

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



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

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

Absent: David Skelly

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

Approval of Minutes

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

Approval of Agenda

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

All ayes. **Motion passes.**

Call to the Audience: First Opportunity: None

Public Hearing:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

All ayes.

Public Hearing closed at 7:10 p.m.

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

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

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

Smelker voiced concern about having a large curb cut.

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

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

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

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

Roll Call Vote.

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

Nays: None

Motion passed.

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

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

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

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

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

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

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

Roll Call Vote.

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

Nays: None

Motion passed.

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

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

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

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

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

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

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

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

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

Public Hearing closed at 7:30 p.m.

Smolenska asked to be recused.

John Steinbach, 18 N 7th St, was present for any questions.

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

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

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

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

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

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

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

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

Roll Call Vote.

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

Nays: Pierce

Abstain: Smolenska

Motion passed.

New Business:

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

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

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

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

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

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

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

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

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

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

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

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

Roll Call Vote.

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

Nays: None

Motion passed.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Smelker stated she would like the see the sidewalks maintained.

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

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

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

Roll Call Vote.

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

Nays: None

Motion passed.

Old Business: None

Zoning Board of Appeals Liaison Report:

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

There is no meeting for July.

City Planner Report:

Urquhart thanked the commissioners for their flexibility.

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

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

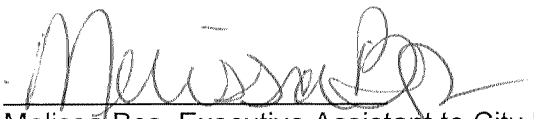
Urquhart mentioned that August would be a busy meeting as they hoped to have the final development plan for the hotel.

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

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

Call to the Audience: Second Opportunity: None

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



Melissa Bos, Executive Assistant to City Manager