #70-03-27-315-012; 70-03-27-315-013, 70-30-27-315-015) with the following conditions:

1. All conditions of the BLP and DPW shall be met
2. Fire access drive shall meet the capacity to hold 70,000 lbs.
3. A special land use permit shall be submitted for the proposed sheet pile retaining wall.

Roll Call Vote.

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

Nays: None

Motion passed

E. Case 26-14: Unclassified use, the Office Service District at 811 Southeast Street.

Urquhart presented the case. Section 40.325 talks about unclassified uses and that's where it's not meant to be is where there's a use that's either pre scripted by right or special land use, doesn't fit. So, the request is from the Wonder Nook which is titled a Play Cafe which is considering their business to operate in what is a vacant suite at 811 S. Beach St.

If you recall May of 2024, Planning Commission approved case 24-15 which was a site plan approval for a medical office space at that location which is a permitted use in the office service district.

Following the site plan approval, the building and all site improvements have been completed. However, you know it is vacant and the floors are unfinished. I felt this was quite ambiguous and kind of a new type of description based upon what was shown for the use.

The applicant is requesting is 3,000 square feet. They would need play space, one or two classrooms, private nursing room, a coffee bar, cafe style seating area. We are trying to find where this would fall under in the Office Service District and in determining the use, the zoning administrator can question the appropriateness and have the Planning Commission review it where uses are not contemplated by this ordinance, make a determination by the Planning Commission.

Planning Commission Meeting Minutes

April 14, 2026

Page 14

Section 40.412 states that office service is to support office uses along transit routes while providing a transition from residential to higher intensity uses. Where new development occurs will be compatible with residential neighborhoods using the building height limitations, setbacks, lot coverage standards. The transition from residential to office service uses is marked by landscape buffers including berms or evergreen screening. Lighting, signage and parking should be designed to have a minimal impact on residential areas.

That was already met through the building itself, but the use isn't specifically outlined and so in making a determination the Planning Commission can say that they may find that the land use, while not specifically listed in this ordinance as a permitted or special land use, may be sufficiently similar to uses as permitted by right in that district.

In that event, such unclassified uses may be reviewed and treated as similar uses within the district. So, I'm requesting the planning commission to make a ruling on this request. If we agree then they can move forward with what would be called a change of use. If not, they can always apply for amendments. This is a tool that our ordinance allows. That's something that kind of doesn't fall under a strict definition for others and here are a few that this could fall under.

The main concern is how this may affect possible other intentions of office space if this were in there but if this is just one space would that compromise the ability of all other spaces to be occupied? The business plan for this seems to be very complementary and the way the building would be constructed, there wouldn't be any disturbance in terms of incompatible uses within the building. It might be appropriate to consider a play cafe as an unclassified use and allow it in certain circumstances in the office service district.

Smelker stated agreement in wanting to figure this out for the long term. She also stated that she believes there's a couple areas that this could technically fall under in the special land use section of section 40.412; the commercial childcare and the place of public assembly which is subject to a different section and is 30 people or more.

Smolenska stated that this may fall under medical use because the Play Café may provide mental health resources.

Borchers stated a need for more information.

Kozanecki stated she believes we could tie this to something in the Office Service District.

Skelly stated agreement to Kozanecki.

Pierce stated agreement to Kozanecki and Smolenska.

Galligan stated this is appropriate for the OS District.

Urquhart clarified that he believes this would fall under the public assembly and then the only determination needed is whether it is large or small, but more information would be needed to make that determination.

Motion by **Skelly** seconded by **Smolenska**, to postpone case 26-14, until more information can be obtained.

Roll Call Vote.

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

Nays: None

Motion passed

Old Business

None

Zoning Board of Appeals Liaison Report

Kozanecki stated that there was no ZBA meeting in March due to a lack of quorum. The next ZBA meeting is scheduled for May 20, 2026.

City Planner Report

Urquhart stated ZBA will hear three cases one of which is 912 South harbor that talks about that tunnel in the overall building and part of that was to have an elevator shaft to the top of the roof and the uniqueness of the dune residential district. He also thanked the commissioners and gave an update on two projects.

Urquhart also told commissioners about the public open house for the Centertown Vision Plan that is scheduled at Central Park Place for Wednesday, May 13, 2026 from 6pm-8pm.

Call to the Audience: Second Opportunity

Kiel Reid, 3046 McCracken, commented on the Planning Commission and how professional he felt ours was.

Adjournment

Motion by **Kozanecki**, seconded by **Skelly**, to adjourn.
All Ayes. **Motion passes.**

The meeting was adjourned by **Chair Galligan** at 8:56 pm.

DRAFT

DATE: May 8, 2026
TO: City of Grand Haven Planning Commission
FROM: Brian Urquhart, City Planner
RE: **Case 26-15: Special Land Use Permit – 514 N. 5th St. Two-Family Dwelling**

Current Zoning: OT, Old Town District

Existing Use: Single-family dwelling

Proposed Use: Two-family dwelling

1.0 Request

Kelley Osterman submitted an application for a Special Land Use Permit for a two-family dwelling located at 514 N. 5th St. (parcel #70-03-21-158-022). Two-family dwellings are permitted by special land use in the Old Town District per Sec. 40-410.02.B.

2.0 Background

According to city records, 514 N. 5th St. previously served as a two-family dwelling, but prior to the ordinance requiring two-family dwellings as special land use in the OT District. Ms. Osterman would like to bring the property into conformity through the approval of a special land use for a two-family dwelling.

3.0 Special Land Use Regulations & Conditions

Section 40-526 provides a list of two (2) standards for two-family dwelling, however as an existing structure, these standards need not apply. The applicant has also provided responses to the standards for all special land uses found in Sec. 40-116.03.A.

514 N. 5th St. is a conforming lot in the Old Town district with a parcel size of 8,712 sq. ft. and lot width of 66 ft. The proposed two-family dwelling meets all the standards for lot coverage, building setbacks, building height, and parking in the OT District. Sec. 40-604.03 requires two spaces per unit, or four spaces total.

4.0 Correspondence

As of the date of this staff report, no correspondence has been received.

5.0 Sample Motion

Motion to APPROVE Case 26-15, a request for a Special Use Permit for a two-family dwelling located at 514 N. 5th St. (parcel #70-03-20-282-002) based on the information submitted for review.

Attachments:

- A. Special Land Use application
- B. Site Plan

SPECIAL LAND USE PERMIT APPLICATION

Community Development 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: 514 N. 5th Street
Parcel #: 70-03-21-158-022 Zoning District: Old Town
Current Use: SF Proposed Use: Duplex LT-Rental
Area in Acres or Sq. Ft.: _____ Zoning of adjacent properties: LT-Rental
and SF

2. Applicant

Name: Kelley Osterman
Company: _____
Address: 6382 Henry
Norton Shores, MI 49441
Phone: 810602 4042
Email: KelleyOsterman8@gmail.com

3. Property Owner

Name: Same
Address: _____
Phone: _____
Email: _____

4. Required Application Materials

- Application (PDF + 5 copies)
- Site Plan (PDF + 5 copies)
- Letter or signed narrative describing the proposed special land use and detailing why the location selected is appropriate. Narrative must include responses to the special land use review standards of Section 40-116.03 and the specific review standards of Article V of the Zoning Ordinance.
- Statement of expected effect of the special land use on emergency service requirements, schools, storm water systems, sanitary sewer facilities, automobile and truck circulation patterns and local traffic volumes
- Additional information which may be necessary (i.e. soil erosion, dune protection, view protection, shoreline protection, excessive noise or adverse impact on surrounding properties).
- Supporting statements, evidence, data, information and exhibits that address the standards and requirements for assessing a Special Use permit application as provided in Section 40-116.03.
- Required fee

1. Fees and Escrow Deposit

✓ Application Fee: \$350.00 (any Site Plan Review is in addition to this review)

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.



2. Details of the Nature of Work Proposed

Existing.
2 unit long term rental at 514 N. 5th Street.

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: Kelley Osterman Date: 4/1/20

Print Name: Kelley Osterman

Signature of Owner: Kelley Osterman Date: 4/1/20

Print Name: _____

Office Use Only

Case #: _____ Date Received: _____ Fee: _____

Date of Approval: _____ Date of Denial: _____ Approved by: _____



4/1/26

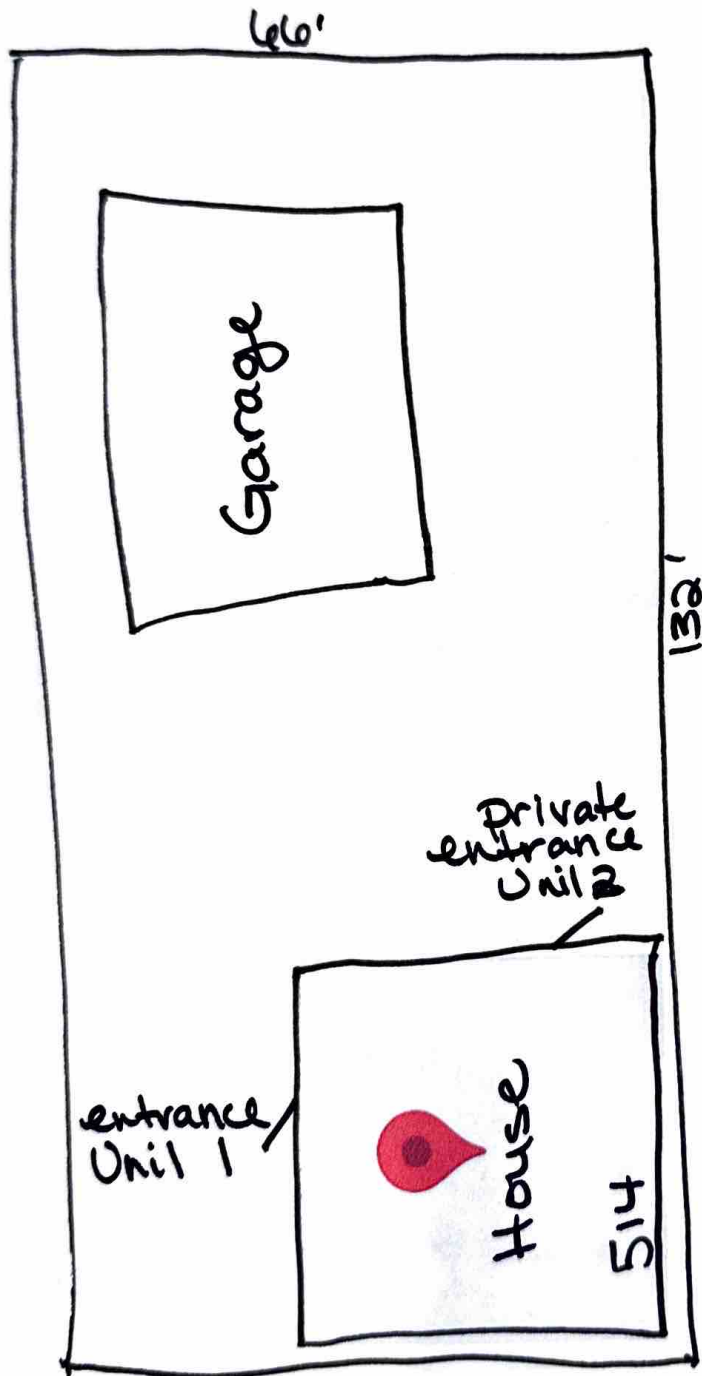
City of Grand Haven Planning Commission,

