

**CITY OF GRAND HAVEN  
GRAND HAVEN, MICHIGAN  
PLANNING COMMISSION MINUTES**



**March 12, 2024**

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

**Present:** Magda Smolenska, Joe Pierce, David Skelly, Amy Kozanecki, Chair Mike Dora, Dan Borchers

**Absent:** Vice-Chair Ryan Galligan, Tamera Owens, and Jennifer Smelker

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

**Approval of Minutes**

Motion by **Pierce**, seconded by **Kozanecki** to approve the minutes of February 13, 2024 meeting with corrections. All ayes. **Motion passes.**

**Approval of Agenda**

Motion by **Skelly**, seconded by **Smolenska** to approve the agenda with ZBA Liaison listed as item 6, b. All ayes. **Motion passes.**

**Call to the Audience; First Opportunity**

None

---

**Presentation Case 24-11 Presentation by Grand Haven Charter Township for Robbins Center Ponte PUD Amendment (City Recommendation required).**

Urquhart introduced the case. Grand Haven Charter Township is constructing a Transmission Main and Meter Station along Ferry St./172<sup>nd</sup> Ave. The proposed Meter Station building is located within the Robbins Centre Pointe Planned Unit Development; as such it is subject to the 425 Agreement between the City and the Township. The building was reviewed and conditionally approved by the Grand Haven Township Planning Commission in February. The process also requires City of Grand Haven Planning Commission's recommendation for final approval.

Rory Thibault, Community Development Director, presented on behalf of the Grand Haven Township. Thibault indicated the plan had gone through the special use permitting process through the township first; however, because the plan has the 425 Agreement associated with it, the approval of the change still needed to go through the Planning Commission for review. The scope of review needed from the City of Grand Haven is whether or not it changes, alters, or amends the access from the development property up to Robbins Rd or 172<sup>nd</sup> Ave. Thibault relayed that according to the plans laid out conditionally by the

township, it would not change the access to 172<sup>nd</sup> Ave or Robbins Rd. The curb cut and entry apron into the portion of the property was amended slightly but the review was within the Grand Haven Township jurisdiction. Township found no issues upon review but was here to answer any questions the Commission may have.

Chair Dora opened the floor for questions to which fellow commissioners did not have.

Motion was made to approve by **Smolenska**, seconded by **Skelly**.

Roll call vote. Yeas: Kozanecki, Borchers, Skelly, Smolenska, Pierce, Dora. Nays: None. **Motion passed.**

**Case 24-05: A public hearing to consider Special land use request for short term rental at 46 Edward St. (parcel #70-03-29-156-047)**

Urquhart introduced the case. Rodney and Heidi Kirby of 4503 Loggers Run NE Grand Rapids, MI 49525, have submitted an application for a Special Land Use Permit for a Short-Term Rental located at 46 Edward Ave. (parcel #70-03-29-156-047). Short Term rentals are permitted by special land use in the Dune Residential District per Sec. 40-406.02. A response was provided as it relates to the ten regulations and conditions for a Short Term Rental. As well as, a scaled site plans depicting the parcel information and floor plan.

The home contains 3-bedrooms, 1-bathroom. The main level contains a deck facing Edward Ave. and a back deck facing the rear yard. There are 3 parking spaces in the drive and 1 designated space on street for a total of 4 spaces. The total parking spaces can support a sleeping occupancy of 12 people.

The City has received 1 public comment against the request.

Property Owners, Rodney and Heidi Kirby, 46 Edwards were present, who stated property was originally used to raise their family. They have recently retired and wanted to share their cottage in the woods to guests who would like to visit our community. Mr. Kirby offered one point of clarification and stated that their home contains 1 and a half baths.

Pierce asked for clarification on the arrangement, or agreement made regarding the designated parking space on Edward.

Ms. Kirby spoke to this matter stating that there was one parking on Edwards that had a sign designating the spot to 46 Edwards. She also voiced that this parking spot was never needed or used due to the fact three cars could fit into driveway. Mr Kirby also added that he wanted to address the additional traffic concerns, and assured Commissioners there would only ever be three cars at a time and will have no impact on traffic flow.

