



**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
PLANNING COMMISSION MINUTES
JANUARY 14, 2025**

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, Dan Borchers, Amy Kozeneki, David Skelly, Tamera Owens, Joe Pierce, Chair Mike Dora

Absent: Jennifer Smelker, Vice-Chair Ryan Galligan

Also Present: City Planner Brian Urquhart, City Manger Ashley Latsch, Assistant City Manager Dana Kollewehr, Mayor Bob Monetza and members of the public.

Approval of Minutes

Motion by **Skelly**, seconded by **Pierce**, to approve the minutes of the December 10th meeting with the following corrections:

- 1) Borchers stated he would like to add that the Dwelling Place went door to door and held a town hall in an effort to communicate with the neighboring areas regarding the sensitive overlay.
- 2) A correction to page 5 of minutes to reflect when the public hearing closed.

All ayes. **Motion passes.**

Approval of Agenda

Motion by **Smolenska**, seconded by **Kozeneki**, to approve the agenda with the following changes.
All ayes. **Motion passes.**

Call to the Audience: First Opportunity
None

Public Hearing

Case 25-03: A public hearing for a special land use permit for short term rental at 108 Prospect St. (parcel #70-03-29-154-064).

Urquhart introduced the case. Applicant Jacqueline Lyons submitted an application for a Special Land Use Permit for Short-Term Rental located at 108 Prospect Ave. (parcel #70-03-29-154-064). The Dune Residential District also allows short term rentals as a special land use. 108 Prospect is a single family dwelling located in the 5-mile hill area of the Dune Residential District. The home contains three bedrooms and a sunroom with a daybed, allowing for a sleeping occupancy up to 11 people. Currently, there is a two car garage, and a concrete driveway located in front of the home that fits up to 6 vehicles. A

total of 8 parking spaces can be permitted. The neighborhood characteristic is primarily single-family homes. There are a few short term rentals nearby, all of which received prior approval.

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. The applicant has provided a narrative responding to the review standards and a scaled drawing depicting the floor plan and a site plan.

Adjacent uses		
Address	Use	Short Term Rental?
106 Prospect St.	Single-family	Yes, via SLU
102 Prospect St.	Single-family	No
101 Prospect St.	Single-family	Yes
16 Memory Ln.	Single family	No
6 Windrift	Parking area	No
10 Memory Ln.	Single family	No
112 Prospect St.	Single family	No
116 Prospect St.	Single family	No

As of the date of this staff report, the City has not received any correspondence regarding the case.

Applicant Jacqueline Lyons, 1030 Kenilworth Lane, Glenview, IL, was present.

Chair Dora opened the public hearing at 7:06 pm.

No public comment.

A motion was made by **Owens** and seconded by **Skelly** to close the public hearing.
All ayes. **Motion passes.**

Chair Dora closed public hearing at 7:07 p.m.

Pierce, Borchers, Owens, Smolenska, and Kozeniecki agreed, stating they liked the occupancy condition and were okay with moving forward.

Skelly asked the applicant who would be managing the property in addition to screening and trash services. Lyons responded, stating they had a property management company she was looking into as she lived out of state. She also mentioned there were trees around the property regarding the screening. The applicant is using Republic Services for the trash services.

Chair Dora had no further questions.

Motion made by **Smolenska**, seconded by **Owens**, to approve Case 25-03, a special land use permit for short term rental at 108 Prospect Ave. (parcel #70-03-29-154-064) based on the information submitted for review with the following condition:

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

Roll call vote.

Yeas: Skelly, Owens, Kozennecki, Pierce, Smolenska, Borchers, Chair Dora.

Motion passes.

New Business

Case 25-04: A site plan review for minor automobile repair at 421 N. Griffin St. (parcel #70-03-21-415-006).

