

**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
PLANNING COMMISSION MINUTES
August 13, 2024**

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

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

Absent: Amy Kozanecki

Also Present: City Planner Brian Urquhart, City Manager Ashley Latsch, Mayor Monetza, and members of the public.

Approval of Minutes

Motion by **Vice-Chair Ryan Galligan**, seconded by **Smolenska** to approve the minutes of the July 9th and July 23rd 2024 meetings with corrections. All ayes. **Motion passes.**

Approval of Agenda

Motion by **Pierce**, seconded by **Smelker** to approve the agenda. All ayes. **Motion passes.**

Call to the Audience; First Opportunity

Dan Dempsey, 215 S. 1st St., spoke in support of his request to add onto the home at two-family dwelling at 215 S. 1st St.

Katie Broekhoff, 222 Franklin Ave., spoke in support of her request to convert 222 Franklin Ave. from a residential above retail into a two-family dwelling.

Case 24-26: Request to amend a special land use for a two-family dwelling at 215 S. 1st St. (parcel #70-03-20-451-012)

Urquhart introduced the case. He noted the Planning Commission approved the special land use request for a two-family dwelling in the Southside zoning district in 2022. The applicant is requesting to add 1500 sq. ft. of living space on the two levels beneath the existing deck. The additional sq. ft. would increase the total floor area over 15%, which would require approval by the Planning Commission to amend the existing special land use. Urquhart noted there are no changes to lot coverage, building heights, or setbacks.

Chair Dora opened the public hearing at 7:14 pm.

Motion made by **Owens**, seconded by **Smolenska** to close the public hearing. All ayes. **Motion passes.**

Chair Dora closed public hearing at 7:14 p.m.

Skelly asked if there would be a possibility for the applicant to short term rent the dwelling unit. Urquhart responded no.

Motion made by **Smolenska**, seconded by **Owens**, to approve a request to amend a Special Land Use Permit for a two-family dwelling located at 215 S. 1st St. (parcel #70-03-20-451-012), based on the information submitted for review and subject to the following condition(s):

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

Roll call vote. All ayes. **Motion passed.**

Case 24-27: A request consider a special land use permit for two-family dwelling at 222 Franklin Ave. (parcel #70-03-20-453-004)

Urquhart presented the case. He said property owner Katie Broekhoff would like to convert the building from a residential above retail, into a two-family dwelling. The lower level was formerly a salon and would be converted into a dwelling. The two-family would require a special land use.

Urquhart said there are 4 parking spaces in the rear of the property, satisfying the ordinance for a minimum of 2 spaces per dwelling unit.

Dora opened the public hearing at 7:20 pm.

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

Chair Dora closed the public hearing at 7:21 pm.

Galligan expressed concern over the parking lot and the location of the dumpster. Skelly also was concerned.

Motion made by **Pierce**, seconded by **Smelker** to approve Case 24-27, a request for a Special Use Permit for a two-family dwelling at 222 Franklin (parcel #70-03-20-453-004) based on the information submitted for review, subject to the following condition:

- 1. The applicant shall submit a property boundary survey depicting the location of parking and the dumpster.*

Roll call vote. All ayes. **Motion passed.**

Case 24-28: A request consider a special land use permit for a short term rental at 222 Franklin Ave. (parcel #70-03-20-453-004)

Urquhart introduced the case. He said the property fronts a key street and a driveway access off Franklin Ave. which provides the site to be eligible as a short term rental in the Southside District. He said the site

plan and floor plan provided by the applicant indicates there would be no improvements made the property or the home.

Chair Dora opened the public hearing at 7:36pm.

Kirsten Runschke, 1609 Pine Ridge Dr., suggested a property boundary survey may be helpful to delineate the concerns raised by the commissioners.

Motion made by **Skelly**, seconded by **Galligan** to close public hearing. All ayes. Motion passes.

Chair Dora closed the public hearing at 7:38pm.

Galligan and Skelly would like to see screening in the rear of the property. Broekhoff was receptive to adding landscape screening to the rear yard.

Pierce commented there are too many short term rentals in the vicinity.

Dora recommended to have a definitive property boundary survey, which includes the recording of a shared driveway agreement as required per Sec. 40-605.

Motion made by **Smolenska**, seconded by **Galligan** to approve Case 24-28, a request for a Special Use Permit for a short term rental at 222 Franklin (parcel #70-03-20-453-004) based on the information submitted for review, subject to the following conditions:

1. *Sleeping occupancy shall be limited to 6 persons per dwelling unit due to the limitation of 2 parking spaces per unit.*
2. *Property boundary survey shall be submitted to delineate the shared driveway and easements necessary for.*
3. *If property boundary reveals the dumpster is on the owner's property, it shall be removed or screened.*

Roll call vote. All ayes. **Motion passed.**

Case 24-29: A request to consider a special land use permit for two-family dwelling at 313 N. 5th St. (parcel #70-03-21-301-018)

Urquhart presented the case. He said the property was a single family dwelling, wanting to be converted by the property owner, Brian Stewart into a two-family dwelling. A two-family dwelling is permitted via special land use, and upon ownership transfer, the conforming use would be solidified.