The following is a request for a 2 unit long term rental at 514 N. 5th Street. This property was renovated to the studs in 2007 with permits. Unit 1 contains 2 bedrooms and 2 bathrooms. Unit 2 upstairs contains 2 bedrooms 1 bathroom.

This proposed special land use is appropriate in the Old Town District and is comparable with the surrounding area and adheres to City planning goals. There will be no adverse impact with this special land use.

Kelley Osterman

Site Plan - Osterman Parcel # 70-03-21-158-022



House :
2114 sq. ft.
Unit 1
1057 sq. ft.
Unit 2
1057 sq. ft.

5th Street

DATE: May 8, 2026
TO: City of Grand Haven Planning Commission
FROM: Brian Urquhart, City Planner
RE: Case 26-16: Special Land Use Permit – 26 Edward Ave. Short-Term Rental

Current Zoning: DR, Dune Residential
Existing Use: Residential
Proposed Use: Short-Term Rental

1.0 Request

Applicant Patrick and Emily Kurtz submitted an application for a Special Land Use Permit for Short-Term Rental located at 26 Edward Ave. (parcel #70-03-29-156-033). The Dune Residential District allows short-term rentals as a special land use.

2.0 Special Land Use Regulations & Conditions

26 Edward Ave. is a single-family dwelling located in the Dune Residential District. The floor plan shows 4-bedrooms, 2-bathrooms, a screened porch, and outdoor gathering space. There are 6 designated parking spaces in front of the property. The parcel conforms to lot size at a size of 0.45-acre and lot width of 100 ft. The property on its own appears suitable for special land use as a short-term rental.

The neighborhood characteristic is primarily single-family homes. There are a few short-term rentals nearby, all of which have received prior approval. Last year, 36 Edward and 4 Edward were denied special land uses, due to nonconforming lot widths.

Section 40-513 provides a list of ten (10) regulations and conditions for a Short-Term Rental. 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.

Adjacent uses

Address	Use	Short Term Rental?
34 Edward Ave	Single-family	No
36 Edward Ave.	Single-family	No, denied SLU in 2025
9 Peterson Ridge	Single-family	No
7 Peterson Ridge	Single-family	No
6 Peterson Ridge	Single-family	No
5 Peterson Ridge	Single-family	No, unlawfully operated as STR until 2025
4 Peterson Ridge	Single-family	Yes
3 Peterson Ridge	Single-family	Yes
2 Peterson Ridge	Single-family	No
20 Edward Ave.	Single-family	Yes
22 Edward Ave.	Single-family	Yes
38 Edward Ave	Single-family	No
40 Edward Ave	Single family	No
44 Edward Ave	Single family	Yes
46 Edward Ave.	Single family	Yes, via SLU

The city placed a tracking list of all registered short term rentals on the city webpage. For reference, please see the link: <https://grandhaven.org/downloads/depts/public-safety/short-term-rental-properties.pdf>



STR nearby

3.0 Correspondence

As of the date of this staff report, the City has received six emails regarding the case, all against the short-term rental.

4.0 Sample Motion

Motion to APPROVE Case 26-16, a request for a Special Use Permit for a short-term rental located at 26 Edward Ave. (parcel #70-03-29-156-033) based on the information submitted for review with the following condition:

1. *Sleeping occupancy shall be determined by the building official.*

Motion to DENY Case 26-16, a request for a Special Use Permit for a short-term rental located at 26 Edward Ave. (parcel #70-03-29-156-033) based on the following:

1. *Insert reasons for denial.*

Attachments:

- A. Special Land Use application
- B. Property survey, floor plan and site plan
- C. Applicant narrative
- D. Correspondence

SPECIAL LAND USE PERMIT APPLICATION

Community Development 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: 26 Edwards Ave

Parcel #: 70-03-29-156-033

Current Use: _____

Area in Acres or Sq. Ft.: 0.45 Acres

Zoning District: DR – Dune Residential district

Proposed Use: Short Term Rental

Zoning of adjacent properties: DR – Dune Residential district

2. Applicant

Name: Patrick & Emily Kurtz

Company: _____

Address: _____

26 Edwards Ave

Phone: 8474361309

Email: patrick.kurtz@gmail.com

3. Property Owner

Name: Patrick & Emily Kurtz

Address: _____

26 Edwards Ave

Phone: 8474361309

Email: patrick.kurtz@gmail.com

4. Required Application Materials

- Application (PDF + 5 copies)
- Site Plan (PDF + 5 copies)
- Letter or signed narrative describing the proposed special land use and detailing why the location selected is appropriate. Narrative must include responses to the special land use review standards of Section 40-116.03 and the specific review standards of Article V of the Zoning Ordinance.
- Statement of expected effect of the special land use on emergency service requirements, schools, storm water systems, sanitary sewer facilities, automobile and truck circulation patterns and local traffic volumes
- Additional information which may be necessary (i.e. soil erosion, dune protection, view protection, shoreline protection, excessive noise or adverse impact on surrounding properties).
- Supporting statements, evidence, data, information and exhibits that address the standards and requirements for assessing a Special Use permit application as provided in Section 40-116.03.
- Required fee

1. Fees and Escrow Deposit

Application Fee: \$350.00 (*any Site Plan Review is in addition to this review*)

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.



2. Details of the Nature of Work Proposed

Utilization of the Property in question to be used as a Short Term rental similar to other properties in the area

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: [Signature] Date: 4/14/26

Print Name: Patrick Kurtz Emily Kurtz

Signature of Owner: [Signature] Date: 4/14/26

Print Name: Patrick Kurtz Emily Kurtz

Office Use Only

Case #:	_____	Date Received:	_____	Fee:	_____
Date of Approval:	_____	Date of Denial:	_____	Approved by:	_____



April 14, 2026

Brian Urquhart, City Planner
Community Development Department
City of Grand Haven
519 Washington Avenue
Grand Haven, MI 49417

Re: Special Land Use Permit Application — Short-Term Rental 26 Edwards Avenue, Grand Haven, MI 49417 (Dune Residential District)

Dear Mr. Urquhart and Members of the Planning Commission:

Patrick and Emily Kurtz hereby respectfully submits this application for a Special Land Use Permit to operate a Short-Term Rental at 26 Edwards Avenue, Grand Haven, Michigan 49417, located within the Dune Residential zoning district. The applicant is the owner of record, having acquired the property in April 2026.

This narrative is submitted in accordance with the requirements of Section 40-116.03 of the City of Grand Haven Zoning Ordinance (general special land use review standards) and Section 40-513 (short-term rental specific regulations). We respectfully submit that this application satisfies all applicable criteria and respectfully request the Planning Commission's approval.

I. Property and Use Description

The subject property at 26 Edwards Avenue is a single-family residential dwelling located in the Dune Residential zoning district. The property is a legally conforming use. The proposed use is the short-term rental of the entire dwelling unit to transient guests for periods of less than one (1) month, on a hosted or unhosted basis, more than three (3) times per year, consistent with the City's definition of a Short-Term Rental.

The property provides four (4) or more off-street parking spaces, satisfying the City's off-street parking requirement for short-term rental eligibility. Maximum overnight guest occupancy is proposed at ten (10) persons, subject to final determination by the Building Official as appropriate.

II. Why the Location Is Appropriate (Section 40-116.03 Review Standards)

The City's general special land use standards require that the Planning Commission consider the following factors. The applicant addresses each in turn:

a. The use will be designed, constructed, operated, and maintained in a manner harmonious with the character of adjacent properties and the surrounding area.

The Dune Residential district along Edwards Avenue is an established area where short-term rental activity is consistent with the neighborhood's character as a destination community near Lake Michigan. Nearby properties on Edwards Avenue have received special land use approval for short-term rental (see, e.g., Case 25-35 at 4 Edwards Ave., approved November 2025), reflecting the Planning Commission's recognition that STR use is compatible with this street. The subject property is a well-maintained single-family home and will be operated in compliance with all applicable City regulations.

b. The use will not be hazardous to or have a negative impact on adjacent land uses or the natural environment.

Short-term rental of an existing single-family home does not introduce new structures, expand impervious surface, or generate traffic materially different from ordinary residential use. The applicant will implement guest conduct rules, including quiet hours (10:00 p.m. to 8:00 a.m.), no outdoor amplified music, and a maximum occupancy limit, to ensure the property does not create noise or nuisance impacts on neighboring properties.

c. The use will be served adequately by public utilities, facilities, and services.

The property is served by City water and sanitary sewer, consistent with all existing residential uses in the district. Short-term rental use does not increase demand on utilities beyond normal residential use. No changes to utility connections are proposed.

d. The use will not place an unreasonable burden on public services, including emergency response, schools, stormwater, or traffic.

