



AGENDA

Zoning Board of Appeals – Regular Meeting
Tuesday, March 24, 2026 – 6:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of the January 27, 2026 ZBA Meeting Minutes
- IV. Public Comments & Questions (*Agenda Items Only*)
- V. New Business
 - A. ZBA Variance Application No. 26-03 – Boterenbrood Dimensional Variance
- VI. Reports
- VII. Extended Public Comments & Questions (*Non-Agenda Items*)
- VIII. Adjournment

DRAFT MEETING MINUTES
GRAND HAVEN CHARTER TOWNSHIP
ZONING BOARD OF APPEALS
JANUARY 27, 2026

I. CALL TO ORDER

The regular meeting of the Grand Haven Charter Township Zoning Board of Appeals was called to order at 6:00 p.m. by Chair Slater.

II. ROLL CALL

Board of Appeals members present: Czarnik, Dumbrell, Egedy-Bader, Hesselsweet, and Slater

Board of Appeals members absent: Bray

Also present: Senior Planner Chaphalkar and Community Development Director Sherwood

Without objection, Chaphalkar was instructed to record the minutes for the meeting.

III. APPROVAL OF MINUTES

Without objection, the minutes from December 9, 2025, ZBA Meeting were approved.

IV. PUBLIC COMMENT – NONE

V. NEW BUSINESS

A. ZBA Variance Application No. 26- 01 – Bunek Dimensional Variance

Applicant:	Zach VandenBerg – Peterson and VandenBerg Environmental
Property Owner	Julius & Sahiba Bunek
Address:	18209 Shore Acres Dr
Parcel Number:	70-03-32-335-007
Lot Size:	.27 acres
Zoning:	R-1 – Single Family Residential

The applicant is seeking dimensional variances as described below:

1. A dimensional variance from Section 10.01.C.4. to construct a ~268 sqft deck addition with a setback of one-foot from the southern side lot line.
2. Dimensional variances from Sections 14.13.C and 14.13.C.3.to construct a retaining wall with a maximum height of 10.5’ and zero-foot setback from the southern side lot line.

Chaphalkar provided an overview through a memorandum dated January 22nd.

The applicant, Zach Vandenberg of Peterson and Vandenberg Environmental, was present to provide the following information for requests #26-01 and #26-02:

- Described existing conditions of the subject property.
- Explained expected benefit from the retaining wall to both the Bunek property and the Turek property.
 - The retaining wall would provide a wider drive aisle and parking area for the Bunek home
 - The retaining wall would help stabilize the dune, which would benefit the Turek property.
- The deck extension, exempt from EGLE regulation due to the construction method, is proposed to provide access to an existing door.
- Described excavation process and revegetation required per the EGLE permit.

Board Members had the following points of discussion:

- Asked staff about precedence of approval for one-foot setbacks for decks.
 - Chaphalkar noted it was not a common request, but the proposed addition was intended to serve as a walkway, rather than a gathering space due to the narrow width.
- Inquired regarding required handrails for retaining walls.
 - Chaphalkar referred to Michigan Building Code to determine those requirements.
- Questioned the need for the height of the proposed 14-foot tall retaining wall.

Bunek Dimensional Variance #1 – Deck Addition

Standard No. 1 – Exceptional or extraordinary circumstances:

- The property is entirely encumbered by the Critical Dune Area and High Risk Erosion Area, both which are regulated by EGLE. The property is legally non-conforming in both lot area and lot width.
- The board had no additional discussion regarding this standard.

Ayes: Czarnik, Dumbrell, Egedy-Bader, Hesselsweet, Slater

Nays: None

Absent: Bray

Standard No. 2 – Substantial property right:

- It is common for houses near Lake Michigan to have decks facing the water. The deck extension on the south side is to access an existing door, which does not currently have a safe point of egress.
- The elevation of the deck is significantly lower than the elevation of the house on the south property, which appears to lessen potential impact.

Ayes: Czarnik, Dumbrell, Egedy-Bader, Hesselsweet, Slater

Nays: None

Absent: Bray

Standard No. 3 – Will not be a substantial detriment to adjacent parcels, or material impact on the intent and purpose of the Ordinance:

- No correspondence was received regarding the application.
- The addition of the deck connecting to the home appears to reduce potential risk in that area.

Ayes: Czarnik, Dumbrell, Egedy-Bader, Hesselsweet, Slater

Nays: None

Absent: Bray

Standard No. 4 – Request is not of such a recurrent nature as to make reasonably practical the formulation of a general regulation:

- The narrow lot width and existing conditions of the site make this request unique to the property
- The board had no additional discussion regarding this standard.