Smolenska also asked for a point of clarification regarding the 12 person occupancy supporting the three parking spots. Urquhart clarified stating that three spots would only allow a nine sleeping occupancy. Property owners confirmed they were only asking for an 8 person sleep occupancy which will be advertised on the property management's website.

Skelly confirmed a property management group would be managing the property. He also raised a question regarding proper screening to the right and left of the property. Property owner stated that they purchased the lot between their property and the property at the end of the street, and the property to the right is a rental unit.

Both Kozanecki and Borchers expressed they had initial concerns regarding parking spaces, but felt as though they were addressed and had no further questions.

Chair Dora voiced his concern with the designated on street parking initially, but stated that he also felt it was no longer a concern. Dora also mentioned putting in the motion that parking would be limited to the driveway at 46 Edwards.

Chair Dora opened the public hearing at 7:16pm.

No public comment.

Chair Dora close public hearing at 7:17pm.

Motion by **Skelly**, seconded by **Pierce** to approve Case 24-05, a request for a Special Use Permit for a Short Term Rental located at 46 Edward Ave. (parcel #70-03-29-103-008) based on the information submitted for review, subject to the following condition:

- 1. The sleeping occupancy shall be determined by the building official.*
- 2. On-site parking does not include street parking.*

Role Call. All Yeas. **Motion Passed.**

---

**Case 24-06: A public hearing to consider Special land use request for short term rental at 418 Jackson Ave. (parcel #70-03-21-301-006)**

Urquhart introduced the case. Sam and Samantha Ventocilla have submitted an application for a Special Land Use Permit for a Short-Term Rental located at 418 Jackson Ave. (parcel #70-03-21-301-006). The home is being converted to a single-family dwelling on the south side of Jackson Avenue near 4th Street. The Old Town Zoning District allows new short-term rentals if the property is on a key street. In this case, Jackson Ave between Beacon Blvd. and 1st Street. A response was provided as it relates to the ten regulations and conditions for a Short Term Rental, and special land uses. The applicant also provided scaled site plans depicting the parcel information and floor plan.

418 Jackson Ave. is a nonconforming lot in the Old Town district with a parcel size of 4,356 sq. ft. After renovations the dwelling will consist of four (4) bedrooms, and five (5) parking spaces in a parking area behind the home. The number of bedrooms could support an estimated sleeping occupancy of 8 people, which means the off-street parking would be met.

The City has not received any public comments.

Property owners, Sam and Samantha Ventocilla, were present to answer any questions.

Chair Dora opened public hearing at 7:20pm.

No public comment.

Chair Dora closed public hearing at 7:20pm.

Pierce voiced concern about the property being a non-conforming lot size and the size for a short term rental. Feels property is extremely narrow, and the ability to effectively screen. He also stated that he was not in favor of this at this time.

Skolenska also voiced concern with the non-conforming lot size and stated it would be a hard sell for her. She also stated that she does not have objections to the short-term rental portion of the application.

Skelly echoed the concern stating that the lot was about 30%-35% off from being a conforming lot size. He also voiced concern with the parking situation.

Kozanecki joined with the other commissioners stating that she agreed the size of the lot was of concern. She did mention that she was not in objection to the short-term rental portion.

Borchers had no comment.

Chair Dora mentioned he shared the same concerns as his constituents. He stated minimum lot size is roughly 5,900 sq. ft. and the current lot is 4,300 sq. ft. Minimum lot width is 45 ft., and the current lot width is 33 ft. Dora also mentioned that based off the dimensions it puts the lot almost against neighboring properties. He suggested it may be better as a long term rental having limited changeover.

Property Owner, Sam Ventocilla, commented stating 422 Jackson, was also being used as a short term rental and has the same lot width. He asked for consideration for an amendment for fencing between the two properties. He also mentioned that he had fencing between his property and the neighboring property on the other side.