As detailed in Section III below, short-term rental of a single-family home does not generate material new demands on City services. Guest occupancy is limited to ten (10) persons, consistent with the home's design capacity. The property has ample off-street parking, eliminating any impact on on-street parking availability.

e. The use is consistent with the intent of the Zoning Ordinance and the City's Master Plan.

The City of Grand Haven's Zoning Ordinance expressly permits short-term rentals in the Dune Residential district as a special land use, reflecting the City's policy judgment that tourism and transient accommodation uses are compatible with this area when properly regulated. The Grand Haven Master Plan recognizes the importance of tourism to the local economy. This application furthers both objectives.

III. Statement of Expected Effects on City Services (Required)

Pursuant to the application requirements, the applicant provides the following statement regarding the expected effect of the proposed STR on City services:

- **Emergency Services:** The property will display the property address prominently. A lock box will be installed for emergency responder access. Smoke detectors, carbon monoxide detectors, and fire extinguishers will be installed and maintained in compliance with applicable codes. No adverse impact on emergency response is anticipated.
- **Schools:** Short-term transient guests do not enroll in or otherwise burden local schools. No impact anticipated.
- **Stormwater:** No changes to impervious surfaces, grading, or drainage are proposed. No impact on stormwater systems anticipated.
- **Sanitary Sewer:** The property is connected to the City's sanitary sewer system. No change in connection or capacity demand beyond normal residential use is anticipated.
- **Traffic and Parking:** The property provides four (4) or more off-street parking spaces. Guest vehicles will park on-site. No material change to local traffic volumes or on-street parking is anticipated.

IV. Compliance with Section 40-513 Short-Term Rental Regulations

The applicant acknowledges and agrees to comply with all ten (10) conditions set forth in Section 40-513 of the Zoning Ordinance governing short-term rentals. Specifically, the applicant commits to the following:

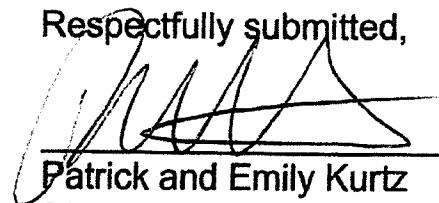
- The STR will be operated in full compliance with Chapter 9, Article X of the City Code, including annual rental registration and display of the Certificate of Compliance inside the rental unit.
- Maximum overnight occupancy will not exceed ten (10) guests, or such lower number as may be established by the Building Official.
- A local contact person will be designated and available by telephone 24 hours per day, 7 days per week, to respond to guest or neighbor concerns within one (1) hour.
- Guest conduct rules, including quiet hours (10:00 p.m.–8:00 a.m.), a no-amplified-outdoor-music policy, and occupancy limits, will be provided to all guests in writing prior to check-in and posted inside the property.
- All guests will be required to park in the designated off-street spaces. On-street parking by guests is prohibited.
- A lock box acceptable to the Fire Chief will be installed and maintained at the property for emergency responder access.
- The property will be maintained in compliance with all applicable building, fire, and housing codes, and will pass all required City inspections.
- No outdoor events, parties, or gatherings exceeding the maximum occupancy limit will be permitted.
- Trash and refuse will be stored and managed in compliance with City ordinances, with containers returned promptly after collection.
- The applicant will collect and remit all applicable Michigan state use tax (6%) and any other required taxes on short-term rental income.

V. Conclusion

Patrick and Emily Kurtz submit that 26 Edwards Avenue is well-suited for short-term rental use. The property is located in a zoning district where the City expressly permits STRs as a special land use, is a legally conforming single-family dwelling with ample off-street parking, and will be operated in full compliance with all applicable City ordinances and conditions of approval. The proposed use is consistent with the established character of Edwards Avenue, the Dune Residential district, and the City's broader interest in supporting responsible tourism and visitor accommodations.

The applicant welcomes the opportunity to appear before the Planning Commission, answer any questions, and address any conditions the Commission may wish to impose. We appreciate the Commission's time and consideration of this application.

Respectfully submitted,

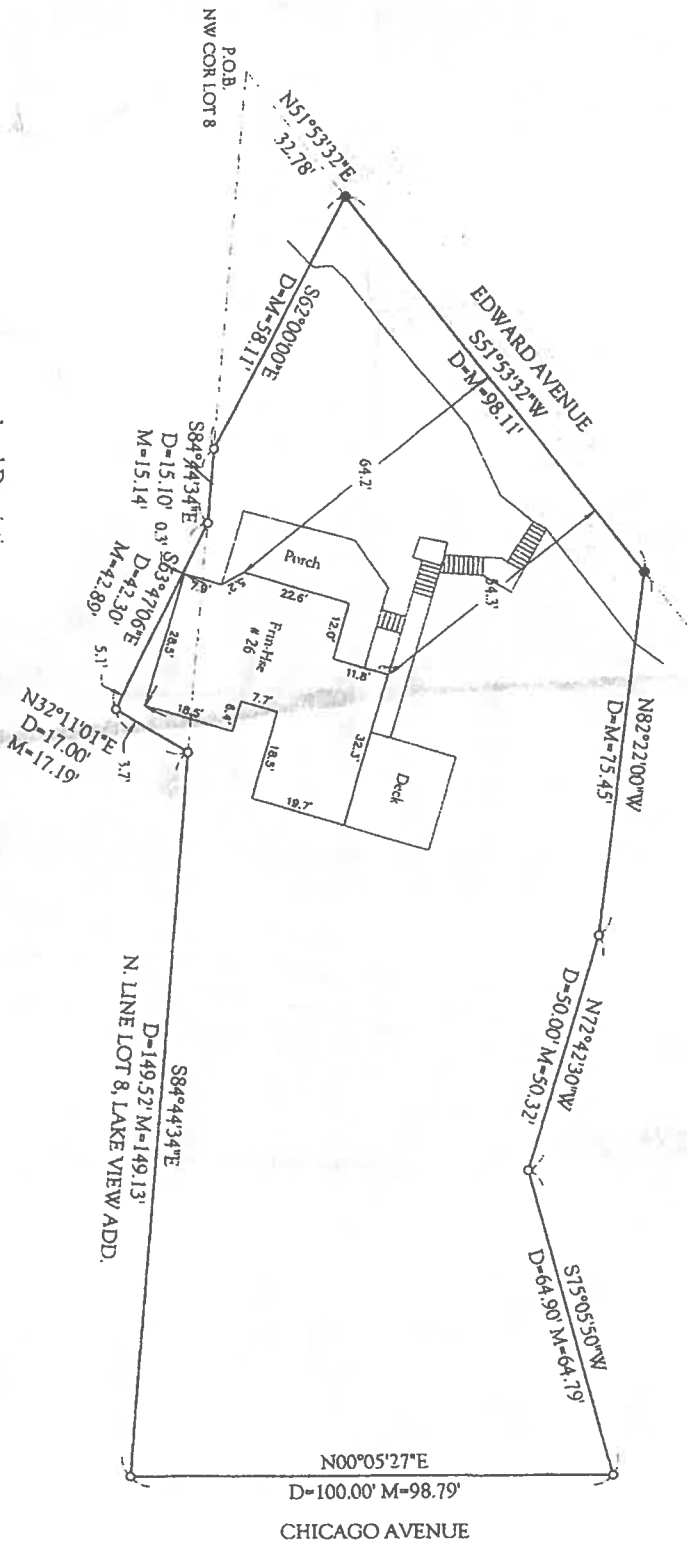


Patrick and Emily Kurtz

26 Edwards Avenue, Grand Haven, MI 49417

Date	12/16/13
Drawn	acb
Job Number	1330502

We certify that we have examined the premises described, that buildings and improvements are within the property lines, and that they do not encroach except as noted below.



- Scale 1" = 30'
- = Concrete
 - = Brick Pavers
 - D = Description dimension
 - M = Measured dimension
 - P = Platted dimension
 - = Set iron stake
 - = Found iron stake
 - - - = Fence

Prepared for: @HomeKealy Lakeshore
 RE: Cary and Cathrine Glonek
 26 Edward Avenue
 Grand Haven, MI 49417



By: Adam C. Burgess
 Licensed Professional Surveyor No. 55446

Note: This drawing was made from the description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

Legal Description:
 Part of Government Lot 2, Section 29, Town 8 North, Range 16 West, and part of Lot 8, Plat of Lake View Addition, according to the recorded plat thereof as recorded in Liber 2 of Plats, Page 22, Ottawa County Records, described as Commencing at the Northwest corner of Lot 8, Plat of Lake View Addition; thence North 51°53'32" East 32.78 feet along the East line of Edwards Avenue to the Point of Beginning; thence South 62°00'00" East 58.11 feet to the North line of said Lot 8; thence along said line, South 84°44'34" East 15.10 feet (M=15.14 feet); thence South 63°47'06" East 42.30 feet (M=42.89 feet); thence North 32°11'01" East 17.00 feet (M=17.19 feet) to the North line of said Lot 8; thence along said line, South 84°44'34" East 149.52 feet (M=149.13 feet) to the Northeast Corner of said Lot 8; thence North 00°05'27" East 100.00 feet (M=98.79 feet) along the West line of Chicago Avenue; thence South 75°05'50" West 64.90 feet (M=64.79 feet); thence North 72°42'30" West 50.00 feet (M=50.32 feet); thence North 82°22'00" West 75.45 feet to the East line of Edward Avenue; thence along said line, South 51°53'32" West 98.11 feet to the Point of Beginning.

BURGESS
 Surveying
 8375 RIDGESTONE DR. SW. BYRON CENTER, MI 49315
 PHONE: (616) 437-2249 EMAIL: burgesurveying@gmail.com

26 Edwards Avenue Grand Haven MI 49417: 2nd floor



Disclaimer: the floor plan is for illustrative purposes only. The measurements contained therein are an approximation and may not be exact. While we do not doubt the floor plan's accuracy to within +/- 5%, we make no guarantee or representation and grant no warranty, express or implied, regarding the floor plan or its accuracy or completeness.

You or your advisors must conduct an independent investigation of the property to confirm the accuracy and completeness of the floor plan and to determine if the property is suitable for your space requirements.

