

CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN  
ZONING BOARD OF APPEALS  
REGULAR MEETING AGENDA  
December 17, 2025

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Notice and agenda of a regular Zoning Board of Appeals Meeting at 7:00 p.m. to be held in the City Hall Council Chambers, 519 Washington Ave. Zoning Board of Appeals members 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:** Tyler Berg, Richard Norton, Kerry Bridges, Amy Kozanecki, Brendan Pool, Chair Mark Hills, Vice-Chair Paul Shibley

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF MINUTES** – October 15, 2025

**5. CALL TO AUDIENCE – ONE OF TWO OPPORTUNITIES**

**6. PUBLIC HEARING**

**A. Case 25-04:** A request by Chris Barnett and Julie Vaneenenaam for a variance related to an addition to the home at 123 Howard Ave. (parcel #70-03-20-455-013), a variance from Sec. 40-408.02.C to allow a rear yard setback of 8 ft. where the minimum rear yard setback in the S – Southside District is 20 ft.

**7. NEW BUSINESS**

**A. Case 24-08 update:** Revisiting the condition of approval for the variance approved on 11-20-24 by Earth's Edge for a variance for a pole sign at 705 S. Beacon Blvd. (parcel #70-03-28-156-002), to allow a pole sign to be located within the public street right-of-way where the minimum front yard setback for a pole sign in this location is 25 ft.

**B.** 2026 Meeting Schedule

**8. CITY PLANNER REPORT** – ZBA Training, MSU Extension

**9. CALL TO AUDIENCE – SECOND OPPORTUNITY**

**10. ADJOURNMENT**

**DRAFT - ZONING BOARD OF APPEALS  
CITY OF GRAND HAVEN  
MEETING MINUTES**

October 15, 2025

A regular meeting of the Grand Haven Zoning Board of Appeals was called to order by Chair Hills at 7:00 p.m. in the Grand Haven Council Chambers. On roll call, the following members were:

Present: Chair Hills, Amy Kozanecki, Richard Norton, Tyler Berg, Brendan Pool, Paul Shibley

Absent: Vice-Chair Kerry Bridges

Also present: Brian Urquhart, City Planner, Mayor Bob Monetza

**Approval of Minutes**

Motion by Shibley, seconded by Pool, to approve the June 18, 2025 minutes as corrected. Passed unanimously with a voice vote.

**Approval of Agenda**

Motion by Norton, seconded by Pool, to approve the agenda as printed. Passed unanimously with a voice vote.

**Call to the Audience – None**

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**a) Case 25-02: Zoning Board of Appeals will consider a variance to allow a ground sign of 10 ft. in height, in which the maximum height for a ground sign is 6 ft. in the Commercial district for property at 1102 Robbins Road, Grand Haven, MI, 49417 (parcel #70-03-33-201-001)**

Hills opened the public hearing at 7:03pm.

Urquhart introduced the case. He said Casey's reviewed site plan and special land use approval for a gas station at 1102 Robbins Rd. A gas station is permitted by special land use in the commercial district. The original site plan was approved with the condition that the proposed 25 ft. tall pole sign would require a variance from the ZBA.

Since receiving approval, Casey's has decided to go with a ground sign, 10 ft. in height. Urquhart noted that pole signs are permitted in lieu of a ground sign in the Commercial district, but only if the parcel has at least 90 ft. in frontage on US-31. The portion of Robbins Rd. does not allow pole signs, but rather ground signs at a maximum height of 6 ft. the applicant originally wanted the pole sign because of the abundance of pole signs in the vicinity of the gas station. Urquhart said the pole signs are lawful nonconforming, and the applicant was made aware of the sign ordinance prior to submitting sign plan approval.

Paul Hanson, representing Casey's said the ground sign is a standard sign for their brand. Casey's typically would like a pole sign but understood the City's ordinance. He added the gas station canopy and wall signs were in compliance.

Hills asked about the orientation of the ground sign. Hanson responded the sign would be perpendicular to Robbins Road, with both sign faces on each side. Hanson added

Berg asked if there is a set standard for Casey's signs. Hanson responded that Casey's has standard for pole, ground, and wall signs.

Norton asked how large the sign was. Paul Hansen responded with 47.5 square feet.

Motion by Shibley, seconded by Kozanecki, to close the public hearing. Voice vote. All ayes. Public hearing closed at 7:36pm.

The board considered the seven basic conditions.

- A. All members agreed allowing the 10 ft. ground sign would not be contrary to the public interest. Motion by Kozanecki, seconded by Shibley, to approve Basic Condition A. Yeas: Hills, Pool, Norton, Berg, Shipley. Nays: Kozanecki. Condition A **passed** on a 5-1 roll call vote.
- B. All members agreed the addition would not create a use that is not permitted in the Commercial District. Motion by Norton, seconded by Pool, to approve Basic Condition B. Condition B **passed** unanimously on roll call vote.
- C. All member agreed the addition would not create adverse conditions on properties in the immediate vicinity. Motion by Norton, seconded by Berg, to approve Basic Condition C. Condition C **passed** unanimously on roll call vote.
- D. All members agreed the property was unique in the fact the building addition was small in nature and was minimal to the rear yard setback. Motion by Shibley, seconded by Pool, to approve Basic Condition D. Condition D **passed** unanimously on roll call vote.
- E. All members agreed the condition or situation of the property was not a result of the applicant. Shibley added the applicant is making most out of the property as they could. Motion by Pool, seconded by Shibley, to approve Basic Condition E. Yeas: Hills, Pool, Berg, Shipley. Nays: Norton, Kozanecki. Condition E **passed** on a 4-2 roll call vote.
- F. All members there is no other reasonable location for the addition to be placed. Motion by Shibley, seconded by Norton, to approve Basic Condition F. Condition F **passed** unanimously on roll call vote.
- G. All members agreed the 10 ft. ground sign request is the variance necessary to make possible the reasonable use of addition to the building. Motion by Shibley, seconded by Norton, to approve Basic Condition G. Hills, Pool, Norton, Berg, Shipley. Nays: Kozanecki. Condition G **passed** on a 5-1 roll call vote.

Motion by Kozanecki, seconded by Shibley, to approve a variance for ground sign 10 ft. in height, where the maximum height of a ground sign is 6 ft. in the Commercial District at

1102 Robbins Rd. (parcel #70-03-22-201-001) based on the fact basic conditions a through g were met.

Yeas: Berg, Pool, Norton, Shibley, Hills. Nays: Kozanecki. The variance was **APPROVED** on a 5-1 vote.

- b) Case 25-02: Pursuant to Sec.40-414.02.D the Zoning Board of Appeals will consider a variance to allow ground floor building transparency of 26.6%, where the minimum approved ground floor building transparency is 40% in the Commercial District at 1102 Robbins Road, Grand Haven, MI, 49417 (parcel #70-03-33-201-001)**

Paul Hansen discussed the proposed windows would be faux windows, which are blacked out windows that do not allow light to pass through them.

Hills asked about a transom along the window. Hanson responded the transom could not be converted into transparent glass. The building design would not support it.

Norton asked about the east wall of the building. Hanson responded the east and south walls would remain in their current state, with no transparency nor public entrance

Shibley asked about the intent of the transparency. Urquhart said the ordinance is a form based-code hybrid with respect to building form and design, and transparency is a critical element of it. Within the commercial district, the city would like to avoid blank walls that are fronting a right-of-way. In this case the minimum amount for a primary wall is 60%. But often times the transparency requirement may not apply due to the fact floor plans require restrooms, storage areas, shelving, or other criteria that make obtaining the minimum transparency difficult.

The board considered the seven basic conditions.

- A. Kozanecki did not agree this condition was met, believe that the transparency requirement was already reduced to 40% by the Planning Commission and the variance would be contrary to the public interest. All other members agreed that allowing a 26.6% ground floor transparency would not be contrary to the public interest. Motion by Kozanecki, seconded by Shibley, to approve Basic Condition A. Yeas: Hills, Pool, Norton, Berg, Shipley. Nays: Kozanecki. Condition A **passed** on a 5-1 roll call vote.
- B. All members agreed the addition would not create a use that is permitted in the Commercial District. Motion by Norton, seconded by Pool, to approve Basic Condition B. Condition B **passed** unanimously on roll call vote.
- C. All members agreed the addition would not create adverse conditions on properties in the immediate vicinity. Motion by Norton, seconded by Berg, to approve Basic Condition C. Condition C **passed** unanimously on roll call vote.
- D. All members agreed the property was unique in the fact the building addition was small in nature and was minimal to the rear yard setback. Motion by Shibley,

seconded by Norton, to approve Basic Condition D. Condition D **passed** unanimously on roll call vote.

- E. Berg, Pool, Shibley, and Hills agreed the condition or situation of the property was not a result of the applicant. Kozanecki felt that the transparency ordinance was known when the applicant applied for the site plan. Norton added the applicant has the control to adjust their floor plan and thus provide for the minimum 40% transparency. Shibley added the applicant is making most out of the property as they could. Motion by Norton, seconded by Shibley, to approve Basic Condition E. Yeas: Hills, Pool, Berg, Shipley. Nays: Norton, Kozanecki. Condition E **passed** on a 4-2 roll call vote.
- F. All members agreed there is no other reasonable location for the addition to be placed and this condition generally does not apply. Motion by Bridges, seconded by Berg, to approve Basic Condition F. Condition F **passed** unanimously on roll call vote.
- G. Kozanecki restated her determination that 40% transparency is the minimum necessary the ordinance would allow. Other members agreed the 26.6% ground floor transparency request is the minimum variance necessary to make possible the reasonable of the building layout and floorplan. Motion by Shibley, seconded by Norton, to approve Basic Condition G. Yeas: Hills, Pool, Norton, Berg, Shipley. Nays: Kozanecki. Condition G **passed** on a 5-1 roll call vote.

Motion by Pool, seconded by Shibley, to approve a variance for allowing a ground floor building transparency of 26.6%, where the minimum approved ground floor building transparency is 40% in the Commercial District at 1102 Robbins Road, Grand Haven, MI, 49417 (parcel #70-03-33-201-001) based on the fact basic conditions a through g were met.

Yeas: Pool, Norton, Bridges, Shibley, Hills. Nays: Kozanecki. The variance was **APPROVED** on a 5-1 vote.

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**Case 25-03: An appeal submitted by St. John's Epsicopal Church of 524 Washington Avenue Grand Haven, MI 49417, pursuant to Section 40-115.10 of the Zoning Ordinance, of the Planning Commission's September 9, 2025 denial of the site plan at 524 Washington Avenue, Grand Haven, MI, 49417 (parcels #70-03-21-355-016 & #70-03-21-355-008).**

Amy Kozanecki declared a conflict of interest in the case and stated she would not discuss nor vote on the appeal.

Chair Hills opened the public hearing at 8:08pm.

Urquhart introduced the case. He said the Planning Commission did not approve the site plan in September because it did not satisfy Sec. 40-601.A, which requires new parking facilities in the NMU district to be located in side or rear yard. Urquhart said that because

the property fronts Washington Avenue, 6<sup>th</sup> Street, and Franklin Avenue, there is no rear yard on the property.

Rev. Dr. Jared Cramer of St. John's Episcopal Church at 524 Washington Ave., reiterated the points made by Urquhart. He said there was a home at 526 Washington Ave. the church purchased. In 2008, the home was demolished with plans to include more parking. The Church also needs additional parking in the side to assist with their accessibility needs. Dr. Cramer also cited the need to reduce the conflict of parishioners crossing the street, particularly during winter months. More parking on site would reduce the safety concern.

Rick Berens, 14388 Lakeshore Dr., spoke in support of the appeal, citing parking provides public safety.

Troy Hughes, 13762 Timber Dunes, spoke in favor of the appeal, stating parking is a needed amenity.

Nancy Collins, 1514 Hillcrest, spoke in favor of the appeal. The church purchased the property in 2008, for the intent of expansion of parking:

Matt Jones, 14997 David Ave, spoke in favor of the appeal.