Chair Dora explained that he could not attest to the details of the short rental, and asked what property owner would need that would be considered fencing. Planner Urquhart spoke and said that if that was the issue of concern, any hedging, fencing, or any type of screening would mitigate any negative impact on the joint properties.

Dora suggested postponing until property owners could submit a proposal to block exposure to the other side. It could then be reviewed and some exceptions made as conditions to the approval.

Urquhart stated that if more information was requested from the property owner, the case could be postponed to a later date and he could work with property owners to elevate specific concerns covered in the public hearing.

Pierce spoke stating that the issue of Short Term Rentals is a sensitive topic and impactful of to the character of the neighborhood as well as zoning intent. Feels as though there is it might be counterintuitive to force a lot into a short-term rental that is non-conforming.

Skolenska also mentioned that regardless of the fencing it will not change the size of the lot, and in fact will only make it appear smaller making it hard to navigate.

Skelly interjected that screenings are a requirement for short-term rentals regardless, and unsure how the fencing would resolve the non-conforming issue at hand.

Kozanecki agreed stating that based off the map it did not appear that there would be enough room for the fencing.

Borchers stated he felt consistency was important but could understand the property owner's predicament.

Motion by **Kozanecki**, seconded by **Pierce** to deny Case 24-06, a request for a Special Use Permit for a Short Term Rental located at 418 Jackson Ave. (parcel #70-03-21-301-006) based on the information submitted for review, and subject to the following condition:

- 1) *A nonconforming property that does not meet the minimum for space for a short-term rental.*

Roll Call. All Yeas. **Motion Passed.**

---

**Case 24-07: A public hearing to consider Special land use request for Two Family Dwelling at 309 Jackson. (parcel #70-03-20-282-003).)**

Urquhart introduced the case. Jenell Keiser and Eric Pratt have submitted applications for a Special Land Use Permit for a Two-family dwelling and Short-Term Rental located at 309 Jackson Ave. (parcel #70-03-20-282-003). Two-family dwellings are permitted by special land use in the Old Town District per Sec. 40-410.02. B. The Old Town Zoning District also allows short-term rentals if the property is located off a key street, in this case Jackson Ave. between Beacon Blvd. and 1st Street. Urquhart indicated there would be two separate steps for this case. Urquhart introduced the case. First step would be this matter of two-family dwelling.

Section 40-526 provides a list of two (2) standards for two-family dwelling. The applicant has responded to those standards. The elevation plans demonstrate a two-family dwelling is similar in design to a one-unit dwelling with a covered porch, single curb cut driveway, and a single front entrance door. A drive coming off the eastern portion of the lot will open up to a parking lot for 6 spaces. The unit requires 2 spaces per unit, which would be satisfactory.

A staff concern was for the safety of the guests due to how busy Jackson St can be. Staff presented having two curb cuts; however, the applicant wants guests to have the ability to be able to back in and out.

Applicant also proposed a landscape plane that would help mitigate the increased impervious surfaces. The plan includes: retention ponds, screening, fencing and pavers made with permissible materials to help minimize the impact of rear lot that would be used for maneuvering and parking. Staff feels the landscape plan will provide necessary screening from vehicle headlights to adjacent properties. It shall also be noted the rain garden will provide enough space for snow storage.

The applicant has provided a narrative that responds to these review standards and a scaled drawing depicting the property and location of the home.

309 Jackson Ave. is a conforming lot in the Old Town district with a parcel size of 6,695 sq. ft. The proposed structure meets all the standards for lot coverage, building setbacks, building height, building form standards, and parking in the OT District.

The City has received 2 public comments against this case, primarily with concern to the short term rental.

Janelle Keiser, 295 N. Park Street, Muskegon who is the property owner, and Brian Wolfis of 6438 Staple in Twin Lake who is the designer, were there to address any questions.

Keiser began by complimenting Urquhart on being a pleasure to work with, as they have wanted to do things the right thing by and for the City of Grand Haven.