Urquhart presented the case. Josh Thompson of *Haven Automotive*, on behalf of property owner Toviel Asset Management LLC, submitted a site plan application for renovating and rehabilitating the vacant building at 421 N. Griffin St. (parcel #70-03-21-415-006) for a minor automobile repair facility. According to the applicant, the building was formerly a boat repair and storage. A minor automobile repair facility is permitted by right in the TI District per Sec. 40-419.02.A. The majority of the improvements are interior; however, changes to use in the TI District require site plan review by the Planning Commission per Sec. 40-115.02.B.

421 N. Griffin is 0.66 acres, surrounded by other aging industrial buildings. The building is 9,100 sq. ft. with 7,700 sq. ft. of repair and shop space and 1,400 sq. ft. of office space. In the project narrative, the plan calls for eight vehicle service bays and an expectation of 8 total employees. The building is nonconforming with respect to the required 25 ft. front yard and 10 ft. south side yard setback but does comply with the north side and rear yard setbacks. The applicant is not proposing any changes to the front facade.

The City did inform Mr. Thompson the distinction between a major and minor automobile repair facility, in which is major repair requires a special land use. Mr. Thompson restated all repair work, including oil change, muffler repair, brake, and tire service, will remain under the definition of minor auto mobile repair. However, any changes to the operations may require special land use approval.

There is a shared concrete driveway south of the building leading to the rear parking area. The site will be able to circulate traffic with maintaining the drive and utilizing the existing overhead door near the office space. This would allow for vehicles to safely enter and exit the property. The applicant is requesting the parking area behind the building remain dirt and gravel. Sec. 40-605.02.A requires all off street parking areas to be comprised of bituminous asphalt, concrete, or approved pavers. By requiring the rear parking area to be paved with an impervious surface, would likely exacerbate the stormwater and drainage issues that currently exist, according to the applicant. The request is to top dress the parking area with gravel to reduce ponding. The Public Works Dept. has reviewed this request and agrees paving the rear area would only amplify the drainage problems on site. Staff anticipates a review letter from the DPW shortly.

The site plan does not call for any improvements to signage, lighting, landscaping, fencing, and screening of waste receptacles. Mr. Thompson will eventually install a sign on the front wall. Staff requests the applicant confirm the waste hauler can access the dumpster in the rear yard. Sec. 40-301.03.H.5 allows the Planning Commission to waive the requirements for dumpster screening should it determine that such waiver would not create any negative impact on the aesthetics of the district. Staff believes due to the location of the dumpster and existing screening in the rear yard, this would be an appropriate waiver.

Applicant Josh Thompson, 6492 Harbor Lane in Norton Shores, was present.

Pierce felt it was a good use of the building and the parking lot, as it made sense, as explained.

Borchers also agreed with the parking lot and an unscreened dumpster.

Kozenecki liked that the building was going to be put to great use, but she voiced concern about the dumpster's accessibility.

Thompson explained that it was a 20ft lot, so there would be plenty of room.

Skelly also agreed with fellow commissioners and asked if DPW was present to discuss the amount of top dressing that would be needed and if there was an inspection after the top dressing was placed. Urquhart stated that it could be put into one of the conditions. Skelly also wondered about the containment of hazardous material that would be used. Thompson responded that it would be stored in approved containers and hauled away as necessary.

Smolenska stated she was happy with the gravel parking lot.

Owens stated she was concerned about the dumpster screening and setting presidencies. Thompson responded by stating that the dumpster's lack of visibility would also present an expense to them. He stated he would be willing to consider it in the future should the situation change.

Chair Dora understood that, based on the dumpster's location, it would not be visible. However, he proposed adding 6ft posts on three sides.

Commissioners discussed dumpster screening requirements.

Motion by **Kozenecki** seconded by **Skelly** to approve Case 25-04 A site plan review for minor automobile repair at 421 N. Griffin St. (parcel #70-03-21-415-006) for the following reason(s):

- 1) *All conditions of the BLP, DPW and Fire Marshal shall be met. A letter from DPW specifying the depth of the top dressing that needs to be added and maintained in the parking lot, as well as an inspection after the dressing has been added.*
- 2) *The Applicant shall provide an updated site plan with the dumpster's location. Dumpster screening shall not be provided as authorized in section 40-301.03H5 of the ordinance because it will not negatively impact the district's aesthetics or compromise the ordinance's intent.*
- 3) *The asphalt requirement has been waived per DPW Documentation*

Roll call vote. Yeas: Skelly, Owens, Kozenecki, Pierce, Smolenska, Borchers. Nays: Chair Dora
Motion passed.