John Vernorn, 734 Watermark, spoke in favor of the appeal.

Motion by Norton, seconded by Berg, to close the public hearing. All yeas. Public hearing closed at 8:36pm.

Hills stated he does not agree this site plan is for new parking and there is no other location on site to provide parking.

Pool expressed concern that vehicles do not stop when attempting to cross Washington Ave. By providing more parking on site, public safety would be satisfied.

Shibley and Berg agreed with the other members.

Norton said it is an expansion of parking, not new. He would only agree to approving the appeal if the parking is fully screened.

Motion by Norton, seconded by Berg, to approve a request to appeal Case:25-03 of the Planning Commission's September 9, 2025 denial of the site plan at 524 Washington Avenue, Grand Haven, MI, 49417 (parcels #70-03-21-355-016 & #70-03-21-355-008) based on the ZBA finds that:

1. The standards in Sec. 40-601.A are met. 524 Washinton Ave. fronts three rights-of-way, Washington Ave., Franklin Ave. and 6<sup>th</sup> Street. Therefore, each yard is considered a front yard, and there is no rear yard on site to provide for parking. Furthermore, Sec. 40-601.A allows the planning commission to determine if rear

yard parking is not feasible, the parking area may be located in front of the building provided the parking area is fully screened from public view with landscaping material. The proposed site plan provides landscape screening comprised of trees and shrubs that satisfy Sec. 40-803.02.

2. Public health, safety and welfare are met by allowing the expansion of parking in the front yard.

And with the following condition:

1. The existing curb cut off 6<sup>th</sup> St. shall be removed.

Yeas: Hills, Norton, Kozanecki, Shibley, Berg, Pool. Nays: None. Abstain: Kozanecki. The request to appeal was **APPROVED** on a 5-0 vote.

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**City Planner Report** – Planner Urquhart said there will not be a meeting in November. Most ZBA applications this year have been withdrawn due to the opportunity to comply with the ordinance.

### **Call to the Audience – Second Opportunity**

Mayor Monetza spoke about the variance conditions in Sec.40-113.08, and making sure the Zoning Board of Appeals adheres to the seven standards for considering a variance.

### **Adjournment:**

Motion by Kozanecki, seconded by Berg, to adjourn. Unanimously approved by voice vote. Meeting adjourned at 9:00 pm.

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Brian Urquhart, City Planner

## STAFF REPORT

TO: Grand Haven Zoning Board of Appeals  
FROM: Brian Urquhart, City Planner  
MEETING DATE: December 17, 2025  
CASE: 25-04  
ADDRESS: 123 Howard Ave.

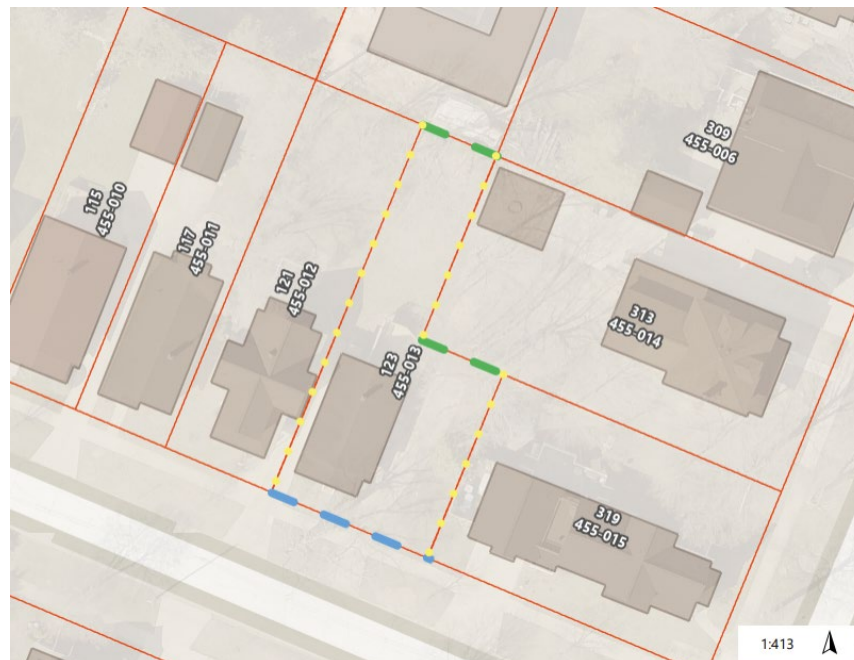
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### **Proposal**

Denny Dryer of Dryer Architecture, on behalf of property owners Chris Barrett and Julie Vaneemnaam, submitted a variance application for a garage addition to their home at 123 Howard Ave. (parcel #70-03-20-455-013). The east side addition has dimensions of 18 ft. x 30 ft. The addition will extend into the required rear yard setback by 12 ft., creating an 8 ft. rear yard setback. The required rear yard setback in the Southside district is 20 feet per Sec. 40-408.02.C.

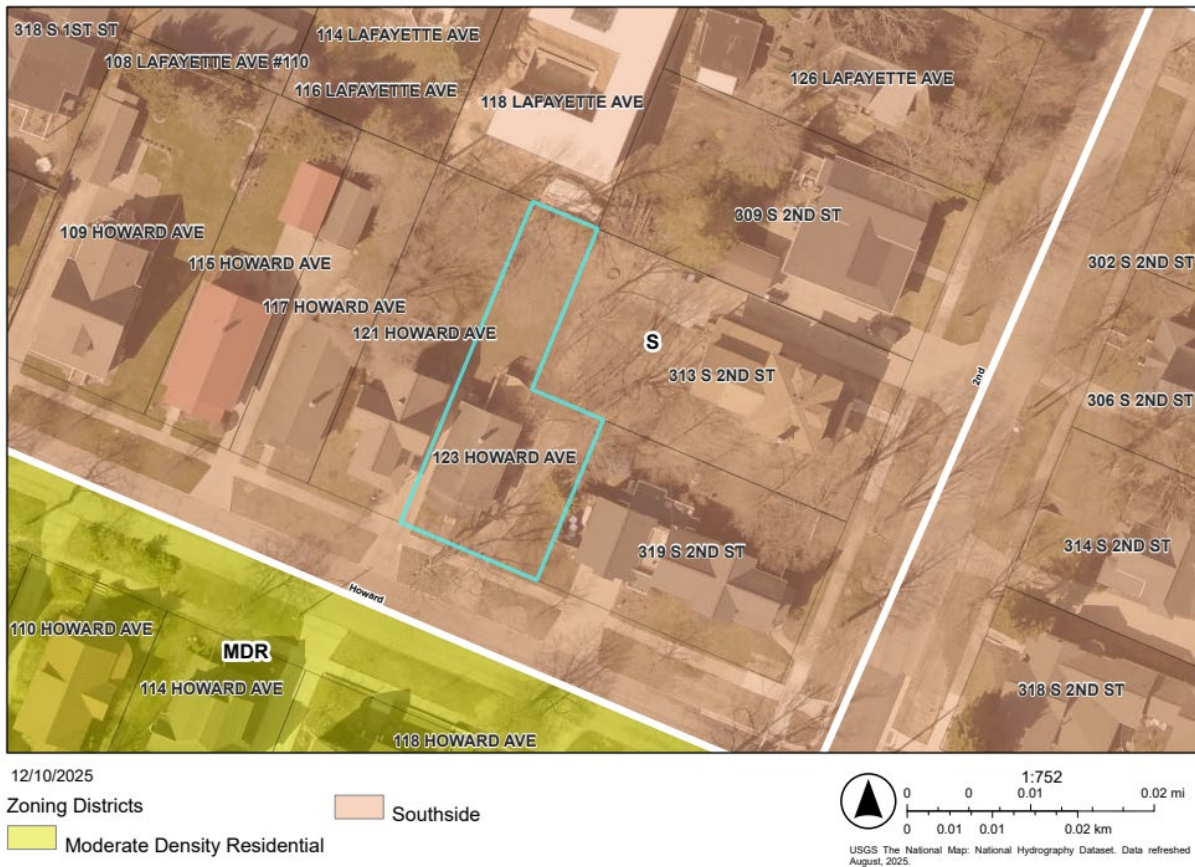
### **Background**

Property owners Chris Barrett and Julie Vaneemnaam have utilized the east side of their property for parking, where the driveway is located. They would like to construct an attached garage in this location. However, due to the irregular shape of the lot, the addition as proposed would fall within the rear yard setback. 123 Howard Ave. is an interior lot, with a front, side, and rear lot lines. Per Sec. 40-201.12, rear lot line is defined as “the lot line opposite the front lot line.” Taking the strict definition into account, the lot line opposite the front lot line is located both 132 ft. in depth from the front lot line, and 66 ft. in depth from the lot line. Shown in green in the image below. The 66 ft. depth is where the garage is planned to be located. Therefore, it shall be determined a rear yard setback of 20 ft., instead of a side yard setback of 6 or 10 ft. in the Southside district. This prompted the variance request because of the significant front and rear setbacks for the portion of the lot 66 ft. in depth.



Rear lot line	Green
Side lot line	Yellow
Front lot line	Blue

## ZBA Case 25-04



### Zoning Map

- 1.0 Zoning of Subject Parcel**  
The property is in the S – Southside District
- 2.0 General Location**  
East of the home in the side and rear yard
- 3.0 Existing Land Use on the Parcel**  
Single-family residential
- 4.0 Adjacent Area Land Uses**  
North: Residential  
South: Residential  
East: Residential  
West: Residential
- 5.0 Zoning on Adjacent Parcels**  
North: S  
South: MDR  
East: S  
West: S



**Existing condition**

## **6.0 Findings of Fact and Staff Analysis**

The applicant has provided responses to the Basic Conditions for the requested variance.

1. **Basic Conditions:** The Board shall find that a variance request meets all of the following conditions.
  - a. *The requested variance shall not be contrary to the public interest or to the intent and purpose of the Ordinance.* **Comment:** The purpose and intent of a rear yard setback is to allow enough space between properties in a traditional neighborhood setting. However, an 8 ft. setback at the proposed location is not contrary to the public interest or intent of the ordinance.
  - b. *The requested variance shall not permit the establishment within a district of any use which is not permitted by right within that zone district, or any use or dimensional variance for which a special land use permit is required.* **Comment:** The proposed 18 ft. x 30 ft. garage addition would not create a use that is not permitted by right or by special land use in the Southside district.
  - c. *The requested variance shall not cause a substantial adverse effect upon properties in the immediate vicinity or in the district in which the property of the applicant is located.* **Comment:** The garage addition would be located 10 ft. from the east lot line and 8 ft. from the north lot line. The distances are within similar setbacks of adjacent properties at 313 S.

2<sup>nd</sup> St. and 319 S. 2<sup>nd</sup> St. The addition would not create a substantial adverse condition upon neighboring properties.

- d. *The conditions or situation of the property or its intended use is not so general or recurrent in nature as to make reasonably practicable a general regulation for the condition or situation.* Comment: Most interior lots are shaped rectangular. Because 123 Howard is oddly shaped, with both a deep and shallow rear lot line. The shallowness creates a situation that is not so general or recurrent and makes it impracticable to apply the rear yard setback of 20 ft. across the entire lot line opposite the front lot line.
- e. *Any exceptional or extraordinary circumstances applying to the property in question are not self-created.* Comment: The property has existed in the existing shape and size prior to the applicant's ownership of the property. The exceptional circumstance is not an act of self-creation.
- f. *There is no reasonable alternative location on the parcel for the proposed improvements for which a variance is sought where such alternative location would eliminate the need for the requested variance or reduce the extent of the condition(s) necessitating the variance.* Comment: The shallow area of the parcel is 66 ft. deep at 30 ft. wide. The required front and rear yard setbacks are 20 ft. each. Including 20 ft. on each side, limits the buildable envelope depth of to 26 ft. It could be argued the applicant can build the garage closer to the front lot line and not encroach into any required setback. However, according to the applicant this would restrict the ample light exposure upon the south and east walls. The existing use of the property is for vehicle storage, and the variance would allow vehicle storage in an attached garage.
- g. *The requested variance is the minimum variance that will make possible the reasonable use of the improvement.* Comment: The request for an 8 ft. variance is similar other side lot line distances. The required 20 ft. setback for this shaped lot is somewhat unreasonable and the variance allows an appropriate and practical location for a garage addition with direct access from the driveway.