Wolfis stated the plan proposal was to build a two-family dwelling. Each 1500 sq. ft. unit would have 3 bedrooms and 2 and a half baths. The elevation plans demonstrate a two-family dwelling is similar in design to a one-unit dwelling with a covered porch, single curb cut driveway, and a single front entrance door which will match most neighboring homes. Having two curb cuts, was contemplated, but felt it would not leave much room for green space which would interfere with proper fencing or landscaping to help with separation between properties. A landscape design was submitted to show it was possible to the rear parking without it looking like a parking lot. Side setbacks have a 6-foot minimum with 16 total. Design shows 8 feet on one side and 14 feet on the driveway side. This would allow for vegetation on both sides.

Chair Dora opened public hearing at 7:35 pm.

Peter Wilson, 322 N 2<sup>nd</sup> St, stated those three lots were originally subdivided, with permission to do a single-family dwelling on each lot. Wilson feels as though the lot configurations were already tight space wise. He also voiced that the Pier Marquette development has more lot coverage than the 35% allowable in Old Town. He also mentioned the Commissioner's concerns regarding 418 Jackson and stated his concern with the density of the lot. Even though it was wide enough, the depth not being a traditional lot size. As a single family property owner, Wilson stated that he has felt a high amount of density building in the corridor. He also raised concern stating the original content of single family dwellings and now multi-family dwellings in the same lot size.

Wen Qi, 406 N 3<sup>rd</sup> St, stated their lot is adjacent to 309 N Jackson. She would be looking at half the parking lot and has concerns because of this. When the home was purchased last September, it was with their understanding that all three lots would be single family homes. Being a young couple trying to raise a family, and the high turnover of guests, this would be of concern. The second is the landscaping. A row of arborvitaes on the west side wouldn't be enough to effectively block the headlight and noises. It was asked that Commissioners would take that into consideration. The last concern mentioned was keeping the neighborhood feel to the area.

Chair Dora closed public hearing at 7:39 pm.

Pierce stated he appreciated the beautiful work that was being put into the plan to look and fit a single dwelling unit. He also mentioned the Permeable pavers were also a great touch with consideration for the

tree surrounding the property. Pierce addressed the surrounding question about the gap on the west side. Wolfis stood stating the last space would be used for a maneuver area. Wolfis and the property owner agreed they could put fencing in to help eliminate the headlights and such.

Pierce mentioned he could not find a serious issue with the plan, and was in favor of it. However, would like to see a narrow screen added as a condition to help with the concerns about the small portion on the west.

Skolenska also made mentioned adding a screen to eliminate some of the concerns and commended the landscaping effort to it appear as a single family dwelling unit. She stated she did not have an issue with the plan.

Skelly stated he agreed the landscaping and design of the home was well done. Feels as though it would be a nice addition to the space. Skelly spoke to the short term rental aspect, and stated proper screening is part of the requirements, and asked about the intent and size of the arborvitaes as well as the rest of the screen plan for the property.

Kelly Carp from Landscape Design spoke stating he was the person in charge of putting the landscape design together. He stated the arborvitaes would be 6 to 8 feet tall when installed, and considered nursery stock when planted. Fencing has not been addressed yet, but the applicants taking care of it, as well as doing what is right. Hedges along the house are foundation Hydrangea which are roughly 5 to 6 feet tall. In the back of the lot would be a rain garden made of perineal material, and potential fencing across.

Kozanecki said she had similar sentiments as Skelly with respect it's a great plant and the two family would be an improvement for the area. She also stated regarding the Short term rentals, a fence would need to be added as a part of the conditions. Kozanecki stated that it was important to be good neighbors.

Borchers asked Urquhart if this plan, in regards to a two-family dwelling unit, met all the requirements of which the City is asking to be done to which Urquhart said yes. Borchers mentioned his concern about deer eating a lot of what was going to be planted and felt much of the vegetation would not survive.

Dora stated the like the pavers, as well as, the openness of what was being proposed for the arborvitaes. He also stated he did not have any concerns regarding the special land use for the two family dwelling. Dora stated that he could not speak to the single family dwelling, as he was not a part of the commission at that time.