Ayes: Czarnik, Dumbrell, Egedy-Bader, Hesselsweet, Slater

Nays: None

Absent: Bray

Motion by Dumbrell, seconded by Egedy-Bader, to **approve** dimensional variance from Section 10.01.C.4. to construct a ~268 sqft deck addition with a setback of one-foot from the southern side lot line for the property at 18209 Shore Acres Drive.

Which motion carried unanimously, as indicated by the following vote:

Ayes: Czarnik, Dumbrell, Egedy-Bader, Hesselsweet, Slater

Nays: None

Absent: Bray

Bunek Dimensional Variance #2 – Retaining Wall

Standard No. 1 – Exceptional or extraordinary circumstances:

- The property is entirely encumbered by the Critical Dune Area and High Risk Erosion Area, both which are regulated by EGLE. The property is legally non-conforming in both lot area and lot width. There is an approximate 20' difference in elevation in this portion of the property.
- The board had no additional discussion regarding this standard.
Ayes: Czarnik, Dumbrell, Egedy-Bader, Hesselsweet, Slater
Nays: None
Absent: Bray

Standard No. 2 – Substantial property right:

- The intent of the retaining wall is two-fold. First, to provide better access to the home with conveniently located parking. Second, the retaining wall would aid in preserving the existing dune, which is susceptible to erosion. It is common that properties in the Critical Dune Area utilize retaining walls to stabilize dunes under EGLE's direction.
- The board had no additional discussion regarding this standard.
Ayes: Czarnik, Dumbrell, Egedy-Bader, Hesselsweet, Slater
Nays: None
Absent: Bray

Standard No. 3 – Will not be a substantial detriment to adjacent parcels, or material impact on the intent and purpose of the Ordinance:

- No correspondence was received regarding the application.
- The board had no additional discussion regarding this standard.
Ayes: Czarnik, Dumbrell, Egedy-Bader, Hesselsweet, Slater
Nays: None
Absent: Bray

Standard No. 4 – Request is not of such a recurrent nature as to make reasonably practical the formulation of a general regulation:

- The narrow lot width of the property combined with the topography of the parcel results in a request which is unique to this parcel.
- The board had no additional discussion regarding this standard.
Ayes: Czarnik, Dumbrell, Egedy-Bader, Hesselsweet, Slater
Nays: None

Absent: Bray

Motion by Egedy-Bader, seconded by Dumbrell, to **approve** a dimensional variance from Sections 14.13.C and 14.13.C.3 to construct a retaining wall with a maximum height of 10.5' and a zero-foot setback from the southern side lot line for the property at 18209 Shore Acres Drive.

Which motion carried unanimously, as indicated by the following vote:

Ayes: Dumbrell, Slater, Hesselsweet, Voss

Nays: None

Absent: Egedy-Bader

B. ZBA Variance Application No. 26- 02 – Turek Dimensional Variance

Applicant:	Zach Vandenberg – Peterson and Vandenberg Environmental
Property Owner	Glenn & Susan Turek
Address:	18205 Shore Acres Dr
Parcel Number:	70-03-32-335-008
Lot Size:	.37 acres
Zoning:	R-1 – Single Family Residential

Chaphalkar provided an overview through a memorandum dated January 22nd.

The applicant, Zach Vandenberg, was present to address any questions.

Because of the nature of the request, the discussion points for request #26-01 also encompass those related to #26-02. The proposed retaining wall crosses the property line between the two subject properties, resulting in the requested zero foot setback.

Turek Dimensional Variance – Retaining Wall

Standard No. 1 – Exceptional or extraordinary circumstances:

- The property is entirely encumbered by the Critical Dune Area and High Risk Erosion Area, both which are regulated by EGLE. The property is legally non-conforming in lot width. There is an approximate 20' difference in elevation in this portion of the property.
- The board had no additional discussion regarding this standard.

Ayes: Czarnik, Dumbrell, Egedy-Bader, Hesselsweet, Slater

Nays: None

Absent: Bray

Standard No. 2 – Substantial property right:

- The retaining wall would aid in preserving the existing dune, which is susceptible to erosion. It is common that properties in the Critical Dune Area utilize retaining walls to stabilize dunes under EGLE’s direction
- The board had no additional discussion regarding this standard.