From: [Patrick Kurtz](#)
To: [Brian Urquhart](#)
Cc: [Emily Kurtz](#)
Subject: Re: 26 Edwards - Special Use Permit & STR Permit
Date: Tuesday, May 5, 2026 6:40:10 PM
Attachments: [image001.png](#)
[26 Edwards - Kurtz - RRR Vacation Rentals LLC \(version 3\) \(1\).pdf](#)

Brian,

Thank you for the heads-up and for taking the time to share the feedback received so far. We take these concerns seriously and want to address each one directly.

Who We Are

We want to be transparent about our intentions for 26 Edwards Ave. We are not professional investors looking to maximize rental revenue — we are a family that fell in love with Grand Haven and purchased this property with the long-term goal of retiring here. We intend to be the primary users of the home, and short-term rental is a secondary use that helps us offset carrying costs while we are not there. Our goal is to eventually become full-time members of this community, and that means we have a genuine, personal stake in being good neighbors from day one.

Property Management

We have retained BVW Vacation Rentals (Unsalted) as our professional property manager. BVW is a local, established company with deep roots in the Grand Haven area — notably, they already manage vacation rental properties on Edwards Ave itself. They are intimately familiar with the street's character, local expectations, and Grand Haven's standards for responsible STR operation. This is not an absentee ownership situation — guests will have a locally accountable, experienced management team available around the clock.

Parking

The property at 26 Edwards Ave has approximately 180 linear feet of reserved street parking designated specifically for the property. This dedicated parking capacity directly addresses concerns about congestion and traffic on Edwards Ave, as guests will have designated spaces that do not compete with or displace neighborhood parking. Our house rules will include a defined vehicle limit enforced through the signed rental agreement that every guest must execute with BVW prior to arrival.

Sleeping Occupancy

Maximum sleeping occupancy is confirmed at 10 guests. That cap will be listed on all booking platforms and included in every guest rental agreement managed by BVW.

Outdoor Gathering & Noise

Our house rules will include explicit quiet hours, a prohibition on amplified outdoor music, and a restriction that outdoor gatherings are limited to registered guests only. These rules are incorporated into the BVW guest rental agreement that every guest signs prior to arrival.

Trash & Cleanliness

BVW provides professional cleaning and linen service on every guest departure as part of their standard management agreement. Trash handling and property upkeep are part of that turnover process on every stay.

We are committed to being responsible operators and good neighbors on Edwards Ave. As people who plan to call this street home for the rest of our lives, that commitment is personal. Please let us know if there is an opportunity to submit a supplemental written statement for the June 9 Planning Commission hearing record, and whether there is a deadline for doing so.

Thank you again for your guidance.

Patrick & Emily Kurtz

On Mon, May 4, 2026 at 2:24 PM Brian Urquhart <burquhart@grandhaven.org> wrote:

Emily,

So far the emails received are not in favor of the STR request. The concerns are based around parking, congestion, noise, trash, etc.

I would recommend confirming the sleeping occupancy and verify that guests will be able to park appropriately for the neighborhood and not block traffic on Edward. I would make sure what your policy is on outdoor gathering spaces as well.

Thanks,

Brian Urquhart, AICP

City Planner

City of Grand Haven

burquhart@grandhaven.org

616-935-3276

CONFIDENTIALITY NOTICE: This e-mail and any attachments are for the exclusive and confidential use of the intended recipient. If you are not the intended recipient, please do not read, distribute or take action in reliance upon this message. If you have received this e-mail in error, please notify us immediately and promptly delete this message and its attachments from your computer system. We do not waive any work product privilege by the transmission of this message.

38 Edwards Ave.
Grand Haven, MI 49417
l_borre@yahoo.com

May 6, 2026

Grand Haven Planning Commission
c/o Brian Urquhart
519 Washington Ave.
Grand Haven, MI 49417

RE: Case 26-16, Special Land Use for Short-Term Rental
26 Edwards Ave., Grand Haven, MI

Dear Grand Haven Planning Commission Members:

Thank you for the opportunity to express my **opposition** to the issuance of a special land use permit for a short-term rental at 26 Edwards Ave., Grand Haven. I would very much like to attend the meeting in person to share my concerns, but I will be traveling outside the country on May 12. Kindly accept this letter in lieu of my personal appearance.

The situation on Edwards Avenue has not changed since a similar application was submitted to the Commission approximately one year ago. Our cottage has been in our immediate family for over 60 years, and I can confidently state that Edwards Avenue has long been valued as a stable and quiet residential street.

In an already congested area, the proposed expansion of short-term rental use would introduce a high rate of occupant turnover and increase the likelihood of activities that are difficult to monitor or control. This type of use is not consistent with the established residential character of any neighborhood.

As you are aware, impacts associated with short-term rentals commonly include increased noise, traffic, and late-night activity, as well as concerns related to unattended fire pits and general safety. Most concerning is parking. Edwards Avenue is not designed to accommodate the higher volume of vehicles that often accompany short-term rental occupancy. Parking constraints already exist, and restrictions are not consistently followed by visitors, which has previously resulted in conflict between homeowners and visitors.

It is not reasonable to expect owner-occupied households to bear the burden of monitoring transient occupancy or repeatedly engaging with property management to address issues as they arise. The proposed use would place a disproportionate impact on neighboring residents.

For these reasons, and in consideration of maintaining compatibility with surrounding residential uses and protecting public health, safety, and welfare, I respectfully request that the Planning Commission **deny** the special land use permit for Case 26-16.

Respectfully submitted,



Leslie Borre

From: [Eloy Cantu](#)
To: dunequeen1@aol.com; [Brian Urquhart](#)
Cc: [julie busta](#); [janet wiersema](#); [lynn phipp \(ray's daughter\)](#); erin.rettmann@gmail.com; [Stefan Smolenski](#); [marcia and eloy cantu](#); [Bill Pushaw](#); [Edwards Ave. Dinner Group](#); missyraisbeck07@gmail.com; [Mark Raisbeck](#); [warren wildeman](#); [Jeff Miller](#); brianrusterdds@sbcglobal.net; [Edwards Ave. Dinner Group](#); [nicole king](#); [bob king](#); algreenfield541@gmail.com; [Debbie and Al Greenfield](#); mvandis@iu.edu
Subject: Re: Short term rental hearing for 26 Edwards (case 26-16)
Date: Wednesday, April 29, 2026 10:47:20 AM

Nancy,

Thanks for bringing this to our attention. I'm in full agreement with you on this issue. Growing congestion of rental related traffic on Edwards significantly detracts from our peaceful neighborhood ambiance. Last week's drunken "boys' weekend" renters a few houses down are yet another example of why rental properties on Edwards Avenue are such a bad fit for our neighborhood.

Also, the Edwards Avenue road surface is crumbling and already in great need of repaving. Increased rental related traffic only serves to degrade it further.

When the Harbor Street rental homes with Edwards Avenue parking and entryways are included, it reflects a significant oversaturation of rental homes on Edwards Avenue. In addition to denying the 26 Edward Avenue rental home authorization request, I suggest the city begin revoking rental home rights for existing rental properties that do not meet the current minimum requirements for lot size and parking.

Respectfully,

Eloy "Loy" Cantu, Jr. | Chairman
OnePoint Integrated Exhibits, LLC

Phone: (616) 481-4575

Email: eloy@onepointexhibits.com

Website: www.onepointexhibits.com

From: dunequeen1@aol.com <dunequeen1@aol.com>

Sent: Wednesday, April 29, 2026 10:01 AM

To: burquhart@grandhaven.org <burquhart@grandhaven.org>

Cc: [julie busta](mailto:julie867@aol.com) <julie867@aol.com>; [janet wiersema](mailto:janetwiersema@gmail.com) <janetwiersema@gmail.com>; [lynn phipp \(ray's daughter\)](mailto:lynnphipp@gmail.com) <ldwphipp@gmail.com>; erin.rettmann@gmail.com <erin.rettmann@gmail.com>; [Stefan Smolenski](mailto:stefan.smolenski@wayne.edu) <stefan.smolenski@wayne.edu>; [marcia and eloy cantu](mailto:emcantu@comcast.net) <emcantu@comcast.net>; [Eloy Cantu](mailto:eloy@onepointexhibits.com) <eloy@onepointexhibits.com>; [Bill Pushaw](mailto:bpushaw@charter.net) <bpushaw@charter.net>; [Edwards Ave. Dinner Group](mailto:carol.bowditch@cbgreatlakes.com) <carol.bowditch@cbgreatlakes.com>; missyraisbeck07@gmail.com

<missyraisbeck07@gmail.com>; Mark Raisbeck <markhraisbeck@gmail.com>; warren wildeman <wwildeman@aol.com>; Jeff Miller <indyjeffmiller@cs.com>; brianrusterdds@sbcglobal.net <brianrusterdds@sbcglobal.net>; Edwards Ave. Dinner Group <c_ruster@comcast.net>; nicole king <nmking25@gmail.com>; bob king <bking@interiorinvestments.com>; algreenfield541@gmail.com <algreenfield541@gmail.com>; Debbie and Al Greenfield <deborahg23456@gmail.com>; mvandis@iu.edu <mvandis@iu.edu>

Subject: Short term rental hearing for 26 Edwards (case 26-16)

I am requesting that this e-mail be included in the packet for the hearing scheduled for May 12, 2026. I am the owner of 12 Edwards and have lived there for 25 years.

I refer you to two previous applications for short term rentals on Edwards in the past year (4 Edwards on 10/27/25 and 36 Edwards on 4/23/25) which were thankfully denied. You can clearly see that the same issues apply to this property.

- 1) Too many rentals already approved in the past on our short and narrow street. Upwards of 40% now rentals?!
- 2). Parking hassles always an issue.
- 3) Clearly changes the ambiance of our owner occupied neighborhood.
- 4) Additional noise/trash
- 5) Much more frequent in/out traffic with renters AND their visitors

Again, the properties on our street are marketed for rentals (this property was marketed “as an investment” and here they are before you and the property has not even closed yet.

I am strongly requesting the board unanimously deny this short term request.