Motion by **Pierce**, seconded by **Smolenska** to approve Case 24-07, a request for a Special Use Permit for a two-family dwelling located at 309 Jackson Ave. (parcel #70-03-20-282-003) based on the information submitted for review, and subject to the following conditions:

- 1. All conditions of the BLP and DPW shall be met.*
- 2. A land use permit shall be required for the installation of permeable pavers*

Role Call. All Yeas. **Motion Passed**

---

**Case 24-08: A public hearing to consider Special land use request for Short Term Rental at 309 Jackson. (parcel #70-03-20-282-003).**

Urquhart introduced the case stating since the special land use for the Duplex has been established, property owners are asking for a short term rental use, which is permitted in the Old Town district off of Jackson Street.

Urquhart continued to state that parking ratios are different given the floor size and area of bedrooms. Parking would equate to 3 spaces per unit. A concern in the design was the size and location of the parking lot concerning neighboring uses. The parking area was larger and may create a challenge with stormwater run-off and suggest an appearance of excessive paved or impermeable surfaces, as stated in Sec. 40-513.B.2.f. The applicant has offered a solution to provide for augstorm pavers for the parking spaces. Permeable pavers are permissible material for parking per Sec. 40-605.02.A, should the planning commission find this material satisfactory.

Chair Dora opened public hearing at 7:49 pm.

No public comments.

Chair Dora closed public hearing at 7:49 pm.

Pierce expressed concerns about the amount of short term rentals in being discussed and wants to make sure that he and fellow commissioners are being particular about approving these, as well as making sure all requirements are being met. Pierce asked Urquhart for a list of Short Term rentals in various districts and a map to show where the rentals are located. In regards to the 309 Jackson property, Pierce feels as though making sure screening around the entire property should be a condition, but does not see a reason to reject the request.

Smolenska, also shared sentiments regarding the screening stating she had no other issues.

Skelly, agreed stating there was no issue other than the screening as well. He did ask who would be managing the property too quickly, property owner, Janelle Keiser stated she and her husband would be managing. Skelly also asked the property owner if they would be willing to invest in fencing on the three sides of the property. Keiser asked for clarification on what type of fencing was requested.

Kozanecki, stated her only concern was the fencing as well.

Dora addressed the fact she heard several comments in regarding to fencing, and mentioned it could be included in the motion and leave final approval up to Urquhart.

Motion by **Smolenska**, seconded by **Kozanecki** to approve Case 24-08, a request for a Special Use Permit for a short term rental located at 309 Jackson Ave. (parcel #70-03-20-282-003) based on the information submitted for review, and subject to the following condition:

1. *Sleeping occupancy shall be determined by the building official.*
2. *Appropriate screening shall be included as approved by City Planner.*

Role Call. All Yeas. **Motion Passed**

---

**Case 24-09: A public hearing to consider Special land use request for a tattoo parlor at 612 Miller Dr. (parcel #70-03-21-161-036)**

Urquhart introduced the case. Applicant Ron and Deb Mudgett have submitted a request for a Special Land Use Permit to operate a Tattoo and Piercing Parlor at 612 Miller Dr. Unit 36 (parcel #70-03-21-161-036). A tattoo and piercing parlor is permitted by special land use in the Commercial District 40-414.02.B. Grand Landing Planned Development notes that Commercial zoning uses are permitted in the PD. Prim and Proper was approved in 2020 for their current location at 616 S. Beechtree. They have decided to relocate to Unit 36 in Grand Landing. Unit 36 in Grand Landing was the former location of Awaken Mind and Body Spa. There is a total floor area of 1397 sq. ft. The floor plan provides for six office spaces, two entries, and a bathroom. There are ample parking spaces located in the Grand Landing Development, and the existing parking should suffice.

Section 40-563 of the Zoning Ordinance lists the standards for a Tattoo and Piercing Parlor. Below is a summary of the applicant's narrative as it relates to the specific special land use standards. Their narrative provides additional details, as well as responses to the general standards of Section 40-116.03.