## 7.0 Correspondence

As of the date of this memo, the City has not received any correspondence relating to this request.

## 7.0 Sample Motions

Note: A concurring vote of 4 members of the Zoning Board of Appeals is required to approve a non-use variance.

Motion to **APPROVE** ZBA Case 25-04, a request by Chris Barnett and Julie Vaneenenaam for a variance related to an addition to the home at 123 Howard Ave. (parcel #70-03-20-455-013), a variance from Sec. 40-408.02.C to allow a rear yard setback of 8 ft. where the minimum rear yard setback in the S – Southside District is 20 ft. The variance is granted based on the following finding(s) of fact:

1. *Insert ZBA finding(s) of fact.*

Motion to **DENY** ZBA Case 25-04, a request by Chris Barnett and Julie Vaneenenaam for a variance related to an addition to the home at 123 Howard Ave. (parcel #70-03-20-455-013), a variance from Sec. 40-408.02.C to allow a rear yard setback of 8 ft. where the minimum rear yard setback in the S – Southside District is 20 ft. The denial is based on the following finding(s) of fact:

1. *Insert ZBA finding(s) of fact.*

Motion to **POSTPONE** ZBA Case 25-04, until the following information can be submitted for review:

1. *Insert ZBA recommendation(s).*

Attachments:

- A. ZBA application dated November 19, 2025 (3 pages)
- B. Variance responses
- C. Site Plan (3 pages)

## ZONING BOARD OF APPEALS APPLICATION

Community Development Department, City of Grand Haven

519 Washington Avenue, Grand Haven, MI 49417

Phone: (616) 935-3276 Website: [www.grandhaven.org](http://www.grandhaven.org)

### 1. Project Information

To the Zoning Board of Appeals;

I (we) CHRIS BARRETT & JULIE VANEENENAAM of 123 HOWARD AVENUE  
(Applicant Name) (Street Number)

GRAND HAVEN MICHIGAN, 49417  
(City) (State & Zip Code)

Applicant Phone Number: (616).546.0801 Applicant Fax Number: \_\_\_\_\_

HEREBY APPEAL TO THE ZONING BOARD OF APPEALS FOR A:

Variance ( ☒ ) Appeal ( ☐ ) Interpretation ( ☐ ) Change of Nonconforming Use ( ☐ )

Address/location of property: 123 HOWARD AVENUE

Parcel #: 70-03-20-455-013 Zoning District: S (SOUTHSIDE)

### 2. Required Attachments

- 10 copies of site plan
- 10 copies of the application
- 10 copies of written response demonstrating how the request meets the 7 Basic Conditions
- Required fee (\$350 or \$450\* if construction has begun)

### 3. Description of Case (fill out only the items that apply to your case)

#### A. Description of the property

- 1) Size of lot SEE PLANS (ODD SHAPED LOT)
- 2) Area of lot 5,544 SF
- 3) Is lot a corner or interior lot INTERIOR

#### B. Description of existing structures:

- 1) Number of buildings now on premises 1 (HOUSE)
- 2) Size of each building now on premises HOUSE + PORCH + DECK= 1,123 SF +/-
- 3) Use of existing buildings on premises SINGLE FAMILY HOME

#### C. Description of proposed structures:

- 1) Height of proposed structure TBD(NORTH ADDITION + ATTACHED GARAGE)
- 2) Dimensions of proposed building or addition SEE PLANS
- 3) Area of proposed building NORTH ADDITION + ATTACHED GARAGE= 896 SF +/-
- 4) Percentage of lot coverage of building or addition EXISTING=20.3% PROPOSED=31.9% +/-



D. Yard setbacks after completion of building or addition:

- 1) Front yard (measured from lot line) AVG. OF ADJACENT FRONT YARDS \*\*APPRX. 9' 8" +/-
- 2) Side yard (measured from lot line) 5' EXT. NON-CONFORMING/ 5' 6" / 10' -SEE PLANS FOR DETAILS
- 3) Rear yard (measured from lot line) 20' BACK OF PROPERTY/ 8' 0" AT OFFSET

E. A sketch depicting the above information shall accompany this application. The sketch shall be on a sheet of paper 8 1/2" x 11" in size.

F. Article and Section number of Zoning Ordinance that is being appealed:

G. Clearly state your request: SECTION 40-408.02. & SECTION 40-111.04

REFER TO ATTACHED NARRATIVE REGARDING BASIC CONDITIONS & STATEMENT BELOW:

Requesting a variance of 12' on the existing rear yard setback at the corner jog of property. An 8' setback from that property line would match the East neighbor's 6' minimum side yard setback. This variance would allow the proposed north addition and attached garage to move further back on an underutilized part of the property, while staying within the 6' minimum setback dimension.

4. The Board shall have the power to authorize, upon an appeal, specific variances from such requirements as lot area and width regulations, building height regulations, yard and depth regulations, and off-street parking and loading space requirements provided it finds that **all of the Basic Conditions** described below can be satisfied. The appellant shall submit, along with the established fee and other materials, a narrative demonstrating why a variance is sought.

A. Basic Conditions. The Board shall find that a variance request meets **all** of the following conditions.

- 1) The requested variance shall not be contrary to the public interest or to the intent and purpose of this Ordinance.
- 2) The requested variance shall not permit the establishment within a district of any use which is not permitted by right within that zone district, or any use or dimensional variance for which a special land use permit is required.
- 3) The requested variance shall not cause a substantial adverse effect upon properties in the immediate vicinity or in the district in which the property of the applicant is located.
- 4) The conditions or situation of the property or its intended use is not so general or recurrent a nature as to make reasonably practicable a general regulation for the condition or situation.
- 5) Any exceptional or extraordinary circumstances applying to the property in question are not self-created.
- 6) There is no reasonable alternative location on the parcel for the proposed improvements for which a variance is sought where such alternative location would eliminate the need for the requested variance or reduce the extent of the condition(s) necessitating the variance.
- 7) The requested variance is the minimum variance that will make possible the reasonable use of the improvement.

**Section 40-113.08 (B)(3)** states the following (*See Section for additional Rules*):

1. Each variance granted under the provisions of this Ordinance shall become null and void unless: The construction authorized by such variance has received a City Land Use Permit within one (1)



year after the granting of the variance; and the occupancy of land, premises, or buildings authorized by the variance has taken place within one (1) year after the issuance of the Land Use Permit, unless an extension of time has been granted by the Zoning Board of Appeals. The Zoning Administrator may grant one six (6) month extension of construction. After expiration of a six (6) month extension, all extension shall be granted by the Zoning Board of Appeals.

2. No application for a variance which has been denied wholly or in part by the Board shall be re-submitted for a period of one (1) year from the date of the last denial, except on the grounds of newly discovered evidence of changed conditions found, upon inspection by the Board, to be valid.

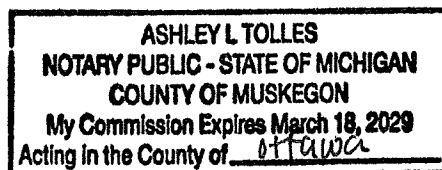
Signature of Owner: Julie Van Eenennaam, Christopher Barlett Date: 11.19.2025

Print Name: Julie Van Eenennaam, CHRISTOPHER BARLETT

Subscribed and sworn before me on this 19<sup>th</sup> day of November, 2025

My Commission expires on: MARCH 18, 2029

Ashley L Tolles  
Notary Public



## DRYER ARCHITECTURAL GROUP, PLC

220.1/2 Washington  
Grand Haven, MI 49417  
Phone: 616.846.5400  
E-Mail: dryerarch@gmail.com

### NARRATIVE FOR BARRETT/VANEENENAAM REMODEL @ 123 HOWARD AVE.

DATE: November 19, 2025

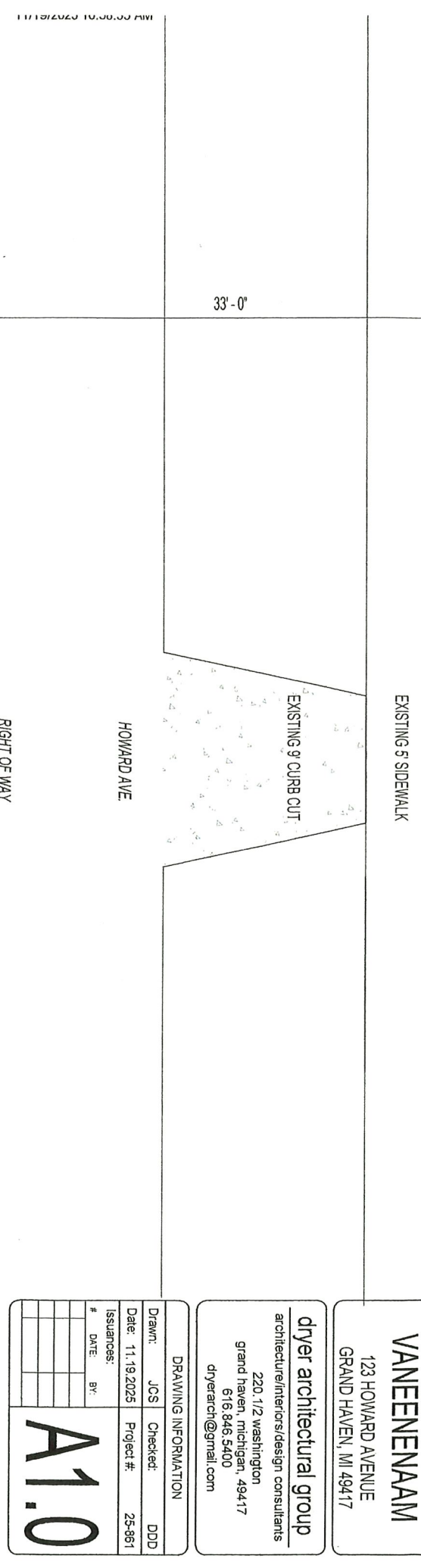
#### Factors for considering a Dimensional Variance:

##### A. BASIC CONDITIONS

1. *The requested variance is **not** contrary to the public interest or to the intent and purpose of the Ordinance.*  
The proposed additions are within the required setbacks for rear and side yards. By acquiring a variance in the offset rear yard setback, this would provide additional living space while matching the required side yard of the east neighbor (corner front).
2. *The requested variance does **not** change the use.*  
The use remains single family residential/short term rental.
3. *The requested variance does **not** cause any adverse effect on neighboring properties.*  
The neighbors to the east would have the right to build to the same setback. This variance does not obstruct the neighbors' views, nor does it encroach on their property.
4. *The conditions are **not** of such a general nature to cause a change to the Ordinance.*  
The offset jog makes it difficult to build significant livable space due to lot size and location of existing house. One other property (111 S. 8<sup>th</sup>) in the Southside district has a similar "reverse flag" shape of this size which could be affected, but no precedent would be set by this variance.
5. *The requested variance is **not** a "self-created condition".*  
The limited size of the lot creates exceptional conditions. This lot was created long before Chris and Julie bought the house.
6. *There is **no reasonable** alternative solution.*  
The proportion of the offset creates difficulty in building due to lot size and location of existing home. By acquiring a rear yard variance to match the neighbors side yard, it would provide an additional 12' feet of buildable space for a north addition and attached garage in an underutilized part of the property.
7. *The requested variance is the minimum variance that will make for a reasonable use of the improvement.*  
A minimum of 6' on one side with a total of 16' is required for side yard setback. The variance would allow for an 8' rear yard setback meeting the minimum requirement (6') to make the additions functional and practical while matching the adjacent side yard.

