

**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
PLANNING COMMISSION MINUTES
May 14, 2024**



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

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

Absent: David Skelly, Tamera Owens

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

Approval of Minutes

Motion by **Vice-Chair Galligan**, seconded by **Smolenska** to approve the minutes of the April 30th, 2024 meeting as written. All ayes. **Motion passes.**

Approval of Agenda

Dora made a motion to amend the agenda to discuss the possible election of officers as 8B.

Motion by **Vice-Chair Galligan**, seconded by **Kozanecki** to approve the agenda and add 8B to add discussion of the election of officers to the agenda as 8B. All ayes. **Motion passes.**

Call to the Audience; First Opportunity

Mel Eddy, 1028 Arlington, spoke stating that he had concerns regarding the proposed lot size change of 66 feet to 1034 Arlington Ave. While he understood that it was an approved lot size for the district he wanted to know where the nearest lot was that was 66ft for a comparison. He stated that most lots surrounding the area were much larger, and closer to 90 feet.

Eddy made an additional statement saying since the new owner requested 66 feet that, he hoped a request wouldn't be seen in the future with the zoning board asking for a variance.

Tom Reinsma is part of an informal committee working on the property at the Salvation Army. He has been in conversation with the City Planner in regards to building on the property and possible affordable housing. The property is presently in the sensitive overlay district. To remove the sensitive overlay designation, an environmental survey must be completed. Reinsma is requesting that the contents of the survey be delineated so the requirements can be satisfactorily completed. He also is requesting the Commission take into account the surveys and expenses the goal is to keep the home on the site as affordable as possible. Reinsma stated the townhouses would cost around two hundred seventy five thousand dollars and they were hoping to sell them for one hundred and seventy five thousand summarizing there was a one hundred thousand dollar gap. It was asked for the commissioners to include only what was deemed essential for cost.

Denny Dryer of 220 ½ Washinton also spoke regarding the sensitive overlay in the area. He is asking for the Commission to convey what is needed from the committee to remove the sensitive overlay requirements so they can continue to build the affordable housing project in that area.

Case 24-17: A public hearing to consider a Special land use request for short term rental at 245 Jackson Ave. (parcel #70-03-20-286-002).

Urquhart introduced the case. Marilyn Ruben of Dewitt, MI has submitted an application for a Special Land Use Permit for a Short-Term Rental located at 245 Jackson Avenue (parcel #70-03-20-286-002). 245 Jackson is located in the Portside Condominium development at the corner of Jackson and 3rd St. The Old Town Zoning District allows new short-term rentals if the property fronts Jackson Ave between Beacon Blvd. and 1st St. There are several short term rentals in Portside Condos as the Planning Commission approved a short term rental at 237 Jackson in June 2022 and at 241 Jackson in February 2023.

Section 40-513 of the Zoning Ordinance provides a list of ten (10) regulations and conditions for a Short-Term Rental. The review of the Special Land Use Permit application is also subject to the standard regulations and conditions of all Special Land Uses outlined in Section 40-116.03. The applicant has provided a response to the review standards and a site plan and floor drawing depicting the property and the condominium unit seeking approval.

The unit has 3 bedrooms and an attached two-stall garage. There is a balcony off the second floor. According to the applicant, the bedroom sizes would support a sleeping occupancy of 7 people, however, the two parking spaces would limit the sleeping occupancy to 6 people. As of the date of this staff report, the city has received no public comments.

Marilyn Ruben was present to address any questions the commission may have.

Chair Dora opened the public hearing at 7:11 p.m.

No comments.

Motion made by **Vice-Chair Galligan**, seconded by **Kozanecki** to close the public hearing. All ayes. **Motion passes**. Chair Dora closed the public hearing at 7:12 p.m.

Smolenka, Borchers, Smelker, and Vice-Chair Galligan all stated they did not have any questions or concerns.

Pierce spoke stating that he didn't see any issues for the applicant but mentioned that he would like to see the density of the short term rentals in the various districts. Kozanecki concurred.

Chair Dora spoke stating section 40-513.G calls for a site plan submitted to scale and wondered if what was submitted was to scale. Dora asked that a condition be added to verify the plan submitted was to scale.

Motion made by **Smolenska**, seconded by **Smelker** to approve Case 24-17, a request for a Special Use Permit for a Short Term Rental located at 245 Jackson Ave. (parcel #70-03-20-282-002) based on the information submitted for review, and subject to the following condition:

1. *The sleeping occupancy cannot exceed six (6) people due to the availability of two (2) parking spaces, or occupancy as determined by the building official.*

2. *Verification the correct floor plan was submitted.*

Roll call vote. Yeas: Kozanecki, Borchers, Smolenska, Pierce, Vice-Chair Galligan, Smelker, Chair Dora. Nays: None. **Motion passed.**

Case 24-18: Lot split application at 1034 Arlington Ave. (parcel #70-03-28-378-019)

Urquhart introduced the case. Property owner Alan Roebuck has submitted an application to split 1034 Arlington Ave. (parcel #70-03-28-378-019) into four (4) lots. The parcel is 0.81 acres and located in the LDR – Low Density Residential District. The parcel is much larger than other parcels in the nearby vicinity and has remained vacant for many years. The topography is primarily level with a slight slope from west to east. An application to create more than one additional lot requires planning commission approval.