- Hours of Operation: 10am to 9pm Tuesday through Saturday for walk-in and appointments.
- Food and beverages will not be served on site.
- Outdoor loitering will not be tolerated. "No loitering" signs will be posted on the property and customers will be escorted in and out of the building.
- The proposed use is more than 1,000 ft. from an educational facility and any other tattoo and piercing parlors.

City staff has received 13 communications in support of the request. Urquhart stated this was the most publicly commented request the Planning Commission has seen in a long time.

Ron and Deb Mudgett, 11220 Prairie Ridge Drive, Middleville MI were present to address any questions.

Chair Dora opened public meeting at 7:56 pm.

David Tenke, 22 S Harbor, spoke stating that this business is already established, with zero complaints against it and plenty of support in favor of the business. Tenke continued stating he felt compelled to speak due to the fact he helped the business owner buy the location. It was his understanding that this was permitted use, and wasn't aware that it needed to be permitted. The property was closed based on his understanding. He urged the Commissioners to consider that this business is already in town, the business is already permitted within the city, good citizens, and would grant the request based on those things.

Chair Dora closed public hearing at 7:58 pm.

Pierce, Smoleska, Skelly, and Kozanecki stated they had no questions or concerns.

Borcher clarified that the business was permitted use, but because it was a special land use it needed to be approved through the Planning Commission.

Urquhart confirmed any land used for such things as tattoos, regardless of where they are located in the City, it would fall under a special land use permit. It would require notification, a public hearing, and cannot be approved administratively, but through the Planning Commission.

Chair Dora stated he did not see any issues and felt as though it would be a great spot for the business.

Motion by **Skelly**, seconded by **Pierce** to APPROVE Case 24-09, a request for a Special Use for a Tattoo and Piercing Parlor located at 612 Miller Dr. Unit 36 (parcel #70-03-21-161-036), subject to the following conditions:

- 1. Hours of operation are limited to 10:00am-9:00pm Tuesday through Saturday. With Sunday and Monday being by appointment only.*
- 2. A Change of Use permit shall be submitted.*

Role Call. All Yeas. **Motion Passed**

---

**Case 24-09: A public hearing to consider a Special land use request for A Major Auto Repair Facility at 1815 S Beacon Blvd. (parcel #70-03-23-100-056).**

Urquhart introduced the case. Mark Anthony of Pioneer Construction, on behalf of property owner Betten Realty LLC, has submitted a site plan application and special land use application for a 14,000 sq. ft. addition to Preferred Auto Detailing at 1815 S. Beacon Blvd. (parcel#70-03-23-100-056). An automobile repair facility a permitted by right in the Commercial district per Sec. 40-414.02 B. However, after meeting with the Planning Commission, the applicant elected to apply for a major auto repair facility, which is permitted by special land use per. Sec. 40-414.02.C and subject to the standards in Sec. 40-507. Tied into this a pre-application meeting occurred on January 9th, the Planning Commission offered feedback regarding the transparency requirement in the Commercial District, and the Planning Commission agreed to reduce the ground floor transparency to 40%. The ground floor transparency reduction is permitted Sec. 40-414.03.C.

Site preparation of the 1.93-acre site includes the removal of asphalt and existing trees located on the southern portion of the site. The grading plan shows all stormwater will be directed to catch basins and to the detention pond located south of the building.

Betten Realty, LLC owns the parcel to the south, which crosses jurisdictional boundaries into Grand Haven Charter Township. The design shows for a stormwater detention pond located on this property. The Dept. of Public Works is recommending Grand Haven Charter Township provide written approval of the stormwater plan. The Township is consulting with their legal counsel on any necessary easements should ownership change in the future. Any recorded easements or agreements shall be provided to the City.