Respectfully Submitted:

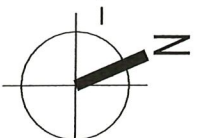
Dennis Dryer – President



DRAWING INFORMATION			
Drawn:	JCS	Checked:	DDD
Date:	11/19/2025	Project #:	25-861
Issues/Notes:			
#	DATE:	BY:	

A1.0

PROPERTY LINE = 27'



# PROPOSED SITE PLAN

## ZONING ORDINANCE SUMMARY:

**ZONING DISTRICT:**

SOUTHSIDE

**LOT AREA (MIN):**

**313 S. 2ND ST.**  
**PARCEL #: 70-03-20-455-014**  
**ZONING DISTRICT: S**

EXISTING LOT AREA: 5,544 SF

**SETBACKS:**

FRONT = 20'  
SIDE(S) = 16' TOTAL (6' MIN)  
REAR = 20'

**MAXIMUM LOT COVERAGE (45% OF SITE):**

5,544 SF X 45% = 2,495 SF ALLOWABLE BUILDING SIZE

**EXISTING SITE COVERAGE CALCULATIONS:**

HOUSE FOOTPRINT = 765 SF

FRONT PORCH FO

1,123 SF / 5,544 SF = 20.3% COVERAGE (EXISTING)

**PROPOSED SITE COVERAGE CALCULATIONS:**

**HOUSE + NORTH ADDITION/ATTACHED GARAGE:**

$$765 + 124 + 896 = 1,785 \text{ SF} / 5,544 \text{ SF} = \underline{32.2\% \text{ COVERAGE}}$$

SIDE YARD

SIDE YARD - 0" MIN.

**319 S. 2ND ST.**  
**PARCEL #: 70-03-20-455-015**  
**ZONING DISTRICT: S**

CORNER FRONT YARD

## ADDITION & REMODELING FOR:

CHRIS BARRETT &  
JULIE

VANEENENAAM

123 HOWARD AVENUE  
GRAND HAVEN, MI 49417

**dryer architectural group**  
architecture/interiors/design consultants  
220 1/2 washington  
grand haven, michigan, 49417  
616.846.5400  
dryearch@gmail.com

010.040.3400  
dryerarch@gmail.com

DRAWING INFORMATION

Drawn:	JCS	Checked:	DDD
--------	-----	----------	-----

Date: 11.19.2025	Project #: 25-861
------------------	-------------------

# DATE: BY:

# A1.1

# ZBA Case 25-04

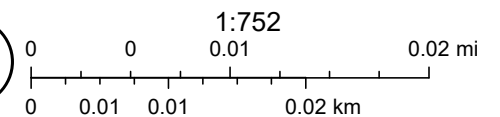


12/10/2025

Zoning Districts

Moderate Density Residential

Southside



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



### Legend

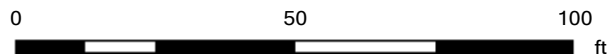
Parcels

Parcels



### Notes

Lot lines



WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

1:413



**DATE:** December 12, 2025  
**TO:** Grand Haven Zoning Board of Appeals  
**FROM:** Brian Urquhart, City Planner  
**RE:** Amendment to Case 24-08

---

### **1.0 Request**

The City is requesting the ZBA consider an amendment to Case 24-08, which permitted a pole sign within the MDOT right-of-way at 705 S. Beacon Blvd at the November 20, 2024 meeting. See the motion from the approved meeting minutes:

*Motion by Pool, seconded by Shampine, to approve a variance for a pole sign at 705 S. Beacon Blvd. (parcel #70-03-28-156-002), a variance from Sec. 40-705 to allow a pole sign to be located within the public street right-of-way where the minimum front yard setback for a pole sign in the C – Commercial District is 25 ft. with the following condition:*

- 1. Applicant must receive approval for an Encroachment Permit for the pole sign from the City and/or written approval from Michigan Dept. of Transportation.*

### **2.0 Background**

Since approval, staff has been in contact with Jack Vos of Universal Sign Systems and MDOT. During the public hearing on November 20, 2024, the applicant was under the impression that MDOT officials determined the proposed location of the sign was permitted. However, after additional findings, MDOT officials did not fully understand the exact location of the sign and did not authorize this exception. This discrepancy led to confusion and an inability for MDOT to provide written approval

Earlier this year, MDOT confirmed they own fee simple title to the land in front of Earth's Edge, and is not just an easement. On most occasions, MDOT will not permit signs within the right-of-way. Upon discovery of these findings, the sign was redesigned to move the pole structure outside of the MDOT right-of-way and have the sign message cabinet overhanging above the right-of-way. In other words, the pole sign was moved slightly closer to the Earth's Edge, and no pole would be placed in MDOT right-of-way.

Following the redesign of the sign, the applicant submitted an updated sign permit. Staff informed the applicant that written approval from MDOT was required before the sign permit could be issued. All other requirements for a changeable-copy pole sign in the Commercial District were met. However, MDOT would not commit to providing written approval to allow the sign to overhang into the right-of-way.

### **3.0 Current request**

The applicant and MDOT have agreed to appear before the ZBA to clarify the misunderstanding from the request. The ZBA is asked to consider the findings of fact since the original approval and make a possible amendment to the motion and remove the condition. Staff cannot waive a condition of approval for a variance, as only the ZBA can execute that authority.

### **4.0 Sample Motion**

Motion to AMEND the approval for ZBA Case 24-08 for a pole sign at 705 S. Beacon Blvd. (parcel #70-03-28-156-002), a variance from Sec. 40-705 to allow a pole sign to be located within the public street right-of-way where the minimum front yard setback for a pole sign in the C – Commercial District is 25 ft., with no condition of approval based on the ground of newly discovered evidence the location of the sign is within MDOT owned land.

If the ZBA does not agree to remove the condition of approval, the applicant will need to arrive at a solution in which MDOT can provide written approval. These activities are not subject to city's authority. It would be practical for the ZBA to make a motion to extend the variance for a duration of time until written approval and/or the right-of-way is relocated.

Sample motion:

Motion to APPROVE an extension to the variance for a pole sign at 705 S. Beacon Blvd. (parcel #70-03-28-156-002), a variance from Sec. 40-705 to allow a pole sign to be located within the public street right-of-way until the following (select date), based on the following reasons:

1. *The applicant provided evidence of proven hardship to execute the condition of approval.*

Note: Under this circumstance, if no action occurs within the extension period, the variance will be considered null and void as outlined in Sec.40-113.08.

Attachments:

- A. Updated Sign Plan
- B. Correspondence with MDOT
- C. COPY of November 20, 2024 meeting minutes
- D. COPY of Staff memo ZBA Case 24-08

## SIGN PERMIT APPLICATION

Community Development Department, City of Grand Haven  
519 Washington Avenue, Grand Haven, MI 49417  
Phone: (616) 935-3276 Website: [www.grandhaven.org](http://www.grandhaven.org)

**\*\*Each sign requires a separate application\*\***

### 1. Project Information

Address/location of property: 705 South Beacon Blvd.

Bldg elevation width: \_\_\_\_\_

Zoning District: C- Commercial

Bldg elevation height: \_\_\_\_\_

Name of Development: \_\_\_\_\_

### 2. Contractor

Name: Chris Hyink

Company: Universal Sign, Inc.

Address #: 5001 Falcon View Ave., SE

Grand Rapids, MI 49512

Phone #: (616)554-9999

Email: Chrish@universalsignsystems.com

### 3. Property Owner

Name: Earth's Edge - Karl Tucker

Address: 705 S. Beacon Blvd.

Grand Haven, MI 49417

Phone #: (616)844-1724

Email: karl@earthsedgeusa.com

### 4. Required Attachments

- Copy of sign artwork
- Image of sign on building elevation
- Site sketch showing sign location and setbacks if application is for ground or pole sign
- A site plan and engineering if application is for a pylon sign
- Application requires signature of property owner unless an affidavit is provided.
- Required Fee

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

Install a pylon sign with electronic message center.

### 6. Location of Sign *(indicate building elevation and setbacks)*

See attached site plan

### 7. Type of Sign(s)

Wall: \_\_\_\_\_

Ground: \_\_\_\_\_

Projecting: \_\_\_\_\_

Temporary: \_\_\_\_\_

Pole: X

Awning: \_\_\_\_\_

Portable: \_\_\_\_\_

Dates Displayed: \_\_\_\_\_

### 8. Size of Sign *(see Section 40-705 for type and size of sign permitted by zoning district)*

Overall Height: 20'

Overall Depth: 26"

Ground Clearance (pole sign): 10'

Overall Width: 118.8"

Sign Area (Square Feet): 92 sf

Number of Sides (ground or pole): 2



**9. Materials/Style**

Metal: Aluminum Wood: Post  
Plastic: \_\_\_\_\_ Painted: X  
Other: Vinyl

**10. Sign Lighting** (*see Section 40-701 for type of sign lighting permitted by zoning district*)

Source (circle one): Internal or External Number of Fixtures proposed: 1  
Type of lighting proposed: LED, Message Center Height from grade (if applicable): \_\_\_\_\_  
Name of Electrician: \_\_\_\_\_

**11. Sign Permit Application Procedures**

- ☐ The complete Sign Permit Application is to be submitted to the Planning and Building Department.
- ☐ The application must be signed by the owner unless an affidavit is provided.
- ☐ The provisions regulating signage are provided in Article Seven, Section 40-700 of the Grand Haven Zoning Ordinance.

**12. Fees:**

Sign Permit Fee: \$35.00 + \$0.40 per square foot

Banner Permit Fee: \$25.00

**By signing below, 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 Contractor: Chris Hyink Date: 11/4/25

Print Name: Chris Hyink

Signature of Owner: See attached Date: \_\_\_\_\_

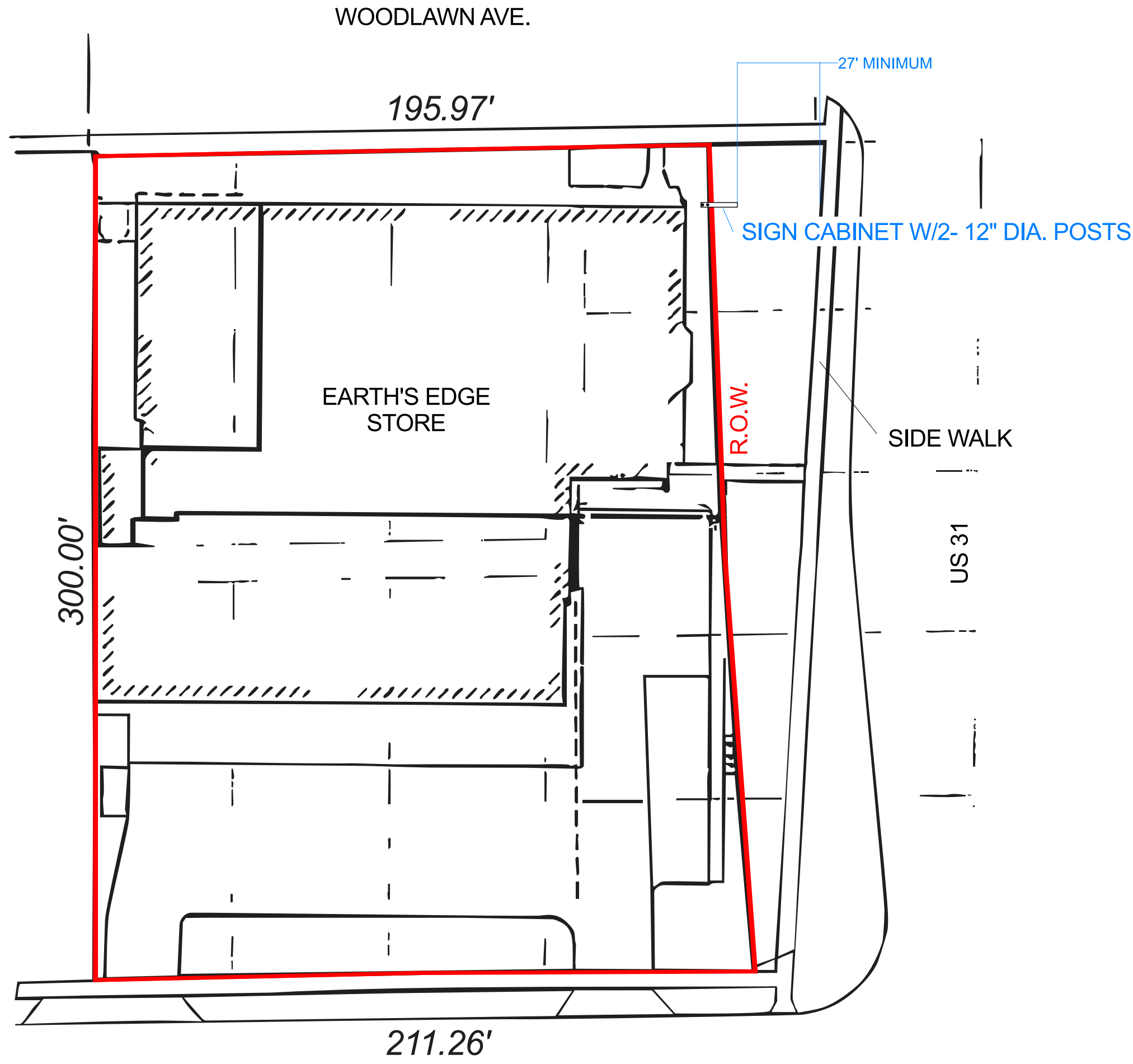
Print Name: \_\_\_\_\_

*Office Use Only*

Permit #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ Date of Denial: \_\_\_\_\_ Approved by: \_\_\_\_\_