Parcel A

- Fronts Arlington Ave.
- Lot area: 8,795 sq. ft.
- Lot width: 66 ft.
- Interior lot
- Proposed use: Single-family residential

Parcel B

- Fronts Arlington Ave.
- Lot area: 8,794 sq. ft.
- Lot width: 66 ft.
- Interior lot
- Proposed use: Single-family residential

Parcel C

- Fronts Arlington Ave.
- Lot area: 8,792 sq. ft.
- Lot width: 66 ft.
- Interior lot
- Proposed use: Single-family residential

Parcel D

- Fronts Arlington Ave. and Ferry St.
- Lot area: 9,117 sq. ft.
- Lot width: 68.58 ft.
- Corner lot
- Proposed use: Single-family residential

Per Sec. 40-402.02.C, the minimum lot width and lot area in the LDR District is 66 ft. and 8,700 sq. ft. respectively. All proposed lots meet the standards. Public sidewalk and street trees must be provided (or maintained) along Arlington Ave., subject to Public Works Department approval.

Applicant was not present.

Pierce, Smelker, Buchers, Kozancki, Smolenska, Vice-Chair Galligan, and Chair Dora saw no issue with the lot split.

Motion made by **Pierce**, seconded by **Smolenska** to approve a request to split 1034 Arlington Ave. (parcel #70-03-28-378-019) into four (4) lots as shown on the tentative parcel map, with the following condition(s):

1. *All conditions of the Dept. of Public Works and Fire Marshal shall be met.*

Roll call vote. Yeas: Kozanecki, Borchers, Smolenska, Pierce, Vice-Chair Galligan, Smelker, Chair Dora. Nays: None. **Motion passed.**

Case 24-19: Discussion of proposed site plan for a mixed-use building at 7th St. & Columbus Ave.

Urquhart introduced the case. John Groothuis of Capstone Companies on behalf of property owner John Steinbach, has submitted a layout plan, conceptual plan, and elevation plan details for a proposed mixed-use development (tentatively named Steinbach Crossings) at the corner of 7th St. and Columbus Ave. The site plan includes 3 parcels under the common ownership of Mr. Steinbach, including 626 Columbus (parcel #70-03-21-353-002), 630 Columbus (parcel #70-03-21-353-003) and 17 N. 7th St. (parcel #70-03-21-353-004). 626 and 630 Columbus are rental occupied homes, and 17 N. 7th is home to Guitar Haven and Tenden retail shops. Mr. Groothuis has requested a pre-application meeting with the Planning Commission to obtain feedback on the proposed redevelopment. Once feedback is received, a detailed site plan subject to the requirements in Sec. 40-115.02 can be submitted.

In August 2023, the Planning Commission recommended approval for rezoning 626 Columbus Ave. from OT – Old Town to NMU – Neighborhood Mixed-Use and within the Centertown Overlay. The City Council adopted the rezoning in September. The rezoning created a land assembly of 4 parcels under the same zoning district for a mixed-use redevelopment. A mixed-use is permitted by right per Sec. 40-411.02.A. The Centertown overlay was vital to site plan preparation, which allows lot coverage of up to 100%, and building height of up to 40 ft. or 3 stories, whichever is less. The proposed building is 3 stories and just under 40 ft. in height and includes approximately 90% lot coverage.

The two homes would be demolished, creating a total development area of around 12,300 sq. ft. The 3-story mixed-use building will front 7th and Columbus, and the west lot line will abut the railroad right-of-way. Although no floor plan was submitted, the plan calls for 12 residential units ranging from 1150 sq. ft. to 1200 sq. ft. The building housing Tenden and Guitar Haven will be preserved, and portions of the development will be constructed above the building. The main level will contain new retail space near the corner of 7th and Columbus.

The elevation drawings depict a gray stone wall along 7th Street and Columbus on the lower level. An entrance to the 14-space parking lot is off Columbus St. Sec. 40-605 requires 1.2 spaces for each residential unit in mixed-use development, therefore $12 \times 1.2 = 14.4$, or 14 spaces. Additional access to the parking lot is made available from the south, navigating through the existing parking lot at 7 N. 7th St. The upper level residential floors contain a natural or cultured face brick, light tan in color. All windows are arched, paying homage to the adjacency of the railroad. Several residential units will include balconies overlooking the street, and portions of the 2nd and 3rd level off 7th St. will have a recessed upper setback.

Planning Commission Minutes
May 14, 2024

The applicant should provide details on dumpster enclosures, lighting, signage, mechanical equipment screening, snow removal, stormwater control, parking lot circulation, and master plan compatibility. A full site plan analysis is expected to be provided at a future meeting date.