Thank you.
Nancy Wildeman

[Sent from the all new AOL app for iOS](#)

From: dunequeen1@aol.com
To: [Brian Urquhart](#)
Cc: [julie busta](#); [janet wiersema](#); [lynn phipp \(ray"s daughter\)](#); erin.rettmann@gmail.com; [Stefan Smolenski](#); [marcia and eloy cantu](#); [Eloy Cantu](#); [Bill Pushaw](#); [Edwards Ave. Dinner Group](#); missyraisbeck07@gmail.com; [Mark Raisbeck](#); [warren wildeman](#); [Jeff Miller](#); brianrusterdds@sbcglobal.net; [Edwards Ave. Dinner Group](#); [nicole king](#); [bob king](#); algreenfield541@gmail.com; [Debbie and Al Greenfield](#); mvandis@iu.edu
Subject: Short term rental hearing for 26 Edwards (case 26-16)
Date: Wednesday, April 29, 2026 10:02:21 AM

I am requesting that this e-mail be included in the packet for the hearing scheduled for May 12, 2026. I am the owner of 12 Edwards and have lived there for 25 years.

I refer you to two previous applications for short term rentals on Edwards in the past year (4 Edwards on 10/27/25 and 36 Edwards on 4/23/25) which were thankfully denied. You can clearly see that the same issues apply to this property.

- 1) Too many rentals already approved in the past on our short and narrow street. Upwards of 40% now rentals?!
- 2). Parking hassles always an issue.
- 3) Clearly changes the ambiance of our owner occupied neighborhood.
- 4) Additional noise/trash
- 5) Much more frequent in/out traffic with renters AND their visitors

Again, the properties on our street are marketed for rentals (this property was marketed “as an investment” and here they are before you and the property has not even closed yet.

I am strongly requesting the board unanimously deny this short term request.

Thank you.
Nancy Wildeman

[Sent from the all new AOL app for iOS](#)

From: [Lynn Phipps](#)
To: [Brian Urquhart](#)
Subject: Edwards Ave. Application to Rent
Date: Tuesday, May 5, 2026 3:44:28 PM

Dear Mr. Urquhart,

This is in regard to a hearing on May 12 to discuss the request by potential buyers of 26 Edwards Avenue to be allowed to market it for short term rentals. I am opposed to the idea.

Last year my sister and I inherited our father's house. I have moved in to make it my home. When we were children, Edwards Avenue was full of permanent residents or single families residing for the summer. In the course of time the character of the neighborhood changed and now there are several short term rentals. The street shouldn't have to suffer more of them.

Edwards Avenue has no sidewalks so pedestrians share the narrow street with vehicular traffic. Not everyone who walks there lives on Edwards. Many people park on Lake Avenue, walk their dogs around the loop up Edwards to Peterson Ridge, through the forest to Water Tank Hill, around Mulligan's Hollow and back to their parked cars.

The public is entitled to their enjoyment, but foot traffic adds to the street's overall congestion. Edwards is narrow and a dead end; there is only one way to drive in or out.

Frequently, out-of-town renters add to the congestion, fail to slow their cars down, and present a greater risk for incidents. It just isn't safe to add more vehicular traffic.

Edwards Avenue is my neighborhood and not a commercial district. I am not asking for Edwards Avenue to return to its 1970's vibe. The street has enough rentals already, and I believe it should be city policy to protect its residents from harm.

I strongly believe that the request to rent 26 Edwards Avenue should be denied.

Sincerely,

Lynn Wiersema Phipps, c: 270-765-4885

11 Edwards Avenue

Grand Haven, MI 49417

From: [Van Dis, Margot L](#)
To: [Brian Urquhart](#)
Subject: 26 Edward Ave.
Date: Thursday, April 30, 2026 1:51:15 PM

Dear Mr. Urquhart and Committee Members:

My name is Margot Van Dis, and while I have a Harbor Dr. address, my husband and I park on Edward Ave as well as have our trash and recycling picked up from Edward Ave.

I am strongly opposed to allowing the property at 26 Edward Ave. be eligible for short term rentals. There are already several STRs in the neighborhood on Edward and Harbor as well as Peterson Ridge, including an illegal one at #5 Peterson Ridge. As a result of these rentals, parking is often abused by the renters (parking in other people's places) and trash is often dumped in someone else's bin so that there is no room for the owner's trash. On occasion, the trash is left on the property or in parking areas in plastic bags that are ripped open by animals and trash is strewn everywhere.

The vehicles that renters and their guests drive are often oversized and protrude out onto Edward Ave., or they park on the street itself, which the City does not allow. There is no parking on Edward Ave. outside of a designated parking area. If there ever is an emergency, the first responders are going to be challenged to get through with a large vehicle such as a fire truck.

The permanent owners in this neighborhood want to keep the neighborhood a safe residential neighborhood and not a commercial zone. Please, do not approve a short term rental permit for 26 Edward Ave. Enough is enough.

Margot Van Dis
1120 Harbor Dr.

From: [Missy Raisbeck](#)
To: [Brian Urquhart](#)
Subject: Short Term Rental Hearing/26 Edwards (Case 26-16)
Date: Monday, May 4, 2026 1:26:18 PM

Dear Committee Members,

My husband and I, owners of 40 Edwards Ave, respectfully request that this correspondence be included in the May 12 hearing regarding short-term rentals on Edwards Avenue.

We appreciate the committee's decisions to deny the previous two applications for short-term rental use - 4 Edwards and 36 Edwards, both denied last year. When we purchased our cottage, it was never our intention to be part of a rental-focused community.

I have been visiting Edwards Ave. every summer for over 60 years, ever since my grandparents owned The Songbird at 16 Edwards. Our desire to remain part of the Grand Haven community has always been rooted in the strong sense of family and continuity we've felt on this street.

We are now at a tipping point. Allowing additional short-term rentals risks permanently altering the quaint, quiet, and peaceful character that has defined Edwards Ave. for generations.

Beyond the loss of neighborhood atmosphere, there are several practical concerns that support denying another short-term rental application:

- Extremely limited parking
- Increased noise
- Decrease in property values
- Decrease in tax values
- Increased traffic and congestion

Thank you for your consideration and for your continued efforts to preserve the integrity of our neighborhood.

Sincerely,

Mark and Missy Raisbeck

From: [catherine ruster](#)
To: [Brian Urquhart](#)
Subject: 26 Edwards Avenue - opposition to short term rental application
Date: Friday, May 8, 2026 12:24:27 PM

Dear Grand Haven Planning Commission,

We are writing to oppose the approval of a permit for a Short-Term Rental (STR) at 26 Edwards Avenue, Grand Haven.

26 Edwards is directly opposite our property and all traffic and noise from that property are keenly felt by us as we are only a few feet away and are downhill. Already, the two neighboring properties (22 and 20 Edwards) are registered STRs. All three properties have extensive decking and cars parked mere feet from our home. The noise created by gatherings - even if not full on parties - is very disruptive to us in the down dune direction. If approved, 6 of the 8 properties nearest our home will be STRs and that is a completely unacceptable density of renters.

Parking and traffic on Edwards is already tight, and the conversion of an owner occupied home to an STR will further exacerbate the already difficult situation in our over-rented neighborhood. We read in the property listing for 26 Edwards that it has 8 dedicated parking spaces. At most it has four, unless it has parking spaces somewhere other than on Edwards Avenue. Should 8 renters' cars be parked in front it will obstruct the right of way. See attached recent photos of five renter's cars in the space allotted for two cars adjacent to our parking for an example of the reality of living near STR properties. See also the attached property map showing our property - where we live and work - already bombarded on all sides by STRs highlighted in yellow. With 26 Edwards highlighted in orange.

Further exacerbating the situation, Edwards Avenue itself is crumbling and desperately in need of full resurfacing, although we do not see it on any list of resurfacing projects. If the City insists on further burdening our street, it needs to support the infrastructure around it.

As it is very relevant to the STR applications, we would like to ask - yet again - what is the Planning Commission's view on the appropriate density of STRs? The neighborhood that drives and parks on Edwards has 33 properties. This includes four homes with Harbor Avenue addresses which are the second through fifth homes on the left as you enter Edwards, as well as properties on Peterson Ridge. This includes a property at 5 Peterson Ridge that has operated as an illegal STR for over a decade and which is consistently booked. This creates a very high density of rental use/traffic in a small area. If approved - and including the illegal STR which is two homes away from us - 12 of the 33 homes (36%) in our small neighborhood would be STRs. This density has been steadily increasing and has already changed the nature of it for the worse with the

additional noise, traffic and general untidiness (overflowing trash receptacles, towels strewn over balconies, bicycles and scooters left on the roadway, etc.). In researching appropriate density for short term rentals, it appears jurisdictions limit them to 10% of homes or lower due to these nuisances. Sadly, we have already lost the family friendly neighborhood we moved into and should not be subjected to further deterioration.