Project: \_\_\_\_\_

Location: \_\_\_\_\_

Date: **9.25.25 R**

Revision: \_\_\_\_\_

A \_\_\_\_\_

B \_\_\_\_\_

C \_\_\_\_\_

D \_\_\_\_\_

E \_\_\_\_\_

F \_\_\_\_\_

G \_\_\_\_\_

H \_\_\_\_\_

**Sales Approval:**

Sign Off: \_\_\_\_\_

Sales: **JV**

**Production Engineered:**

Pre-Production Review Required:

YES ☒ NO ☐

Reviewed By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

**Client Approval:**

☐ APPROVED DRAWING

☐ APPROVED WITH CORRECTIONS NOTED

☐ REVISE & RESUBMIT

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This drawing represents USS design intent and serves as instructions for production, manufacturing and print purposes. Details and scope of drawing shown will be produced, delivered and/or installed on site upon approval. Photo renderings are for preview purposes only and may not represent exact size/location. Please review thoroughly as approval indicates responsibility and liability for dimensions, layout, colors, copy/text, etc. Signed approval of this drawing is required for commencement of production.



Project:

Location:

Date: 9.25.25 R

Revision:

A

B

C

D

E

F

G

H

Sales Approval:

Sign Off:

Sales: JV

Production Engineered:

Pre-Production Review Required:

YES ☒ NO ☐

Reviewed By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Client Approval:

☐ APPROVED DRAWING

☐ APPROVED WITH  
CORRECTIONS NOTED

☐ REVISE & RESUBMIT

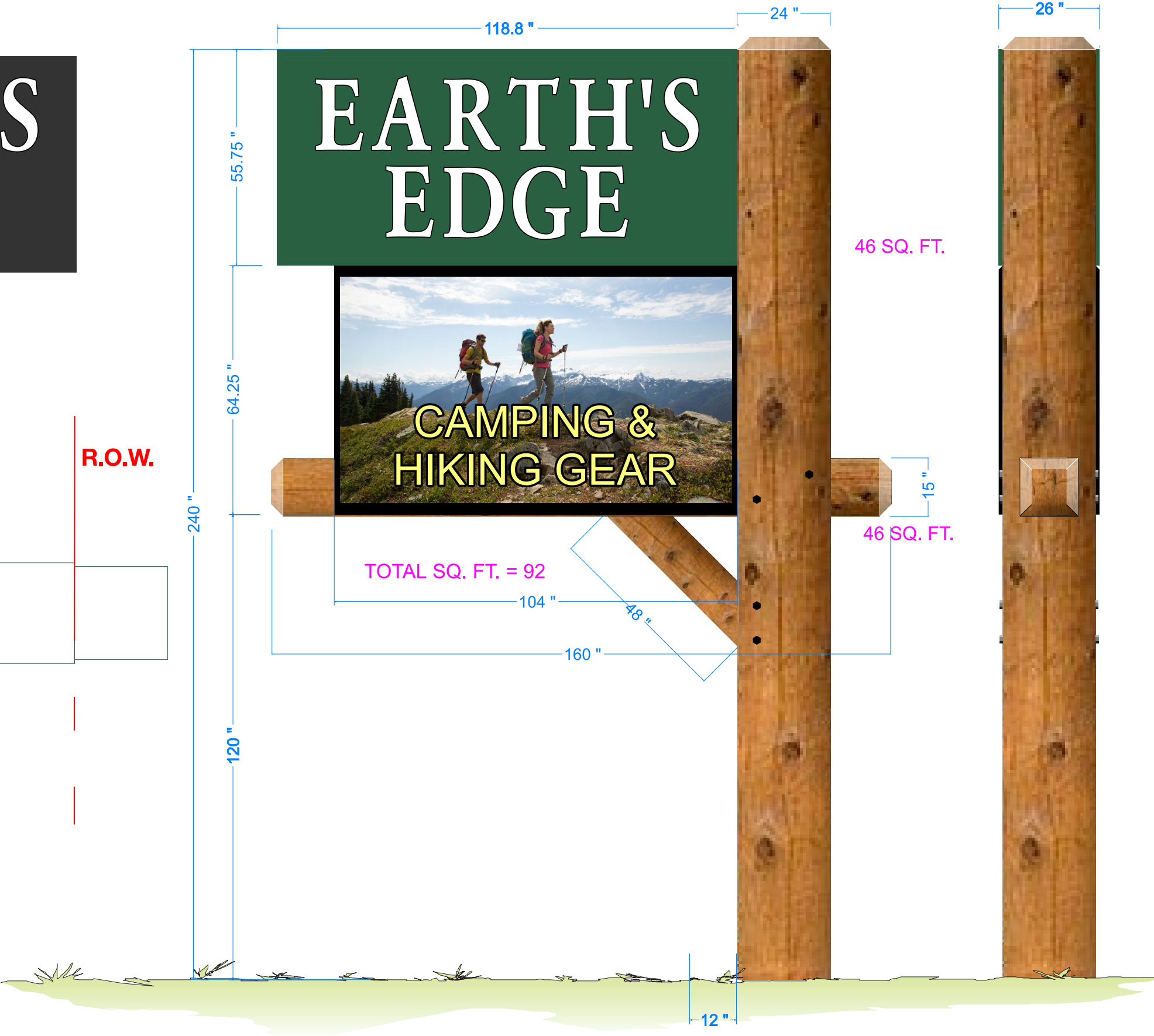
Authorized Signature:

Date:

This drawing represents USS design intent and serves as instructions for production, manufacturing and print purposes. Details and scope of drawing shown will be produced, delivered and/or installed on site upon approval. Photo renderings are for preview purposes only and may not represent exact size/location. Please review thoroughly as approval indicates responsibility and liability for dimensions, layout, colors, copy/text, etc. Signed approval of this drawing is required for commencement of production.



NIGHT VIEW ILLUMINATION



**SPECIFICATIONS QTY. 1 D/F - ILLUMINATED**

- 2- 5" DEEP EXTRUDED ALUMINUM TOP CABINETS W/ ROUTED ALUMINUM PUSH THRU FACE & 1.75" RETAINERS PTD. TO MATCH PMS 7734C.
- 3/4" CLEAR ACRYLIC PUSH THRU COPY W/ TRANS WHITE VINYL FACES W/ BLACK OUTLINE AND 2ND SURFACE DIFFUSER.
- 16" DEEP FABRICATED CABINET W/ (X2) 6MM MESSAGE CENTERS AND ALUMINUM SHEETED SIDES PTD. BLACK.
- 6" X 6" INTERNAL SUPPORTS W/ 3-RING CONNECTIONS INTO 12" STEEL TUBE SUPPORT.
- FABRICATED ALUMINUM POLE COVER WRAPPED W/ VINYL PRINTED TO LOOK LIKE TIMBER.

- WHITE
- PMS 7734C (HOLLY GREEN)
- BLACK

Project:

Location:

Date: 9.30.25 R

Revision:

A

B

C

D

E

F

G

H

**Sales Approval:**

Sign Off:

Sales: JV

**Production Engineered:**

Pre-Production Review Required:

YES ☒ NO ☐

Reviewed By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

**Client Approval:**

- ☐ APPROVED DRAWING
- ☐ APPROVED WITH CORRECTIONS NOTED
- ☐ REVISE & RESUBMIT

**Authorized Signature:**

**Date:**

This drawing represents USS design intent and serves as instructions for production, manufacturing and print purposes. Details and scope of drawing shown will be produced, delivered and/or installed on site upon approval. Photo renderings are for preview purposes only and may not represent exact size/location. Please review thoroughly as approval indicates responsibility and liability for dimensions, layout, colors, copy/text, etc. Signed approval of this drawing is required for commencement of production.



Revision:

A

B

C

D

F

F

G

U

**Sales Approval:**

**Sign Off:**

Sales: JV

**Production Engineered:**

Pre-Production Review Required:

YES ☒ NO ☐

Reviewed By:

Date Approved:

### Client Approval:

☐ APPROVED DRAWING

☐ APPROVED WITH  
CORRECTIONS NOTED

☐ REVISE & RESUBMIT

**Authorized Signature:**

Date:

**SPECIFICATIONS QTY. 1 D/F - ILLUMINATED**  
**2- 5" DEEP EXTRUDED ALUMINUM TOP CABINETS W/ ROUTED ALUMINUM PUSH THRU FACE**  
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**3/4" CLEAR ACRYLIC PUSH THRU COPY W/ TRANS WHITE VINYL FACES W/ BLACK OUTLINE AND 2ND SURFACE DIFFUSER.**  
**16" DEEP FABRICATED CABINET W/ (X2) 6MM MESSAGE CENTERS AND ALUMINUM SHEETED SIDES PTD. BLACK.**  
**6" X 6" INTERNAL SUPPORTS**  
**12" STEEL TUBE SUPPORT DIRECT BURIED IN CONCRETE.**  
**FABRICATED ALUMINUM POLE COVER WRAPPED W/ VINYL PRINTED TO LOOK LIKE TIMBER.**

**From:** Jack Vos <[jackv@universalsignsystems.com](mailto:jackv@universalsignsystems.com)>  
**Sent:** Wednesday, November 19, 2025 10:53 AM  
**To:** Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)>; Brian Urquhart <[burquhart@grandhaven.org](mailto:burquhart@grandhaven.org)>  
**Cc:** Mulder, Suzanne (MDOT) <[MulderS@michigan.gov](mailto:MulderS@michigan.gov)>  
**Subject:** Re: CPS Permit application hold - 111095

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Suzanne, the ZBA meeting will be held at the Grand Haven City Offices on Washington at 7:00pm on December 17th.

The meeting will take place at the end of their normal meeting, it will not be a public hearing, the meeting will be discussion with MDOT and the ZBA to amend the approved variance to not require a letter from MDOT for the sign location.

Jack

On Wed, Nov 12, 2025 at 9:12 AM Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)> wrote:

Hi Jack,  
After reviewing your plans it appears that all work will be out of the ROW, since no work is in the ROW we will cancel the permit.

**From:** Jack Vos <[jackv@universalsignsystems.com](mailto:jackv@universalsignsystems.com)>  
**Sent:** Monday, November 10, 2025 4:15:17 PM  
**To:** Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)>  
**Subject:** Re: CPS Permit application hold - 111095

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Jordan, I know you were busy last week, I hate to keep bugging you, but I need to get something to the City this week.