The 14,000 sq. ft. addition will be 20 ft. in height. The exterior building features include white vertical metal paneling, store front glass, and architectural masonry on the east wall facing Beacon Blvd. The

design of the east wall satisfies the minimum approved 40% transparency for a primary wall. The west and south walls will have white vertical metal paneling. The floor plan shows 15 bays for vehicle service, a waiting area, service write-up kiosks, and office space. All building height, architectural features, building transparency, setbacks, and lot coverage are met.

The applicant has decided to apply for a major auto repair facility. Sec. 40-507 defines a major automobile repair facility as an establishment engaged in the general repair, engine rebuilding, transmission rebuilding, overhaul or reconditioning of motor vehicles; collision repair services, such as body, frame or fender straightening and repair; major welding activities; and overall painting and undercoating of automobiles. Staff believes this location is appropriate for major auto repair.

Sec. 40-604.03 requires 1 space per vehicle bay, and 1 space per employee on the largest shift. According to the materials submitted, there will be 10 employees on the largest shift.  $15 + 10 = 25$  spaces. The applicant is proposing 25 spaces, with 4 spaces behind the building, 12 spaces north of the building, and 9 spaces in front. In addition, a 15' x 60' loading area is shown behind the building adjacent to the west lot line.

The applicant is proposing a wall mounted sign near the southern end of the east building wall. No other signs are proposed. The photometric plan shows 7 wall-pack lighting fixtures will be installed onto the addition. The site will continue to use the existing light poles and wall pack light fixtures. All light fixtures will include a 100% horizontal plane cut-off.

As a built out site, the opportunity for extensive landscaping is minimal. The landscape plan shows sod islands comprised of turf grass near the parking area, and 3 maple trees planted near the north and west parking spaces.

The application states there will be no ground mounted or rooftop mounted mechanical equipment.

The building will also have fire suppression. The Planning Commission expressed concern with the length of the south setback, seeking to ensure a full length Fire Truck will be able to make the turn. Sheet C6 demonstrates the fire truck turning schematic. The Fire Marshal also expressed this concern. Staff recommends a condition that the applicant shall provide the necessary information that would satisfy the Fire Marshal.

Staff has received no public comments regarding this case.

Mike Bowman from Pioneer Construction mentioned the reasoning for moving to the major was due to the size of the larger truck that exceeded the weight limit. Bowman stated he was available for questions. Chair Dora opened a public hearing at 8:07 pm.

Chair Dora closed public hearing at 8:07 pm.

Pierce, Smoleska, Skelly, Kozanecki, and Borchers stated they had no questions or concerns.

Chair Dora also expressed that the requested change did not have to do with the size of what is being done, but rather the scope of work.

Motion by **Smoleska**, seconded by **Skelly** to APPROVE Case 24-10, a request for a Special Use for a major automobile repair facility at 1815 S. Beavon Blvd. (parcel #70-03-23-100-056) based on the information submitted for review.

Roll Call. All Yeas. **Motion Passed**

---

**New Business: None**

---

**Old Business - Case 24-02, a request for a Site Plan Review of a major automotive repair facility at 1815 S. Beacon Blvd. (parcel #70-03-33-100-056)**

Urquhart reintroduced the case. More detail was given than what was given at the pre-application meeting. The main concerns were with the building form, transparency, and setbacks which have been met, and the Fire Marshall has approved. Urquhart mentioned, that due to the fact of cross jurisdictional boundaries, there are different standard requirements regarding storm calculations and the detention bond located to the south would be satisfactory. Building form, Use, Parking, Signage and Lighting, Landscaping, Mechanical Screening, and Fire Protection would all be satisfactory according to requirements in the commercial district. This is the last parcel headed south on Beacon past Robbins Road. Transparency was reduced due to the fact, the parcel is tucked away and the widened ROW according to MDOT Standards. It also compliments the existing building which is good for an expansion of an existing business.

Pierce, Smoleska, Skelly, Kozanecki, and Borchers stated they had no questions or concerns.

Chair Dora spoke stating he could not find anything addressing the dumpster enclosure details specifically if there were any updates to it, or the materials used.

Both Urquhart and Pierce stated there was already an existing dumpster enclosure in the northwest corner. Pierce also added that the material is masonry, and the doors needed some additional work.