Kiersten Runschke, Architect for Capstone was present to provide any additional information.

Borchers spoke stating he was excited about the improvements to center town, but did have a couple of concerns about building over Tendon and Guitar Haven. He also mentioned that he had concerns regarding the square footage of the condos, as well as, the height of the building. He voiced that he would like to see the height of the building go higher. He also asked Capstone to consider adding the snowmelt to the plan.

John Groothuis, Capstone Engineer, was also present and stated that the size will be at market size. He also mentioned Mr. Steinbach will be coming to the next DDA meeting.

Smelker spoke stating she was also excited about the project and appreciated how they were going to tie into the centertown theme. She had questions regarding the choice of the stone versus the stone.

Runschke stated the colors of the building were not concrete and would present the concern to the owner for future consideration. She also mentioned the idea of differentiating between retail and residential.

Pierce spoke stating he echoed both Smelker and Borchers' comments. He mentioned that while he appreciated the parking garage, but had concerns about one side building being a stark brick wall, and wondered how it could be improved upon within the restrictions.

Kozanecki also mentioned that she echoes her fellow commissioner's comments, and is thrilled that things are happening in Centertown. She also stated she felt it looked like three separate buildings. While she understood the plans were in the preliminary stages, she asked that it would be considered to somehow marry them all together to blend them in more. She also mentioned her concern for the brick wall on Columbus.

Smolenska stated she would like to be excused from the case.

Vice-Chair Galligan also echoed the sentiments of fellow commissioners stating that he feels as though this is exactly what the center town has been needing. He also stated his concern regarding the brick wall on Columbus and offered the idea of adding a mural of some type on it.

Chair Dora appreciated the fact of preserving Guitar Haven and Tendon. He also stated it was great to see something new coming into that section of town. Dora mentioned that he would like to see the transparency numbers for both the 7th Street side and the Columbus Street side.

Ruschke stated it was divided into retail and garage space. The retail side is at 38%, and the garage is at 29%. Roughly, at 31% on the Columbus side. However, they are looking to make improvements, take notes from the meeting, make changes, and bring back to the present.

Urquhart asked for clarification on the lot coverage and what currently is the current footprint. Runschke stated about 90%.

Urquhart brought up the south elevation, and being able to access the south parking lot between Vintage Green. Ruschke stated that the intent of it would be a one-way through. Urquhart posed the question of needing an easement to access the parking lot. He also posed a question in regards to lighting or decorative items that would fit in with the DDA guideline. Ruschke stated it would similarly replicate J&W's with the gooseneck traditional lighting on the main level.

Smelker stated she liked the idea of a mural on the Columbus side.

Election of Officers

Chair Dora posed the idea of electing officers due to his absence at the next meeting. Dora stated he was happy to continue as Chair, and Vice-Chair Galligan stated he was also happy to continue in his current role.

Motion made by **Kozanecki**, seconded by **Smelker** to nominate Mike Dora to continue as Chair, Ryan Galligan as Vice Chair, and Magda Smolenska as Secretary.

Roll call vote. Yeas: Kozanecki, Borchers, Smolenska, Pierce, Vice-Chair Galligan, Smelker, Chair Dora. Nays: None. **Motion passed.**

Zoning Board of Appeals Liason Report

Kozanecki reported there was nothing to report for last month's meeting as there was a lack of members present to have a quorum. She stated the next meeting was scheduled for the next day.

City Planner Report

Urquhart stated in June there will be an agenda item regarding the sensitive area overlay to be able to have more back and forth conversations. He encouraged commissioners to review the sensitive overlay section in the ordinance 40-422 to be able to make recommendations for information wanted the wetland survey.

Chinook Pier RFP

The City received 3 submittals from Cherette Group, Copper Rock Construction, and Midwest Construction for the Chinook RFP. As a stakeholder, the Planning Commission will be involved in the review process. City staff will present the proposals at the June meeting.

Child Care Center in I – District

The City Council recommended to move forward with the Planning Commission's recommendation to amend the zoning ordinance to allow child care centers in the Industrial District as a special land use. The final adoption is on the May 20th City Council meeting agenda. It is anticipated a site plan will be submitted for 16344 Comstock St. in the coming months.

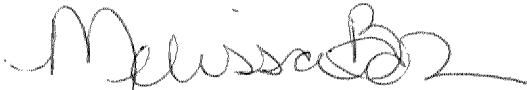
Membership Terms

Just a reminder to some, please complete an application to serve on boards and commissions. There are 3 members whose terms expire on June 30th. In addition, officers will be selected at the June meeting.

Call to the Audience; Second Opportunity

Mel Eddy, 1028 Arlington, spoke stating that he wanted to know why Smolenska excused herself. He stated he feels as though it should have been voted on and discussed so that those in the audience have an understanding of it.

Adjournment: Chair Dora adjourned the meeting at 8:04 pm.

A handwritten signature in black ink, appearing to read "Melissa Bos", with a stylized flourish at the end.

Melissa Bos, Executive Assistant to the City Manager