Jack

On Tue, Nov 4, 2025 at 9:03 AM Jack Vos <[jackv@universalsignsystems.com](mailto:jackv@universalsignsystems.com)> wrote:

Jordan, thanks for meeting Karl and I the other day, this is what he finally agreed on which places the foundation and structure on his property and the sign will project over your ROW, I need something in writing from you in the next week if possible as we have to have a permit issued by the City approved by mid-November to meet the Zoning Board requirements, will you be able to get me something soon ?

Jack  
616-540-1166

----- Forwarded message -----

**From:** Chris Hyink <[ChrisH@universalsignsystems.com](mailto:ChrisH@universalsignsystems.com)>  
**Date:** Fri, Oct 31, 2025 at 11:53 AM  
**Subject:** Re: CPS Permit application hold - 111095  
**To:** Love, Jordan (MDOT) <[lovej4@michigan.gov](mailto:lovej4@michigan.gov)>  
**Cc:** Jack Vos <[jackv@universalsignsystems.com](mailto:jackv@universalsignsystems.com)>

Hi Jordan,

Attached is the revised drawing, elevation, and site plan. I have also uploaded the documents to the CPS application that is currently on hold. Please let me know if you require any additional information.

Thank you!

Chris Hyink  
(616)504-1486 Direct  
<https://link.edgepilot.com/s/5487fe5e/rSQk9JFS1o6seH6uam8Aig?u=http://www.universalsignsystems.com/>

  
**UNIVERSAL**  
SIGN SYSTEMS  
5001 Falcon View SE  
Grand Rapids, MI 49512  
P 616.554.9999 F 616.554.9922  
[chrish@universalsignsystems.com](mailto:chrish@universalsignsystems.com)

On Tue, Sep 23, 2025 at 9:02 AM Jack Vos <[jackv@universalsignsystems.com](mailto:jackv@universalsignsystems.com)> wrote:

Good Morning, This is just a reminder to all meet at Earth's Edge tomorrow, 9/24 at 10:AM.

Jack

On Mon, Sep 15, 2025 at 1:17 PM Jack Vos <[jackv@universalsignsystems.com](mailto:jackv@universalsignsystems.com)> wrote:

We will plan on it.

Jack

On Mon, Sep 15, 2025 at 1:03 PM Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)> wrote:

I can do 10am on the 24th

---

**From:** Jack Vos <[jackv@universalsignsystems.com](mailto:jackv@universalsignsystems.com)>  
**Sent:** Monday, September 15, 2025 10:43:32 AM  
**To:** Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)>  
**Cc:** Karl Tucker <[karl@earthledgeusa.com](mailto:karl@earthledgeusa.com)>; Chris Hyink <[Chrish@universalsignsystems.com](mailto:Chrish@universalsignsystems.com)>  
**Subject:** Re: CPS Permit application hold - 111095

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Jordan, I called Karl and he is busy this week, can we meet you next week Wednesday the 24th at 8:30.

Jack

On Mon, Sep 15, 2025 at 6:29 AM Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)> wrote:

Wednesday 8:30 works for me

---

**From:** Jack Vos <[jackv@universalsignsystems.com](mailto:jackv@universalsignsystems.com)>  
**Sent:** Friday, September 12, 2025 12:15:28 PM  
**To:** Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)>  
**Cc:** Karl Tucker <[karl@earthledgeusa.com](mailto:karl@earthledgeusa.com)>; Chris Hyink <[Chrish@universalsignsystems.com](mailto:Chrish@universalsignsystems.com)>  
**Subject:** Re: CPS Permit application hold - 111095

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Jordan and Karl, can we meet on Wednesday at 8:30 ?

Jack

On Fri, Sep 12, 2025 at 12:03 PM Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)> wrote:

Yes, anytime before noon will work for me.

---

**From:** Jack Vos <[jackv@universalsignsystems.com](mailto:jackv@universalsignsystems.com)>  
**Sent:** Friday, September 12, 2025 12:03 PM  
**To:** Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)>  
**Cc:** Karl Tucker <[karl@earthledgeusa.com](mailto:karl@earthledgeusa.com)>; Chris Hyink <[Chrish@universalsignsystems.com](mailto:Chrish@universalsignsystems.com)>  
**Subject:** Re: CPS Permit application hold - 111095

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Jordan, thanks, are you available early next week ?

Jack

On Fri, Sep 12, 2025 at 11:51 AM Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)> wrote:

Yes, I can meet onsite.

---

**From:** Jack Vos <[jackv@universalsignsystems.com](mailto:jackv@universalsignsystems.com)>  
**Sent:** Friday, September 12, 2025 11:56 AM  
**To:** Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)>  
**Cc:** Karl Tucker <[karl@earthledgeusa.com](mailto:karl@earthledgeusa.com)>; Chris Hyink <[Chrish@universalsignsystems.com](mailto:Chrish@universalsignsystems.com)>  
**Subject:** Re: CPS Permit application hold - 111095

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Jordan, understood, can we meet with you before the zoom meeting with Lansing to make sure we all understand the situation and options.

Jack

On Fri, Sep 12, 2025 at 11:48 AM Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)> wrote:

I don't believe our Lansing staff could make an onsite visit but they can do a virtual meeting.

---

**From:** Jack Vos <[jackv@universalsignsystems.com](mailto:jackv@universalsignsystems.com)>  
**Sent:** Friday, September 12, 2025 11:52 AM  
**To:** Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)>  
**Cc:** Karl Tucker <[karl@earthsegeusa.com](mailto:karl@earthsegeusa.com)>; Chris Hyink <[Chrish@universalsignsystems.com](mailto:Chrish@universalsignsystems.com)>  
**Subject:** Re: CPS Permit application hold - 111095

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Can we meet on site with Karl to look at it together ?

Jack

On Fri, Sep 12, 2025 at 11:44 AM Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)> wrote:

I have, the right of way type is different in that area.

---

**From:** Jack Vos <[jackv@universalsignsystems.com](mailto:jackv@universalsignsystems.com)>  
**Sent:** Friday, September 12, 2025 11:36 AM  
**To:** Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)>  
**Cc:** Karl Tucker <[karl@earthsegeusa.com](mailto:karl@earthsegeusa.com)>; Chris Hyink <[Chrish@universalsignsystems.com](mailto:Chrish@universalsignsystems.com)>  
**Subject:** Re: CPS Permit application hold - 111095

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Jordan, Good Morning, have you had a chance to look into our permit further ?

Jack

On Thu, Sep 4, 2025 at 2:39 PM Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)> wrote:

Thanks for the permit number. I was able to find the permit and the documents associated with it.

---

**From:** Jack Vos <[jackv@universalsignsystems.com](mailto:jackv@universalsignsystems.com)>  
**Sent:** Thursday, September 4, 2025 2:32 PM  
**To:** Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)>; Karl Tucker <[karl@earthsegeusa.com](mailto:karl@earthsegeusa.com)>  
**Cc:** Chris Hyink <[Chrish@universalsignsystems.com](mailto:Chrish@universalsignsystems.com)>  
**Subject:** Re: CPS Permit application hold - 111095

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Jordan, that would be very helpful, I would like to include Karl from Earth's Edge as well.

I understand these Licence Agreements are not very common, the number for the job in Pinconning was # 14866.

I think we are simply looking for a #2490 approval that will allow the sign, but keep the ownership with The ROW in MDOT's control.

Jack

616-540-1166

On Thu, Sep 4, 2025 at 2:00 PM Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)> wrote:

Jack,

I can set up a teams meeting and I'll see if I can get our Lansing staff on the call. Do you have the permit number you worked with Don Hundley on? Or the maintenance agreement? That would help me find that permit faster. Let me know what times work for you.

The issue is with the right of way type. The only way it could work is if MDOT relinquishes the 5' or so the sign sits on as currently proposed.

---

**From:** Jack Vos <[jackv@universalsignsystems.com](mailto:jackv@universalsignsystems.com)>  
**Sent:** Thursday, September 4, 2025 1:50 PM  
**To:** Chris Hyink <[Chris@universalsignsystems.com](mailto:Chris@universalsignsystems.com)>; Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)>  
**Subject:** Re: CPS Permit application hold - 111095

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Jordan, this is the same sign that you and Karl and I all met on site and reviewed together, after we met on site you sent me and Karl an email and said it was approved.

We never would have proceeded with a variance and requested city approval, except you told us it would be approved.

There is no place to place the sign that is not in the ROW, the change in the ROW at this property necessitates your approval and that is why we met you on site early in the process to make sure we were proceeding correctly.

Many years ago I had a similar case like this for Chemical Bank at [3858 North Huron Road, Pinconning, Michigan](#) that Don Hundley from the Bay City office helped with, he issued a permit for the sign to be located in the MDOT ROW with the understanding that the sign could be required to be removed if MDOT required it to be removed. The ROW in Pinconning, like the ROW in Grand Haven substantially changes from 126' North of our property to 200' at our property which puts our front yard in the MDOT ROW. We are requesting that the sign be allowed to be placed approximately 12' in the MDOT ROW, this location will place the sign 27' behind the sidewalk and 40' from the curb.

Can we please arrange a time to meet on site to look at the situation and can you please also research the permit that was issued for the Chemical Bank sign.

Jack

616-540-1166

On Thu, Sep 4, 2025 at 1:27 PM Chris Hyink <[Chris@universalsignsystems.com](mailto:Chris@universalsignsystems.com)> wrote:

----- Forwarded message -----

**From:** Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)>  
**Date:** Thu, Sep 4, 2025 at 1:19 PM  
**Subject:** RE: CPS Permit application hold - 111095  
**To:** Chris Hyink <[Chris@universalsignsystems.com](mailto:Chris@universalsignsystems.com)>

Chris,

Apon further review, this sign will not be allowed because it would be considered an off-premise sign which falls into the highway advertisement act. The sign will need to be moved out of MDOT right of way.

---

**From:** Chris Hyink <[Chris@universalsignsystems.com](mailto:Chris@universalsignsystems.com)>

Sent: Thursday, September 4, 2025 12:02 PM  
To: Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)>  
Subject: Re: CPS Permit application hold - 111095

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Hi Jordan,

Attached is the verification that the insurance information has been entered. Can the permit now be issued?

Chris Hyink

(616)504 -1486 Direct

<https://link.edgepilot.com/s/5487fe5e/rSQk9JFS1o6seH6uam8Aig?u=http://www.universalsignsystems.com/>



On Fri, Aug 22, 2025 at 9:44 AM Chris Hyink <[Chrish@universalsignsystems.com](mailto:Chrish@universalsignsystems.com)> wrote:

I reached out to my insurance agent to see if they have registered. They said they would take care of it, so hopefully it can get submitted soon! Thank you!!

Chris Hyink

(616)504 -1486 Direct

<https://link.edgepilot.com/s/5487fe5e/rSQk9JFS1o6seH6uam8Aig?u=http://www.universalsignsystems.com/>



On Fri, Aug 22, 2025 at 9:36 AM Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)> wrote:

Send an email to : [Mdot-ePerformanceBondCOL@michigan.gov](mailto:Mdot-ePerformanceBondCOL@michigan.gov) and they would be able to help you through it.

---

**From:** Chris Hyink <[Chrish@universalsignsystems.com](mailto:Chrish@universalsignsystems.com)>

**Sent:** Friday, August 22, 2025 9:33 AM  
**To:** Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)>  
**Subject:** Re: CPS Permit application hold - 111095

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Hi Jordan,

Ok. I am not able to submit the certificate of insurance on the CPS application for some reason? Where do I submit it?

Chris Hyink

(616)504 -1486 Direct

<https://link.edgepilot.com/s/5487fe5e/rSQk9JFS1o6scH6uam8Aig?u=http://www.universalsignsystems.com/>



On Fri, Aug 22, 2025 at 9:22 AM Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)> wrote:

Hey Chris,

I made a mistake. No bond will be required. Please see the attached pdf to submit the insurance information. As discussed, the license agreement is being review by our Lansing staff.