Motion made by **Pierce**, and seconded by **Kozanecki** to approve Case 24-02, a request for a site plan review for an automobile repair facility expansion at 1815 S. Beavon Blvd. (parcel #70-03-23-100-056) based on the information submitted for review, and subject to the following conditions:

- 1. All conditions of the Fire Marshal and DPW shall be met.*
- 2. Applicant shall provide written verification of approval of the detention pond design on parcel #70-03-33-100-023 from Grand Haven Charter Township.*
- 3. Applicant shall provide the City with any recorded easement or agreement for the detention pond on parcel #70-03-33-100-023.*
- 4. The dumpster enclosure meets the requirements set in 40-301-03H*

Role Call. All Yeas. **Motion Passed**

**ZBA Liaison**

Urquhart spoke stating long time member, Ryan Galligan said he could no longer serve as the PC Liaison to the Zoning Board of Appeals. There is currently an existing vacant seat on the ZBA.

After email was sent, Amy Kozanecki responded stated she would be willing to accept the vacant seat for the Zoning Board of Appeals. Urquhart verified with the City Clerk, it would have to be formally on the record by the Planning Commission to a motion to formally make Kozanecki the liaison for the ZBA.

Motion by **Smoleska**, seconded by **Skelly** to nominate Amy Kozanecki as the zoning board liaison for the Planning Commission.

Role Call. All Yeas. **Motion Passed**

---

#### **Zoning Board of Appeals Liaison Report:**

Kozanecki said there was a meeting on March 27<sup>th</sup>, 2024.

Urquhart spoke stating there was not a quorum in February. The meeting that was originally scheduled for the March 20<sup>th</sup>, 2024 was rescheduled due to members not being able to attend. The meeting will now take place on March 27<sup>th</sup>, 2024 at 7:00 pm. Urquhart also reported stating there would be two cases that will be presented as well as, an additional case for April.

#### **City Planner Report:**

On Monday, March 4<sup>th</sup>, the City Council formally approved the denial of the right-of-way vacation of Colfax Avenue between Ferry St. and Albee St. Grand Haven Christian Schools has elected to pursue other options for traffic control to put in a gate. Emails were sent to Public Works, Public Safety, and the City Manager on the process. The Planning Commission will no longer need to be involved.

The Chinook Pier RFP has been live since late January. The Planning Commission will be involved in the review of any submittals after the application period. The City anticipates to review submitted RFPs in April.

Due to a recent request from a stakeholder, we will likely hold a joint meeting with the HCDC regarding a potential redevelopment project. Staff will provide updates as needed. Urquhart felt as though it would be a great opportunity to meet together as we try to preserve, yet have ordinances and standards that need to be met for new developments.

Reminder we will hold a special meeting on Tuesday, March 19<sup>th</sup> at 6:00 pm. Please let me know if you will be unable to attend. There are a couple of items that are worthy of discussion. Urquhart plans to get a packet with background information by the end of the week.

Urquhart provided a link if anyone was interested in training opportunities provided by the Michigan Association of Planning. Members are encouraged to be up to date on things that are pertinent to decision-making. If interested, please contact City Planner.

Urquhart also included in Commissioner's packets a project tracking list. This is a running list that would help track outcomes, follow-ups to conditions, and keep tabs on various projects. This would also be a key

Planning Commission Minutes  
March 12, 2024

for various departments to look at to make sure conditions are met before issuing a certificate of occupancy.

Lastly, Urquhart reported, depending on the outcome of the Special Work Session happening on March, 19<sup>th</sup> 2024, there will be a couple of things to discuss for April's Planning Commission Meeting.

**Call to Audience; Second Opportunity:**

None

Chair Dora introduced and welcomed, Dan Borchers as the new member for the Planning Commission.

**Adjournment:**

Chair Dora adjourned the meeting at 8:28 pm.

---

Melissa Bos, Executive Assistant to the City Manager

*Melissa Bos* 4/11/24