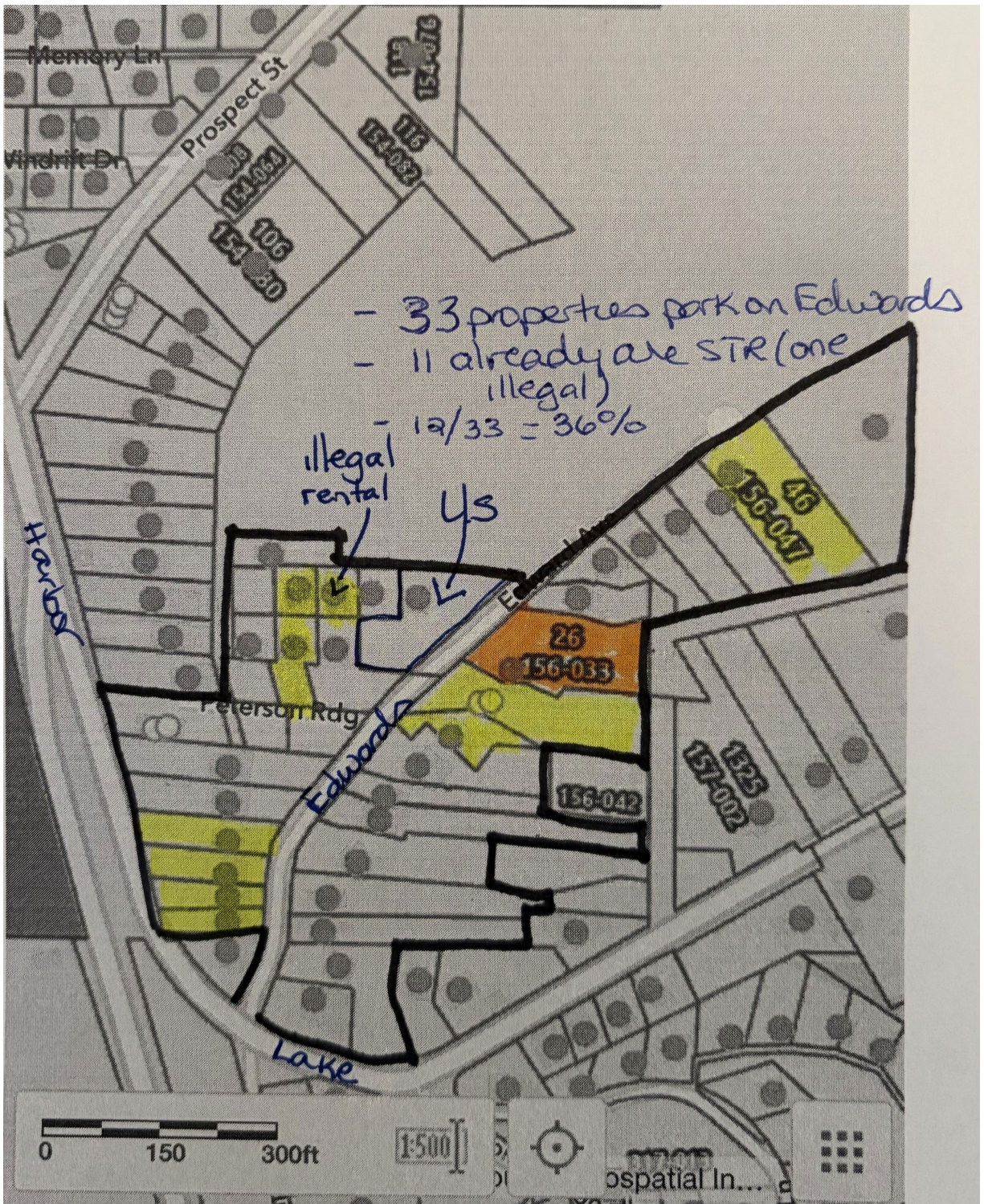
We also cannot support the approval of a new STR adjacent to our home when it's taken over a year for the City to address the illegal short term rental which is still actively renting on VRBO (despite the City's recent considerable efforts).

If the Planning Commission does not choose to establish a reasonable density target, we hope it reviews City Ordinance 406.01 which states the intent of the Dune Residential Neighborhood is "to preserve the character of the neighborhoods and resources of the dunes for the enjoyment of residents and visitors alike" and that "In particular, short-term rental uses are permitted only with special use approval, based on standards designed to protect the residential character of the neighborhoods." When more than a third of our neighborhood is turned over to commercial use - and 75% of the properties surrounding our own home - it has already lost its residential character. The owners benefit financially each week and we lose our peace and quiet and our own financial investment.

We are being squeezed on all sides by these short term rental properties and our neighborhood is stressed. The current request should be denied and we think the time has come for a pause on any newly approved STRs in our neighborhood. We need the City's help and we thank you for considering our concerns.

Brian and Catherine Ruster
9 Peterson Ridge, Grand Haven





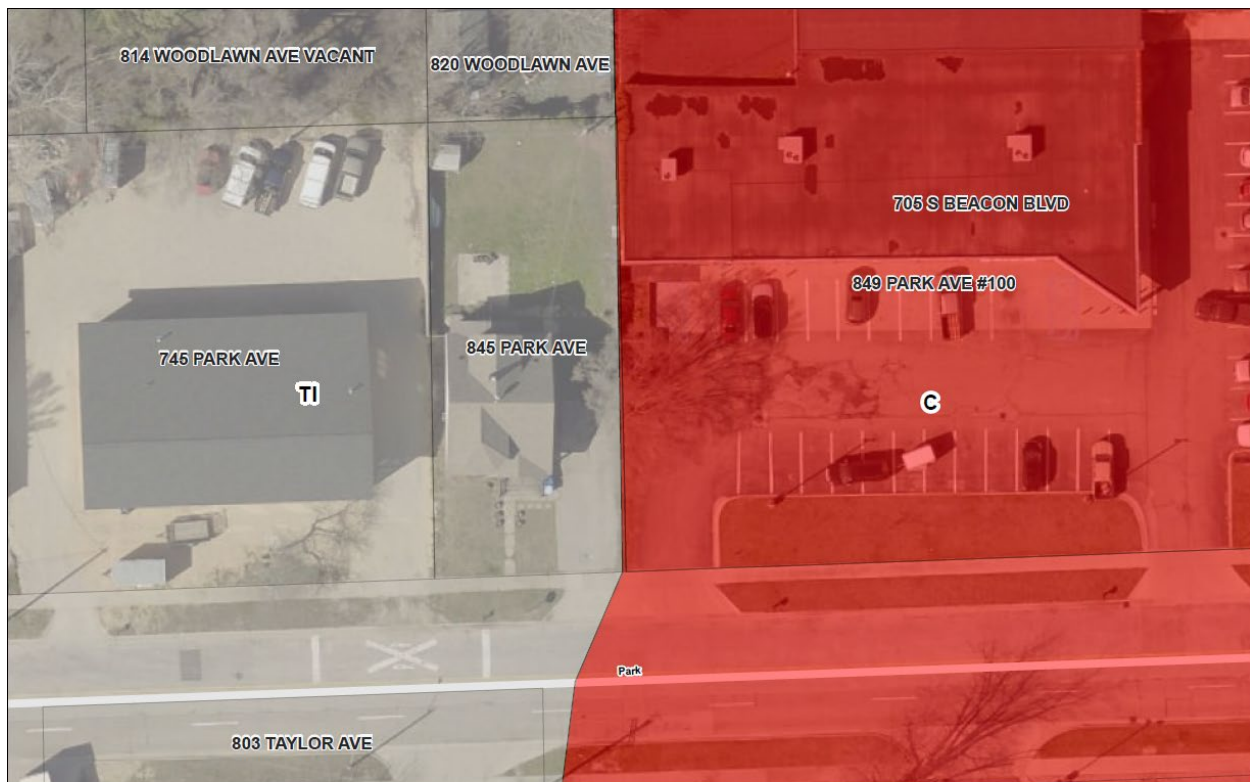
DATE: May 9, 2026
TO: Grand Haven Planning Commission
FROM: Brian Urquhart, City Planner
RE: Case 26-17: Site Plan Application – 845 Park Ave

Current Zoning: TI, Transitional Industrial District
Existing Use: Former Dwelling
Proposed Use: Office Space

1.0 Request

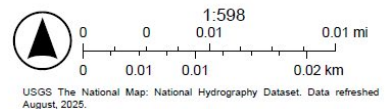
Mary Hames, on behalf of Carloyn Jett Properties LLC, has submitted a site plan review application to redevelop the property at 845 Park Avenue (parcel #70-03-28-153-011) into an office space, which is permitted per Sec. 40-419.01.A. The proposal maintains the existing home, resizes the front deck, converts the front and rear yards into parking, and installs landscape screening around the parking and along property lines.

TI – Transitional Industrial District allows for the transition of dwellings into commercial/industrial uses. The request was prompted by a Change of Use Permit in 2025, in which the site improvements prompted site plan review by the Planning Commission per Sec. 40-115.02.



5/8/2026

Zoning Districts
 Transitional Mixed Use
 Commercial





70-03-28-153-011

10/28/2025

Street View

2.0 Site Plan Review

Building

No changes to the building's exterior are planned. The total floor area is 3,081 sq. ft. with 946 sq. ft. of office space. The deck in front will be resized to allow for an additional parking space.

Parking & Drive Aisles

A challenge with converting a single-family dwelling into office is providing ample on-site parking and drive aisle widths. Sec. 40-604.E, for an office space, requires 1 space per 300 sq. ft. of gross floor area. The applicant is requesting 5 spaces for employees, for a total of 8 spaces. The site plan calls for 2 parking spaces in the front yard, 3 parallel parking spaces along the east lot line, and 3 spaces behind the building. The drive aisle along the home and parking spaces are shown at 12 ft.

Signage & Lighting

No signage is proposed. An outdoor floor light will illuminate the rear yard. The applicant does not anticipate overnight parking or extensive after-hours use for the office building.

Dumpster Enclosure

The applicant states that no dumpster enclosure will be proposed, however the carts will be hauled to the road for weekly pick up.

Landscaping and Screening

Arborvitae, Crabapple and Maple trees will be planted along the north and west lot lines. A fence will be installed along the east lot line between the commercial business at 849 Park Ave. Sec. 40-601 requires parking for nonresidential uses in the TI district to be located in the rear of the building, or establish a continuous façade wall along the street, or conceal the parking area. The Planning Commission may determine due to the shape and size of the lot, the two spaces in the front yard can be appropriately screened through a landscape buffer of 5 ft. in width, with landscape plantings of Boxwood and St. John's Wort planted at 30" and 24" to help conceal the front yard parking.

Snow storage

The plan calls for snow to be stored in the back of the rear yard. The applicant will remove snow from the site should parking during the winter become challenging.

3.0 Sample Motion

Motion to APPROVE Case 26-17, a request for a Site Plan Review for an office building at 845 Park (parcel #70-03-28-153-011) based on the information submitted for review, subject the following:

1. *The front yard parking spaces are appropriately screened per Sec. 40-601.A.*

Attachments:

- A. Site Plan application
- B. Project Narrative
- C. Site Plan

SITE PLAN REVIEW PERMIT APPLICATION

Community Development 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: _____

Parcel #: _____ Zoning District: _____

Current Use: _____ Proposed Use: _____

Area in Acres: _____ Zoning of adjacent properties: _____

2. Applicant

Name: _____

Company: _____

Address #: _____

Phone #: _____

Email: _____

3. Property Owner

Name: _____

Address: _____

Phone #: _____

Email: _____

4. Required Attachments

- PDF + 5 copies of the application
- PDF + 5 copies of site plan
- PDF + 5 copies of the building elevations
- PDF + 5 copies of the landscape plan
- Project phasing plan (if applicable)
- Signage plan and details
- Proposed topographic map
- Existing topographic map

5. Fees and Escrow Deposit

Up to \$100,000: \$200.00

\$100,001 to \$500,000: \$300.00

\$500,001 to \$1,000,000: \$400.00

\$1,000,001 & Up: \$500.00

Estimate Project Cost: \$ _____

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.