---

**From:** Chris Hyink <[Chrish@universalsignsystems.com](mailto:Chrish@universalsignsystems.com)>  
**Sent:** Friday, August 22, 2025 9:22 AM  
**To:** Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)>  
**Subject:** Fwd: CPS Permit application hold - 111095

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Hi Jordan,

Thanks for taking my call this morning. I am getting alot of pressure to get this permit issued.

Attached is the certificate of insurance. I am not sure what bond is required in what amount? Could you please get me the form required or what I need to do for this?

Thanks! APPRECIATE IT!

Chris Hyink

(616)504 -1486 Direct

<https://link.edgepilot.com/s/5487fe5e/rSQk9JFS1o6scH6uam8Aig?u=http://www.universalsignsystems.com/>



5001 Falcon View SE  
Grand Rapids, MI 49512  
P 616.554.9999 F 616.554.9922  
chrish@universalsignsystems.com

----- Forwarded message -----

From: <[noreply-cps@mail.michigan.gov](mailto:noreply-cps@mail.michigan.gov)>  
Date: Mon, Jun 23, 2025 at 12:07 PM  
Subject: CPS Permit application hold - 111095  
To: <[chrish@universalsignsystems.com](mailto:chrish@universalsignsystems.com)>

Dear Universal Sign Systems,

Your permit application with reference number 111095 has been put on hold.

Below are the Remarks added by TSC Construction Permit Agent.

Forms 3726 and 2490 have been added in the "Attachments - View /Add" tab.

Please submit Justification Letter

Proof of Ownership, for Easement Right-of-Way

Deed or land contract proving ownership of adjacent property

Pay additional Permit Fee

Please take the necessary action and Resubmit the application.

Please login to the CPS system for further details.

Please do not reply to this email.

Thank you,

MDOT Construction Permit System

You can access CPS by logging into MPG by clicking on this link

<https://link.edgepilot.com/s/4b45e12d7E0P8o8MI0CjQS5YayAqpA?u=https://milogintp.michigan.gov/>

**From:** [Jack Vos](#)  
**To:** [Brian Urquhart](#)  
**Subject:** Re: FW: ZBA Approval  
**Date:** Monday, November 3, 2025 3:12:56 PM  
**Attachments:** [PYLON MAIN ID SITE PLAN.pdf](#)  
[PYLON MAIN ID 3.pdf](#)  
[PYLON MAIN ID ELEVATION 2.pdf](#)

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Brian, please find attached the revised design for the sign, MDOT will allow the sign to hang over their ROW, but they will not allow the structure to be in their ROW, the new design is supported by one pole rather than 2, the pole is offset to allow the sign structure to be on Earth's Edge property while the sign is overhanging the MDOT ROW, which keeps it closer to the road as per the ZBA approval. We have requested a permit from MDOT, once I have that permit I will forward it to you, do you need anything else from me to be able to issue the sign permit for the sign so we can meet the deadline of one year from the original ZBA approval.

Jack

On Wed, Sep 24, 2025 at 10:25 AM Jack Vos <[jackv@universalsignsystems.com](mailto:jackv@universalsignsystems.com)> wrote:  
Brian, Karl and I just met with MDOT, they are now willing to give us an approval, the sign configuration may change slightly.

I am here in the building if you have a minute to talk.

Jack

On Fri, Jun 27, 2025 at 12:14 PM Brian Urquhart <[burquhart@grandhaven.org](mailto:burquhart@grandhaven.org)> wrote:

Jack,

Thanks for the update.

Brian

**From:** Jack Vos <[jackv@universalsignsystems.com](mailto:jackv@universalsignsystems.com)>  
**Sent:** Wednesday, June 25, 2025 1:47 PM  
**To:** Brian Urquhart <[burquhart@grandhaven.org](mailto:burquhart@grandhaven.org)>  
**Subject:** Re: FW: ZBA Approval

Brian, we have filed for our MDOT ROW permit, it is in the process of review...

Jack

On Thu, Jan 9, 2025 at 5:03 PM Brian Urquhart <[burquhart@grandhaven.org](mailto:burquhart@grandhaven.org)> wrote:

Good Afternoon Jack,

I wanted to confirm the ZBA approved the variance with the condition: 1. *Applicant must receive approval for an Encroachment Permit for the pole sign from the City and/or Written Approval from Michigan Dept. of Transportation.*

In my conversation with Jordan Love, it was his understanding the sign would be completely out of the MDOT right-of-way.

Please confirm with the City what MDOT will permit within their right-of-way.



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---

**From:** Love, Jordan (MDOT) [mailto:[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)]

**Sent:** Thursday, January 9, 2025 2:03 PM

**To:** Brian Urquhart <[burquhart@grandhaven.org](mailto:burquhart@grandhaven.org)>

**Subject:** RE: ZBA Approval

Hey Brain,

I wanted to follow up from my call. If this proposed sign is not in MDOT ROW we will not issue a permit. Please give me a call if you get a chance.

Jordan Love

Operations Technician – Permit Agent

Michigan Department of Transportation

Muskegon TSC- [2225 Olthoff Dr Muskegon, MI 49444](#)

Cell: 269-330-4348

[Permits \(michigan.gov\)](#)

---

**From:** Jack Vos <[jackv@universalsignsystems.com](mailto:jackv@universalsignsystems.com)>

**Sent:** Thursday, January 9, 2025 10:59 AM

**To:** Love, Jordan (MDOT) <[LoveJ4@michigan.gov](mailto:LoveJ4@michigan.gov)>

**Subject:** Fwd: ZBA Approval

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[abuse@michigan.gov](mailto:abuse@michigan.gov)

Jordan, please see below the email from Brian Urquhart the City of Grand Haven Building Inspector.

Jack

----- Forwarded message -----

From: **Brian Urquhart** <[burquhart@grandhaven.org](mailto:burquhart@grandhaven.org)>

Date: Fri, Dec 27, 2024 at 4:36 PM

Subject: RE: ZBA Approval

To: Jack Vos <[jackv@universalsignsystems.com](mailto:jackv@universalsignsystems.com)>

Merry Christmas and Happy New Year Jack,

Any update on the letter from MDOT?

You have time, as a variance is valid for 1 year, but I would trust it would not take long.

Thanks,



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**From:** Jack Vos [mailto:[jackv@universalsignsystems.com](mailto:jackv@universalsignsystems.com)]

**Sent:** Friday, November 22, 2024 11:16 AM

**To:** Brian Urquhart <[burquhart@grandhaven.org](mailto:burquhart@grandhaven.org)>

**Subject:** Re: ZBA Approval

Brain, will do so.

I have reached out to Jordon Love to get the letter from MDOT.

Jack

On Fri, Nov 22, 2024 at 8:46 AM Brian Urquhart <[burquhart@grandhaven.org](mailto:burquhart@grandhaven.org)> wrote:

Good Morning Jack,

On file I have an application for the sign pole sign at Earth's Edge dated September 20, 2024. This form is outdated. Can you please submit the updated sign permit application along with the necessary sign details and confirmation from MDOT. Once received and the fees paid, I can approve the permit.

In addition, if you could be so kind, the City is making effort to understand our customers better and improve our service to the community, we have developed a brief online survey. Please take a few minutes to reflect on your experience going through the Zoning Board of Appeals process recently. Your feedback is much appreciated! Survey Link: <https://link.edgepilot.com/s/74dc2bbc/nO-6d9wac0m0ZIwzlome8A?u=https://www.surveymonkey.com/r/SYK8YYX>

Thanks,



**Brian Urquhart**  
**AICP**

City Planner

616-935-3276

231-282-4915

[burquhart@grandhaven.org](mailto:burquhart@grandhaven.org)

519 Washington Ave.  
Grand Haven, MI 49417

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**ZONING BOARD OF APPEALS  
CITY OF GRAND HAVEN  
DRAFT - MEETING MINUTES**

November 20, 2024

A regular meeting of the Grand Haven Zoning Board of Appeals was called to order by Chair Hills at 7:00 p.m. in the Grand Haven Council Chambers. On roll call, the following members were:

Present: Vice-Chair Kerry Bridges, Amy Kozanecki, Brendan Pool, Richard Norton, Paul Shibley, Alternate Oliver Shampine

Absent: Tyler Berg, Chair Mark Hills

Also present: Brian Urquhart, City Planner

**Approval of Minutes**

Motion by Bridges, seconded by Pool, to approve the October 16, 2024 minutes as written. Passed unanimously with a voice vote.

**Approval of Agenda**

Motion by Pool, seconded by Shibley, to approve the agenda as printed. Passed unanimously with a voice vote.

**Call to the Audience – None**

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**Case 24-08: A request by Earth's Edge for a variance for a pole sign at 705 S. Beacon Blvd. (parcel #70-03-28-156-002), a variance from Sec. 40-705 to allow a pole sign to be located within the public street right-of-way where the minimum front yard setback for a pole sign in the C – Commercial District is 25 ft.**

Bridges opened the public hearing at 7:01pm.

Urquhart introduced the case. He said Earth's Edge would like a pole sign to install in the front yard at 705 S. Beacon. However, the right-of-way from US-31 increases from 126 ft. to approximately 200 ft. The requirement to satisfy the 25 ft. setback in the Commercial district on the west side of US-31 would place the sign on the building. Therefore, the applicant would request a reasonable setback from the building and from the roadway. The distance would be consistent with other pole signs in the commercial district. Urquhart clarified the pole sign would meet all the requirements for an electric message board sign, with respect to display area, brightness, message duration and motion, and he added the fact the ZBA recently approved a ground sign to be located in the public street right-of-way earlier this year.

Jack Vos, 1528 Hofma Dr. Grand Rapids MI, spoke towards the history of the request. He said the owner of Earth's Edge believes their property should have the opportunity for a pole sign due to the distance from the sidewalk to the building. He said the variance request is not an act of self-creation and received approval from MDOT.

Norton asked about any recent correspondence with MDOT, considering the email was from 2022. Vos responded he will provide recent documentation. Vos also added MDOT, like any road agency, can remove the sign in the right of way for any reason at any time in the future.

Motion by Norton, seconded by Pool, to close the public hearing was carried unanimously by voice vote. Public hearing closed at 7:11pm.

The board considered the seven basic conditions.

- A. All members agreed permitting the sign would not be contrary to the public interest. Shibley added the sign would be situated in a similar location as other signs. Motion by Kozanecki, seconded by Shibley, to approve Basic Condition A. Condition A **passed** unanimously on roll call vote.
- B. All members agreed a pole sign would not create another use in the Commercial District, and pole signs and electric message board signs are already permitted. Motion by Shibley, seconded by Shampine, to approve Basic Condition B. Condition B **passed** unanimously on roll call vote.
- C. All member agreed an electric message board pole sign in the location would not be any adverse effect on properties in the immediate vicinity. Motion by Pool, seconded by Norton, to approve Basic Condition C. Condition C **passed** unanimously on roll call vote.
- D. All members agreed the property was unique in the fact of the building location in the Commercial District with a large right-of-way and ample yard space for a pole sign would justify the request as reasonably practical. Motion by Norton, seconded by Bridges, to approve Basic Condition D. Condition D **passed** unanimously on roll call vote.
- E. All members agreed the condition or situation of the property was not a result of the applicant. Motion by Shampine, seconded by Norton, to approve Basic Condition E. Condition E **passed** unanimously on roll call vote.
- F. All members agreed there is no reasonable alternative location for a pole sign on the lot, due to the lay out of the site after receiving site plan approval Shibley added the applicant is placing the sign in the best possible location. Motion by Norton, seconded by Shibley, to approve Basic Condition F. Condition F **passed** unanimously on roll call vote.
- G. All members agreed the request is the minimum variance necessary to make possible the reasonable use of the pole sign. Members added the sign will meet the required front yard setback off Woodlawn Ave. Motion by Kozanecki, seconded Norton, to approve Basic Condition G. Condition G **passed** unanimously on roll call vote.

