

**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 Planning Commission for their hard work.

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.

Chair Galligan opened the public hearing at 7:06 p.m.

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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 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

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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 Kalis 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.*

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)

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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

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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. Sow will all be removed off site according to the applicant.

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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.

Groothuis stated the BLP and the City have 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 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 shed be located near the maintenance building in the rear parking lot and could be possibly smaller in size.

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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.

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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, decide by the Planning Commission.

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

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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 necessary 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 regarding an underground 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 informed commissioners about the public open house for the Centertown Vision Plan scheduled at Central Park Place for Wednesday, May 13, 2026 from 6pm-8pm.

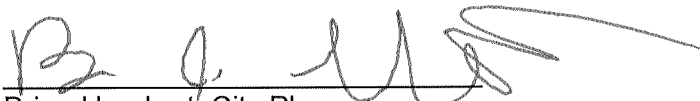
Call to the Audience: Second Opportunity

Kyle 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.



Brian Urquhart, City Planner