6. Details of the Nature of Work Proposed *(please identify materials and colors to be used)*



7. Buildings and Structures

Number of buildings on site: _____ Use of buildings: _____
Height of buildings & # of stories: _____ Height of rooftop mechanical equipment: _____

8. Floor Use and Area (in square feet)

Commercial Structures

Total floor area: _____
Open space (area & %): _____
Office space (area): _____
Retail space (area): _____
Industrial space (area): _____
Assembly space (area): _____
Seating capacity: _____
Maximum occupancy load: _____

Residential Structures

Total floor area: _____
Total # of units: _____
of 1 bedroom units: _____
of 2 bedroom units: _____
of 3 bedroom units: _____
Open space (area and %): _____
Rental or condominium?: _____
Maximum occupancy load: _____

9. Setbacks (see Article Four: District Regulations, Table 40-402.02, for setback requirements)

Required front yard: _____ Proposed front yard: _____
Required rear yard: _____ Proposed rear yard: _____
Required total side yard: _____ Proposed total side yard: _____

10. Parking (see Article Six: Parking, for zoning requirements)

Required # of spaces: _____ Proposed # of spaces: _____
Typical angle of spaces: _____ Size of spaces: _____
Location of parking on site: _____ Number of handicap spaces: _____
Shared parking agreement?: _____ Location and # of off-street spaces: _____
Number of employees: _____
Explanation of screening (including location and materials): _____

11. Loading (see Section 40.605.04 for loading space requirements)

Required # of spaces: _____ Proposed # of spaces: _____
Typical angle of space(s): _____ Size of space(s): _____
Location of loading space(s) on site: _____
Explanation of screening (including location and materials): _____

12. Site Lighting (see Section 40-317 for lighting requirements)

Building Lighting

of fixtures proposed: _____
Type of lighting proposed: _____
Height of fixtures: _____
Location of fixtures: _____

Parking Area Lighting

of fixtures proposed: _____
Type of lighting proposed: _____
Height of fixtures: _____
Location of fixtures: _____
Foot-candles at property line: _____

13. Landscaping (see Article Eight: Landscaping, for zoning requirements)

Location of landscape areas: _____ Proposed landscape material: _____



14. Exterior Trash Receptacles (see Section 40-301.03 for Dumpster Enclosure requirements)

Location of receptacle: _____ Size of receptacle: _____
Enclosure material: _____ Height of Enclosure: _____

15. Mechanical Equipment (see Sections 40-306.08(C) & 40-322 for zoning requirements)

Ground Mounted Mechanical Equipment

of units: _____
Size of units (LxWxH): _____
Location of units: _____
Screening: _____

Rooftop Mechanical Equipment

of units: _____
Type of rooftop units: _____
Size of units (LxWxH): _____
Location of units: _____
Screening: _____

16. Accessory Buildings (see Section 40-301 for standards for accessory buildings)

of accessory building(s): _____ Size of accessory building(s) (LxWxH): _____
Location of accessory building(s): _____

17. Emergency Access Features (contact City of Grand Haven Fire Marshal with questions)

Emergency Access Roads: _____
Location of hydrants and fire department connection (FDC): _____

18. Historic District information (contact [City of Grand Haven Historic Conservation District Commission](#))

Is this location within a Historic Conservation District? Yes/No/Unsure
Name of District, if applicable: _____

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: _____

Date of Approval: _____ Date of Denial: _____ Approved by: _____



Narrative Description to Accompany 845 Park Ave Landscape Plan

This application proposes a series of modest site and exterior improvements to the existing office property located at 845 Park Avenue. The intent of these improvements is to enhance site functionality, improve visual character, and provide appropriate screening consistent with adjacent commercial uses, while maintaining the current office use.

The proposed improvements, as illustrated in the submitted site plan (see diagram), include updates to parking organization, landscape enhancements, and minor building frontage modifications.

Site and Parking Improvements

The site will maintain a total of eight (8) parking spaces, arranged in a combination of perpendicular and parallel configurations across the front, side, and rear of the property. These adjustments are intended to improve circulation and usability without increasing intensity of use.

The long-term plan includes asphalt paving of parking and drive areas to improve durability and drainage. However, paving may be deferred to a later phase depending on budget. Until that time, the existing surface will remain and be maintained in a safe and functional condition.

Landscaping and Screening Enhancements

A significant component of this project is the introduction of structured landscaping to improve aesthetics and provide screening at property edges. The landscape plan, as shown in the diagram, includes the following plantings:

- **Deciduous Trees (2 total):**
 - Crabapple 'Royal Raindrops' (approx. 25-gallon caliper) planted along the west/front yard to enhance streetscape character
- **Shade Tree (2 total):**
 - Maple 'Armstrong' (approx. 25-gallon caliper) located toward the southeast portion of the site to provide vertical screening and canopy and another on southwest edge
- **Arborvitae Evergreen Trees (4 total):**

- Arborvitae ‘Green Giant’ (installed at planting height) along the north property line to create year-round screening
- **Foundation / Parking Edge Plantings:**
 - Boxwood ‘Green Mountain’ shrubs (approximately 4 shrubs at 3-gallon size) defining parking edges and entry conditions
- **Street Frontage Plantings:**
 - St. John’s Wort shrubs planted along the sidewalk edge to create a low, continuous landscape border
- **Mulched Planting Beds:**
 - Approximately 3-foot-wide mulched beds surrounding trees and along building edges
- **Lawn Areas:**
 - Defined turf areas along the west property line and around the building perimeter

These improvements are intended to soften the site, provide visual buffering for adjacent properties, and enhance the pedestrian interface along Park Avenue.

East Property Line Considerations

Portions of the proposed improvements shown along the east side of the site—including fencing, grading, paving alignment, and certain screening elements—extend onto or impact property currently owned by AutoZone.

The applicant intends to coordinate with the adjacent property owner to request permission to complete these improvements as shown. However, as this area is not under the applicant’s ownership, these elements cannot be guaranteed and may be modified or omitted depending on property owner approval.

All improvements within the applicant’s property boundaries will proceed regardless of this coordination.

Front Porch and Building Modifications

The existing front porch/deck area will be reduced in size to improve site circulation and better align pedestrian access with parking and entry points. This change also creates additional space for landscaping enhancements adjacent to the building frontage and sidewalk.

Phasing of Improvements

The project is anticipated to occur in phases:

- **Phase 1 (Spring 2026):**
 - Reduction of the front porch/deck area
 - Installation of landscaping and screening elements (trees, shrubs, mulched beds, lawn areas)
 - Minor site preparation and cleanup
- **Phase 2 (Future / Budget Dependent):**
 - Asphalt paving of parking and drive areas
 - Final grading and drainage refinements
 - Potential east-side improvements subject to adjacent property owner approval

DATE: May 9, 2026
TO: City of Grand Haven Planning Commission
FROM: Brian Urquhart, City Planner
RE: **Housing text amendments**

1.0 Request

Over the past few months, the Planning Commission discussed the housing challenges in the City. Some of these challenges were market forces, however some could be addressed through regulatory action by local zoning. After identifying a list of “low hanging fruit” zoning amendments, the Planning Commission classified the actions into two tiers with respect to feasibility:

Action	Feasibility	Tier	Recommendation	Comment
Decrease min. dwelling size in LDR to 570 sq ft.	Low	1	Rezone parcels located South of Taylor, North of Ohio, east of Despelder, and west of Beechtree from LDR to MDR	See map
Two-family by right in MDR	High	1	Amend Sec. 40-404.02.A to include two-family dwelling	
Two-family with ADU	Med.	2	Amend ordinance to allow two-family dwellings with ADU.	Which zoning districts?
ADU by right in zoning districts	Low	2	No recommendation made.	
Definition of triplex and quad-plex	High	1	Amend Article II –Definitions, Multiple-family dwelling definition, and applicable charts, tables, etc.	
Increase lot coverage from 35% to 40% for ADUs	Med.	2	Determine which districts should be permitted ADUs where an increase in lot coverage would be appropriate.	
Reduce required parking from 2 per dwelling unit to 1.2 per dwelling unit	High	1	Amend Sec. 40-604.03 – Required spaces per unit of measure. Perhaps keep single and two-family dwelling at 2 per dwelling unit.	1.2 aligns with mixed-use and residential above retail uses
Allow on-street parking year-round with odd/even parking during winter	Very Low	2	No recommendation made. Planning Commission requested communication from DPW and DPS.	See email
Require 10% dwelling units in a multiple-family dwelling or Planned Development be designated as affordable units	Med.	2	Continued discussion. Consider if 10% is appropriate and what the minimum density should be for this requirement. Define attainable and affordable housing.	
Address seasonal vacancies	High	2	Allow for SLU in mixed-use areas, but not in traditional residential neighborhoods. Keep all new STR requests at SLU	