Ayes: Czarnik, Dumbrell, Egedy-Bader, Hesselsweet, Slater

Nays: None

Absent: Bray

Standard No. 3 – Will not be a substantial detriment to adjacent parcels, or material impact on the intent and purpose of the Ordinance:

- No correspondence was received regarding the application.
- The board had no additional discussion regarding this standard.

Ayes: Czarnik, Dumbrell, Egedy-Bader, Hesselsweet, Slater

Nays: None

Absent: Bray

Standard No. 4 – Request is not of such a recurrent nature as to make reasonably practical the formulation of a general regulation:

- The narrow lot width of the property combined with the topography of the parcel results in a request which is unique to this parcel.
- The board had no additional discussion regarding this standard.

Ayes: Czarnik, Dumbrell, Egedy-Bader, Hesselsweet, Slater

Nays: None

Absent: Bray

Motion by Egedy-Bader, seconded by Hesselsweet, to **approve** a dimensional variance from Sections 14.13.C and 14.13.C.3. to construct a retaining wall with a maximum height of 14-feet and a zero-foot setback from the northern side lot line for the property at 18205 Shore Acres Drive.

Which motion carried unanimously.

C. Housekeeping – Appointment of Secretary

Motion by Dumbrell, seconded by Egedy-Bader to **nominate and appoint** Czarnik to the position of Secretary.

Which motion carried unanimously.

VI. REPORTS –

Chaphalkar provided an update on expected ZBA applications.

VII. EXTENDED PUBLIC COMMENTS – None

VIII. ADJOURNMENT

Without objection, the meeting was adjourned at 6:40 pm.

Respectfully submitted,



Cassandra Chaphalkar

Acting Recording Secretary

DRAFT

Community Development Memo

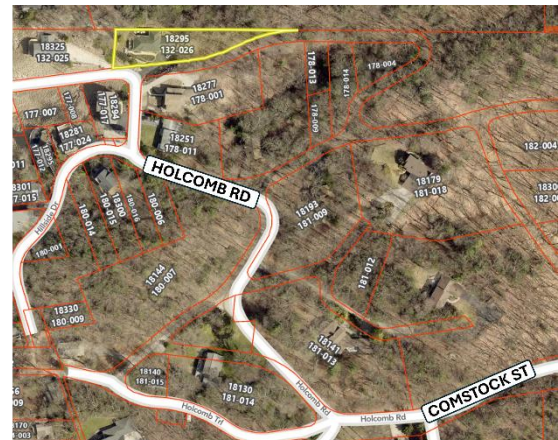
DATE: March 19, 2026

TO: Zoning Board of Appeals

FROM: Cassandra Chaphalkar, Senior Planner

RE: 18295 Holcomb Road – Dimensional Variance Application No. 26-03

PARCEL INFORMATION	
Owner	Lori & Arend Boterenbrood
Applicant	Rob Buitenhuis – Haven Renovations, LLC
Property Address	18295 Holcomb Rd
Parcel Number	70-03-32-132-026
Lot Size	~18,295 sqft or .42 acres
Lot Type	Critical Dune Area, Irregular Shape
Zoning	R-1 Residential
Required Rear Yard Setback for a Deck	20-feet
Requested Rear Yard Setback for a Deck	18.3-feet



LOCATION MAP



CDA MAP

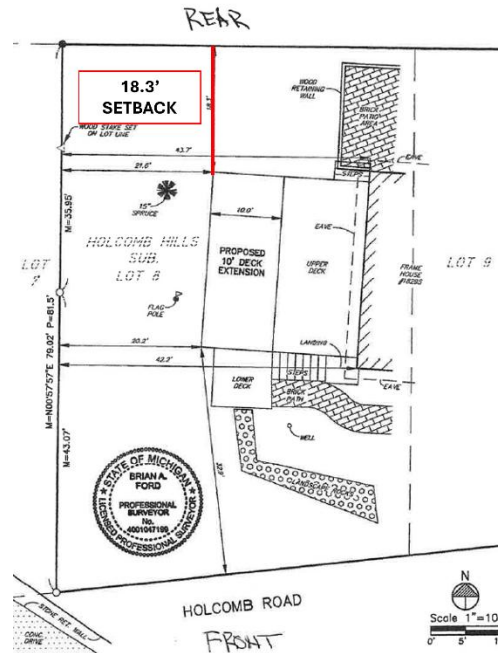
BACKGROUND

The applicant, Rob Buitenhuis of Haven Renovations LLC, is representing the property owners Lori & Arend Boterenbrood, who purchased the property in 2021. The property is irregularly shaped with the location of the existing home legally nonconforming in location with regards to the front and rear setbacks. The property is also entirely encumbered by the Critical Dune Area, regulated by EGLE. The applicant has received a permit from EGLE for the proposed scope of work.