Motion by Pool, seconded by Shampine, to approve a variance for a pole sign at 705 S. Beacon Blvd. (parcel #70-03-28-156-002), a variance from Sec. 40-705 to allow a pole sign to be located within the public street right-of-way where the minimum front yard setback for a pole sign in the C – Commercial District is 25 ft. with the following condition:

1. *Applicant must receive approval for an Encroachment Permit for the pole sign from the City and/or Written Approval from Michigan Dept. of Transportation.*

Yeas: Bridges, Norton, Pool, Kozanecki, Shibley, Shampine. Nays: None. The variance was **APPROVED** on a 6-0 vote.

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### **City Planner Report**

Urquhart said there will not be a case in December. The members agreed to cancel the meeting.

### **Call to the Audience – Second Opportunity**

Bob Monetza, 945 Washington, spoke in favor of the ZBA and appreciated their efforts.

### **Adjournment:**

Motion by Kozanecki, seconded by Pool, to adjourn. Unanimously approved by voice vote. Meeting adjourned at 7:27 pm.

---

Brian Urquhart, City Planner

## STAFF REPORT

TO: Grand Haven Zoning Board of Appeals  
FROM: Brian Urquhart, City Planner  
MEETING DATE: November 20, 2024  
CASE: 24-08  
ADDRESS: 705 S. Beacon Blvd.

---

### **Proposal**

Jack Vos of Universal Sign Company, on behalf of property owner Karl Tucker, submitted a variance request (see attachments A & B) for an electric message board pole sign in front of their building at 705 S. Beacon Blvd. (parcel #70-03-28-156-002) for a variance from Sec. 40-705 to allow a pole sign to be located within the Michigan Dept. of Transportation (MDOT) right-of-way (ROW) where the minimum front yard setback for a pole sign in the C – Commercial District is 25 ft.

### **Background**

Last month, staff met with Jack Vos regarding a sign permit to install a 95.5 sq. ft. electric message board pole sign in the front yard of Earth's Edge at 705 S. Beacon. Beacon Blvd. is a MDOT regulated highway, with varying widths throughout the City. The ROW widens approximately from 126 ft. to 200 ft. south of Woodlawn Ave. Earth's Edge is a corner lot, fronting Woodlawn and Beacon Blvd. Upon this finding, the sign permit could not be approved administratively.



705 S. Beacon Blvd. w/ ROW depicted in gray

Within the City limits, Beacon Blvd. serves as the primary north-south artery roadway through town. According to MDOT traffic volumes from 2023, the annual average daily traffic (AADT) count near 705 S. Beacon is approximately 40,300 vehicles. The high traffic volume lends itself to commercial land uses that often require larger and taller signage. As such, pole signs are permitted on lots fronting US-31 with at least 90 ft. of frontage. 705 S. Beacon is located on a 1.23-acre lot with 268 ft. of frontage off US-31, making this lot eligible for a pole sign. The applicant is proposing the following:

Dimension	Required	Proposed
Height	20 ft. max.	19 ft. 6 in.
Size	100 sq. ft. max.	95.5 sq. ft.
Electrical Message Board	50% of total sign size max.	46 sq. ft. (48.16%)
Vertical clearance from natural grade to bottom of sign	10 ft.	10 ft.
Setback	½ required front yard setback (25 ft.)	Within MDOT ROW

Per Sec. 40-705, a ground sign in the Commercial District must be located no closer than ½ the required front yard setback in the respective zoning district. The front yard setback is 50 ft. in the Commercial District on the west side of Beacon Blvd., therefore 25 ft. from the front ROW line is the closest a sign can be located. All size, height, clearance, electric message board requirements for the proposed sign appear to be met. The request will not only require a dimensional variance from the ZBA, also approval of an encroachment into the MDOT ROW.



Google Street View, Sept. 2024

### 1.0 Zoning of Subject Parcel

The property is located in the C – Commercial District

### 2.0 General Location

In the front yard within the MDOT ROW

### 3.0 Existing Land Use on the Parcel

Retail store and warehouse

### 4.0 Adjacent Area Land Uses

North: 601 S. Beacon – Multi-tenant establishment

South: 849 Park Ave. - Auto Zone

East: Hawthorne Square Condos (East side of Beacon Blvd.)

West: 820 Woodlawn (residence)

### 5.0 Zoning on Adjacent Parcels

North: OS - Office Service

South: C – Commercial

East: MFR – Multi-family residential

West: TI – Transitional Industrial

### 6.0 Findings of Fact and Staff Analysis

The applicant has provided responses to the Basic Conditions for the requested variance.

1. **Basic Conditions:** The Board shall find that a variance request meets all of the following conditions.
  - a. *The requested variance shall not be contrary to the public interest or to the intent and purpose of the Ordinance. **Comment:** The intent and purpose of Sec. 40-705 is to provide a reasonable distance from the front lot line for the placement of a pole sign in the commercial district. Pole signs are often located in the front yard along busy roadways with high volumes and traffic speeds. The sign is permitted in the front yard, however, due to the increased width of the MDOT ROW, 705 S. Beacon has a front yard setback of approximately 13 ft. The proposed sign location could be considered to meet the intent of the ordinance because it is located 27 ft. from the sidewalk, which is commonly perceived as the front lot line.*
  - b. *The requested variance shall not permit the establishment within a district of any use which is not permitted by right within that zone district, or any use or dimensional variance for which a special land use permit is required. **Comment:** The granting of this variance will not establish a use which is not permitted. An electrical message board pole sign is permitted on lots with a minimum of 90 ft. of frontage along US-31.*
  - c. *The requested variance shall not cause a substantial adverse effect upon properties in the immediate vicinity or in the district in which the property of the applicant is located. **Comment:** A pole sign that is located off US-31 is common for parcels of this size and frontage in the Commercial District. With proper internal illumination, and sign display settings, a pole sign within the ROW could be considered not to create any substantial adverse effect upon properties in the immediate vicinity.*
  - d. *The conditions or situation of the property or its intended use is not so general or recurrent in nature as to make reasonably practicable a general regulation for the condition or*

situation. Comment: MDOT ROW widens significantly on southbound US-31 from 126 ft. to 200 ft. south of Woodlawn intersection. The zoning district changes from Office Service to Commercial. Traveling further south to Robbins Road and the city limits, buildings are placed further from the road, with much larger front yards. Lawful front yards provide a practical and conforming location for a pole sign in the Commercial District.

- e. *Any exceptional or extraordinary circumstances applying to the property in question are not self-created.* Comment: The 200 ft. wide US-31 ROW south of Woodlawn was not an act of self-creation by the applicant. It is unknown why the ROW widens by 74 ft. Perhaps there was potential to have a larger expressway with increased travel lanes in this portion of the city. Currently, MDOT has not expressed any interest in widening the travel lanes or creating a deceleration lane.
- f. *There is no reasonable alternative location on the parcel for the proposed improvements for which a variance is sought where such alternative location would eliminate the need for the requested variance or reduce the extent of the condition(s) necessitating the variance.* Comment: Requiring the sign to be placed 25 ft. from the front lot line places the sign directly on the building. There are 3 wall signs on each frontage providing room for display. However, the distance from the building to the roadway is very similar to other parcels in the Commercial District, many of which have pole signs. The applicant would be required to apply for a variance for a ground sign as well. However, there is no reasonable alternative location in which a pole and/or ground sign would meet the required setbacks.
- g. *The requested variance is the minimum variance that will make possible the reasonable use of the improvement.* Comment: Placing within the sign 27 ft. from the sidewalk in the MDOT ROW is the minimum variance for the reasonable use of a pole sign at this location. Traveling south, businesses with conforming setbacks have pole signs that are approximately in the same distance from the roadway, including AutoZone, Consumers Credit Union, and My Community Dental Center. Maintaining this sign location appears to provide a proper distance from the roadways, while keeping consistency with operative commercial messaging for motor vehicle traffic.

## 7.0 Correspondence

As of the date of this memo, the City has not received any correspondence for this request. The applicant did provide an email from MDOT, authorizing approval for the proposed location of the sign in the ROW.

## 8.0 Sample Motions

Note: A concurring vote of four (4) members of the Zoning Board of Appeals is required approve a non-use variance.

Motion to **APPROVE** ZBA Case 24-08 A request by Earth's Edge for a variance for a pole sign at 705 S. Beacon Blvd. (parcel #70-03-28-156-002), a variance from Sec. 40-705 to allow a pole sign to be located within the public street right-of-way where the minimum front yard setback for a pole sign in the C – Commercial District is 25 ft. The variance is granted based on the following finding(s) of fact:

1. *Insert ZBA finding(s) of fact.*

And the following condition:

1. *Applicant must receive approval for an Encroachment Permit for the pole sign from the City and/or Written Approval from Michigan Dept. of Transportation.*

Motion to **DENY** ZBA CASE 24-08 A request by Earth's Edge for a variance for a pole sign at 705 S.

Beacon Blvd. (parcel #70-03-28-156-002), a variance from Sec. 40-705 to allow a pole sign to be located within the public street right-of-way where the minimum front yard setback for a pole sign in the C – Commercial District is 25 ft. based on the following reasons:

1. *Insert reasons for denial.*

Motion to **POSTPONE** ZBA Case 24-08, until the following information can be submitted for review:

1. *Insert ZBA recommendation(s).*

Attachments:

- A. ZBA application dated October 25, 2024 (3 pages)
- B. Project narrative
- C. ROW Width Map, Site Plan, and Sign details (7 pages)
- D. MDOT email correspondence

TO: City of Grand Haven Zoning Board of Appeals  
FROM: Brian Urquhart, City Planner  
MEETING DATE: December 17, 2025  
TOPIC: 2026 Meeting Dates; Training opportunity

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Below are the meeting dates for 2026. We will meet on the 3<sup>rd</sup> Wednesday of each month, with the exception for April, due to Spring Break, which will take place on the 4<sup>th</sup> Wednesday.

**Meeting Dates**

January 21, 2026	February 18, 2026	March 18, 2026	April 22, 2026
May 20, 2026	June 17, 2026	July 15, 2026	August 19, 2026
September 16, 2026	October 21, 2026	November 18, 2026	December 16, 2026

**MSU Extension Training**

Attached is a flyer for ZBA training put on by MSU Extension. Please let me know if you are interested in attending this training.

# ZBA ONLINE CERTIFICATE COURSE



## A NEW MSU EXTENSION SELF-PACED TRAINING

The ZBA Online course is a unique and comprehensive Zoning Board of Appeals (ZBA) training designed to accommodate your schedule. The course includes six self-paced modules engaging the learner with videos, readings, and activities. Complete one module to meet a specific training need or take the full course to obtain a certificate. ZBA Online includes:

- Understanding Basic ZBA Roles & Responsibilities
- Effective Decisions and Ordinance Interpretations
- Hearing Appeals of Administrative Decisions
- Issuing Variances from Ordinance Standards
- Other Responsibilities of the ZBA: Nonconformities
- Circuit Court Review and Standards

Price: \$125 (group discount available)

## CRITICAL TRAINING FOR ZBA MEMBERS AND STAFF

The ZBA Online Certificate Course is designed for members of the local government ZBA, local government staff who work alongside the ZBA, and local government managers and attorneys.

The course is based in MSU's Desire to Learn (D2L) online learning platform and can be accessed 24/7 - individuals can do as much or as little at one time as fits their schedule. Connect with computer, tablet, or mobile.

The ZBA Online Certificate Course teaches the latest concepts on ZBA roles and responsibilities, effective decision-making, and protecting due process. The curriculum is based on the award-winning Citizen Planner Program and features ZBA-specific content, engaging activities, case studies, and the latest Michigan case law. Course completion includes an MSU Extension certificate.

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To learn more or register, visit:  
<http://extension.msu.edu/zbaonline>

Questions, contact the:  
**Citizen Planner Program**  
Email: [cplanner@msu.edu](mailto:cplanner@msu.edu)  
Phone: 517-353-6472

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