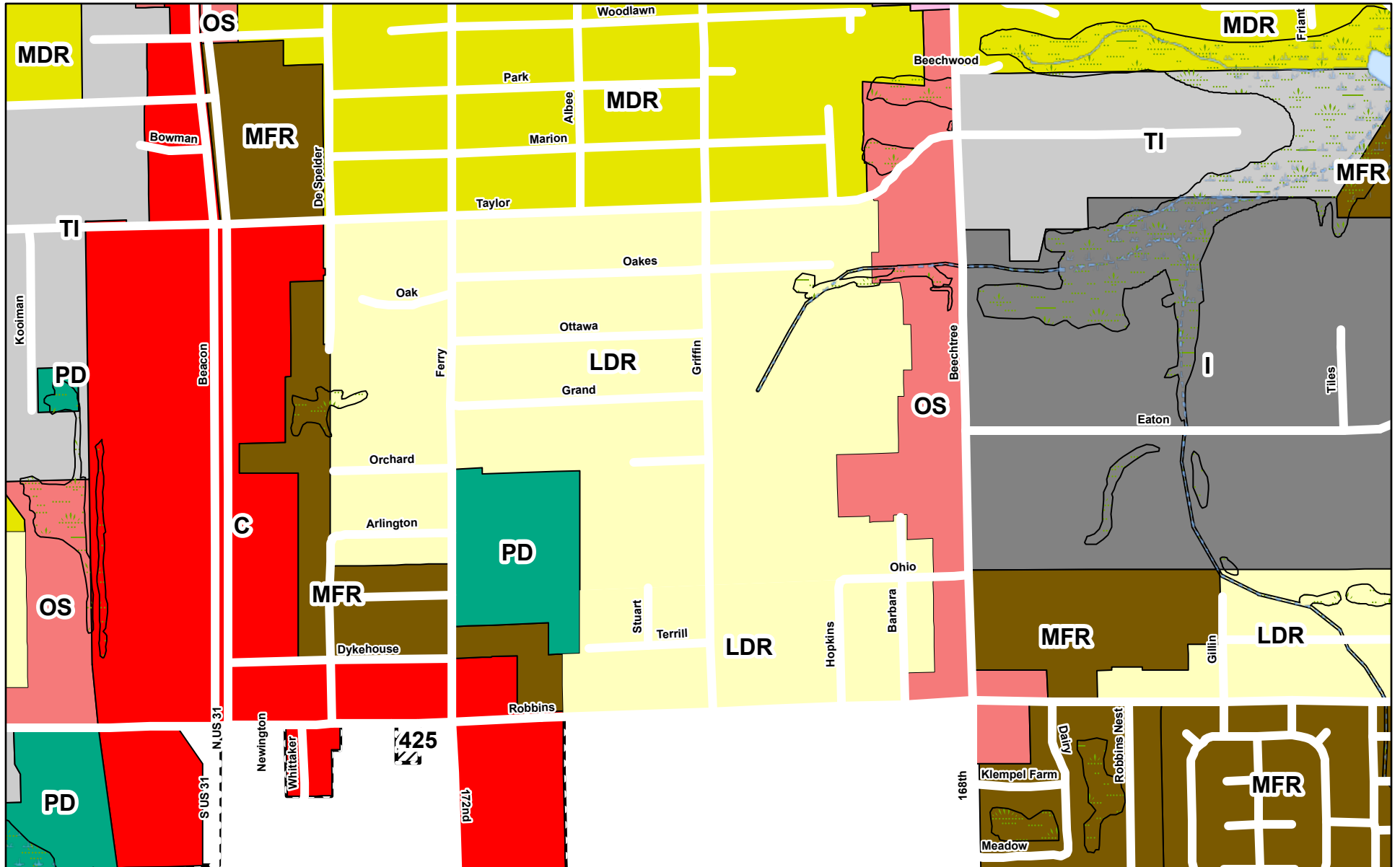
2.0 Objective

Under old business, continue the discussion of the text amendments as necessary. A revised approach is to request a joint meeting with City Council. The joint meeting may provide direct feedback to the Planning Commission to ensure the text amendments are feasible and satisfactory, prior to a public hearing or public participation process. If so, it's recommended to hold a joint meeting in June.

Attachments:

- A. Email from Dept. of Public Safety Chief Hudson
- B. Zoning Map revision

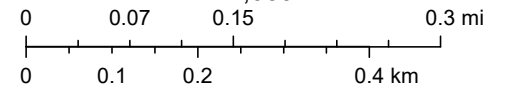
Current zoning



5/8/2026

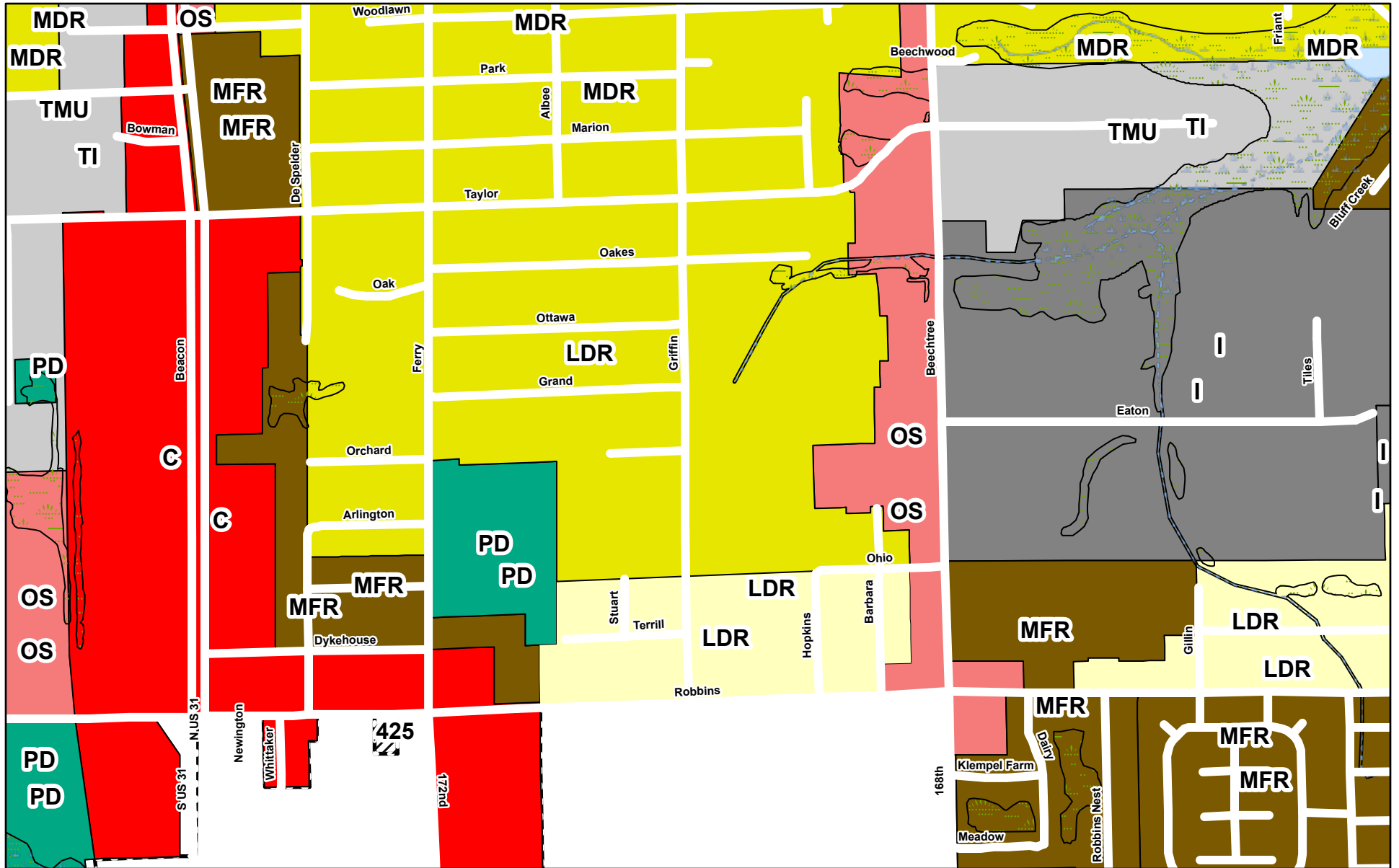
- | | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

1:12,039

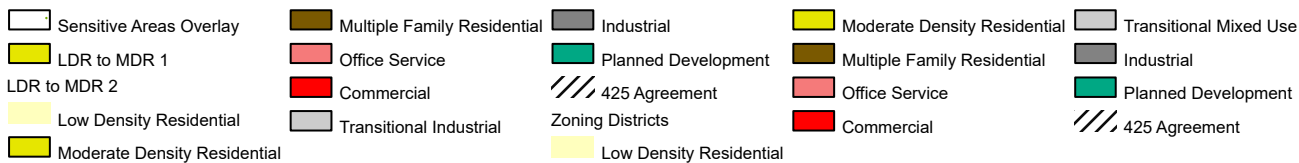


USGS The National Map: National Hydrography Dataset. Data refreshed August, 2025.

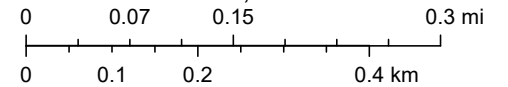
Proposed zoning map



5/8/2026



1:12,039



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

From: [Nichole Hudson](#)
To: [Brian Urquhart](#); [Michael England](#)
Subject: Overnight Parking
Date: Wednesday, March 4, 2026 11:33:07 AM
Attachments: [image001.png](#)

Brian,

We do maintain a list of criteria that we consider when granting parking exemptions, but we intentionally keep those exemptions to a minimum for the sake of DPW plowing operations and emergency operations.

Several years ago, we explored implementing odd-even parking in the Old Town area. However, we found that even within a small section of the city it created significant logistical challenges. Expanding that model citywide would only magnify those issues. Many of our streets are not wide enough to effectively support odd-even parking, and some streets already have parking restricted to one side only. Managing how those streets would function under an odd-even system presents additional complications.

Enforcement would also become more complex. There would likely be confusion among residents regarding odd versus even days, and DPW would potentially need to return to streets repeatedly as vehicles shift sides. Under our current exemption process, DPW plows may only need to navigate around a limited number of vehicles citywide, rather than dealing with widespread parking shifts every other night. This approach also significantly reduces enforcement demands, as officers are not required to monitor alternating sides of every street, emergency lane access, and related concerns.





For comparison, the City of Holland enforces a winter parking ban from November through May. Our seasonal restriction runs from December through April, which we believe is a reasonable and balanced timeframe given Michigan weather conditions.

At this time, we are not looking to change our overnight parking operations. The current case-by-case exemption process remains the most practical and efficient approach for overall city operations.



Nichole Hudson

Chief

 616-842-3460
 nhudson@grandhaven.org
 616-847-6050
 525 Washington Ave.
Grand Haven, MI 49417