Stewart said he is not making any changes to the building size, footprint, bedrooms. He is proposing to remove the garage, add a driveway and parking pad, and improve landscaping.

Dora opened the public hearing at 7:57 pm.

Motion made by **Pierce**, seconded by **Galligan** to close public hearing. All ayes. Motion passes.

Chair Dora closed the public hearing at 7:58pm.

Commissioners expressed their concern the site plan did not include enough detail. Stewart responded since there are no exterior improvements, a detailed site plan wouldn't be necessary.

Urquhart added that a land use permit would be necessary for the driveway, and the level of detail can be included on the permit for any architectural changes, impervious surface improvements, removal of the detached structure, floor plan, and landscaping. This could be a condition of approval.

Motion made by **Skelly**, seconded by **Smolenska** to approve Case 24-29, a request for a Special Use Permit for a two-family dwelling at 313 N. 5th St. (parcel #70-03-21-301-018) based on the information submitted for review, subject to the following conditions:

1. *All conditions of the Board of Light & Power and Dept. of Public Works shall be met.*
2. *A land use permit shall be submitted to provide details of the floor plan, demolition of existing building, and architectural features.*

Roll call vote. Ayes: Smolenska, Borchers, Skelly, Galligan, Pierce, Smelker, Owens. Nays: Dora. **Motion passed.**

Case 24-19: A request for a site plan review for a mixed-use development at 7th St and Columbus Ave. (parcels #70-03-21-353-002, #70-03-21-353-002, #70-03-21-353-004)

Smolenska noted she has a conflict of interest, and recused herself from discussion and voting on the case.

Urquhart introduced the case. He said 626 Columbus Ave. was rezoned from OT to NMU last year. The parcels would be all part of the Centertown Overlay district, which provided for a building height maximum of 40 ft. and lot coverage of 100%. Urquhart said the site plan changed slightly since the conceptual, with changes to exterior materials on the upper levels from stone to vinyl siding. Urquhart said the development would have an office space on the corner, and existing tenants, Guitar Haven and Tenden, would remain in the same building. The two upper levels would consist of 6 dwelling units per floor, and roof top space.

Urquhart noted the applicant abandoned the idea for a mural on the west wall, however did point out the arched windows, entrances, and doorways are imperative to the design for the development, and recommended that any change to these should be considered a major change, and subject to Planning Commission review.

Kirsten Runschke, 1609 Pine Court, said the design has improved, with an increase in transparency for the east and north elevations. She added that each residential floor will have 6-units, 2 bedrooms and 2-bathroom.

Borchers inquired if the entrance off 7th St. was needed. Runschke responded that the one-way off Columbus would be difficult for residents to come in and out, in which they would need to travel around a

block each time they entered and exited. Borchers added that the 2nd and 3rd floors went from stone to cement board, which he liked the original look.

Smelker complimented the applicant on the transparency increase. She did say there is a lot of wall space on the west wall. Runschke said building code restricts the amount of transparency for residential.

Pierce like the design of the windows. Skelly agreed. He asked if the properties were for rent or for sale. John Groothuis, 115 Sherman responded that each unit would be estimated around \$500,000 to \$575,000. Skelly asked if there would be a sustainable or low impact development practices for the development. Groothuis would be open to some practices for sustainable. He also asked about dumpsters. Runschke said there would be roll away dumpsters.

Dora asked about parking, proximity to the bicycle parking, and logistical problems with the roll away dumpsters.

Motion by **Pierce**, seconded by **Galligan**, to approve Case 24-19, a request for a site plan review for a mixed-use development at 7th & Columbus Ave. (parcels #70-03-21-353-002; 003; 004) based on the information submitted for review, subject to the following conditions:

1. *All conditions of the BLP and DPW are met.*
2. *Any proposed revisions to the arched entrances, windows, and doorways shall be considered a major change, and shall be subject to Planning Commission review.*
3. *An access easement shall be recorded and provided to the city in the occurrence the property at 7 N. 7th St. changes ownership.*

Roll call vote: Ayes: Borchers, Dora, Owens, Skelly, Galligan, Pierce, Smelker. Nays: None. Abstain: Smolenska. **Motion passed.**

Zoning Board of Appeals Liaison Report

Urquhart said there was no meeting in July or August.

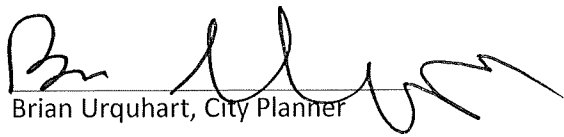
City Planner Report

Urquhart reminded the commissioners the next few meetings will be busy. Will ensure that applications are held to a standard for completeness to avoid delays in Planning Commission review. Urquhart also warned applicants of some fraudulent activity regarding recent cases, and not to comply with any unauthorized request for payment.

Call to the Audience; Second Opportunity

Zach Alichar, 520 Monroe, requested his property at 520 Monroe, which is not located one key street in the OT District, be considered as a short term rental.

Adjournment: Chair Dora adjourned the meeting at 8:41 pm.


Brian Urquhart, City Planner