**Case 25-05: Consideration of a site plan view for improvements to Sluka Field 1521 Waverly Rd.
(parcel #70-03-27-105-005)**

Urquhart presented the case. Sluka Field is a 6.2-acre municipal park in the near Beechtree and Waverly. The park has served as a neighborhood staple for decades. The Public Works Dept. has applied for MNDR, LWCF Grant funds for park improvements. Steve Czadzeck of Abonmarche, who is assisting the city with the grant application, will be present to answer any questions from the Planning Commission.

The improvements include demolition of the two dugouts, removal of pavement, removal of unused light towers, installation of two new dugouts, outfield fencing installation, upgrade the bleachers, tree planting, and expansion of existing parking lot with appropriate drainage. The parking lot landscaping and storm water control will comply with city ordinances.

Per Sec. 40-115.02 D of the Zoning Ordinance, the Dept. of Public Works requests the Grand Haven Planning Commission acknowledge this facility improvement and expansion project and defer the site plan review to the City Planner for the following reasons:

- 1.) The project will result in a planned improvement and expansion of an existing use.*
- 2.) The project will not significantly change the nature of the public use.*

Dana Kollwehr, Assistant City Manager, and Steve Czadzeck from Abonmarche were present and gave a synopsis of the site plan and grant parameters.

Owens, Smolenska, Pierce, Borchers, Kozenecki had no further questions.

Skelly asked if there would be an opportunity to continue to seek funds for further improvements. Kollwehr stated there would be a need to continue seeking funds; however, the grant will cover a significant portion of it. The playground will be the remaining portion for improvements.

Chair Dora asked if the lighting would be updated, to which Kollwehr responded that some of the outdated lighting would be updated.

Steve Czadzeck from Abonmarche stated there are requirements within the grant that need to be met. Solar Power lighting was included in the requirements. Czadzeck is currently trying to source durable Solar Power Pathway lighting.

Motion by **Smolenska**, seconded by **Skelly**, to defer Case 25-05, the final site plan for improvements to Sluka Field 1521 Waverly Rd. (parcel #70-03-27-105-005) to the City Planner.

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

Old Business: None

Zoning Board of Appeals Liaison Report

No Meeting

City Planner Report

Noto Plan Development is set to go back to Council on 1-21-25.

Grand Landing Plan Development has changed from 131 rooms and changed to long-term stays and will accommodate 102 rooms. It is scheduled to go before council on 1-21-25. The site plan review details will return to the Planning Commission later this year.

700 Washington will also go before City Council on 1-21-25 for the final reading of the zoning change.

Salvation Army Dwelling Place Sensitive Area Overlay will also be considered by the City Council on 1-21-25 for the final reading to remove it.

Chinook Pier is working together with CopperRock to get a Development Agreement.

Since the MEDC has not funded the diesel plant, Grand Power Works is exploring funding options to move forward. The start date has not yet been determined.

201 N. 3rd is continuing to monitor the situation.

A Special Work Session will be held to discuss Building from Elements. The date is set for Tuesday, February 4th, 2025, at 6:30 p.m.

222 Franklin Ave. the ordinance was in effect when the dumpster was placed. The matter is now being coordinated with code enforcement and corrective action is being taken.

Completing Annual Report.

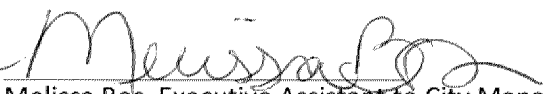
Call to the Audience: Second Opportunity

None

Motion made to Adjourn.

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

Adjournment: Chair Dora adjourned the meeting at 8:57 pm.


Melissa Bos, Executive Assistant to City Manager