VARIANCE REQUEST

The property owners would like to remove the existing 303 sqft deck on the western side of the house and replace it with a larger 558sqft deck. The proposed deck is compliant with the side and front yard setback requirements but would not meet the required rear yard setback.

Decks are allowed to extend up to 40% of the required rear yard, but even if aligned with the rear plane of the house, the deck does not meet the minimum setback of 20-feet. As designed, the deck would have an 18.3-foot setback. The design of the deck could be altered to make the 20-foot setback, but it would be an irregular shape.



VARIANCE STANDARDS

To authorize a dimensional variance from the strict applications of the provisions of this Ordinance, the ZBA shall apply the following standards and make an affirmative finding as to each of the matters set forth in the standards.

STANDARD 1

There are exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning classification.

The property is entirely encumbered by the Critical Dune Area which is regulated by EGLE. The property is an irregular shape which lacks the lot depth for any dwelling to be located in a compliant location.

The ZBA will need to determine whether this standard is met.

STANDARD 2

The variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity, provided that possible increased financial return shall not of itself, be deemed sufficient to warrant a variance.

It is common that properties near Lake Michigan feature decks providing western views.

The ZBA will need to make a determination whether this standard is met given the circumstances of this case.

STANDARD 3

Authorization of such variance will not be of substantial detriment to adjacent property and will not materially impair the intent and purpose of this Ordinance or the public health, safety, and general welfare of the community.

No correspondence was received regarding the application as of the date of this memo.

The ZBA will need to determine whether this standard is met.

STANDARD 4

The condition or situation of the specific piece of property or the intended use of said property for which the variance is sought, is not of so general or recurrent a nature as to make reasonably practical the formulation of a general regulation for such condition or situation, a part of this Ordinance.

Due to the unique shape and shallow nature of the lot, any deck in the rear yard, or even one which is aligned with the setbacks of the existing house, would require a dimensional variance.

The ZBA will need to make the determination whether this standard is met.

SAMPLE MOTIONS

If the ZBA determines each standard has been affirmatively met, one of the following motions can be offered:

Motion to approve a dimensional variance from Section 10.04.C.5 to construct a 558sqft deck with an 18.3-foot setback from the rear lot line for the property at 18295 Holcomb Road.

However, if the ZBA determines each standard has not been affirmatively met, the following motion can be offered:

Motion to deny a dimensional variance from Section 10.04.C.5 to construct a 558sqft deck with for the property at 18295 Holcomb Road because an alternative exists that does not violate the Grand Haven Charter Township Zoning Ordinance.

If the ZBA determines that more information is needed to make an affirmative finding, the following motion can be offered:

Motion to table the dimensional variance application for 18295 Holcomb Road, and direct the applicant and/or staff to provide the following information:

1. *List items.*

18295 HOLCOMB ROAD DESCRIPTION LETTER
FOR ZONING VARIANCE REQUEST

I AM ASKING FOR A VARIANCE ON REAR YARD SETBACK
FROM THE REQUIRED 20' TO 18.3' (SEE SURVEY)

REMOVE EXISTING 303 SQ FT DECK AND REPLACE WITH
A 557 SQ FT DECK. ALL SURROUNDING WALKWAYS AND
RETAINING WALLS TO REMAIN. NEW DECK WILL BE
SAME ELEVATION AS EXISTING.

THIS PROPOSED DECK EXPANSION DOES NOT AFFECT
ANY OF NEIGHBORS SITE LINES.

I HAVE PROVIDED A SEALED SURVEY WITH SETBACK
DIMENSIONS FOR PROPOSED DECK

THIS PROPERTY IS IN A CRITICAL DUNES AREA
AN EGLE PERMIT HAS BEEN ISSUED.

LASTLY THE REASONS FOR WANTING THIS PROJECT
ARE SIMPLY NOT ENOUGH EXTERIOR SPACE TO GATHER.
DUE TO TOPOGRAPHY THERE ARE NO FLAT OR YARD AREAS.

THE ODD SHAPE OF LOT ALONG WITH PLACEMENT
OF HOME ONLY LEAVES ONE LOGICAL WAY TO INCREASE
EXTERIOR SPACE, WHICH IS TO EXPAND DECK WESTWARD.
THIS OPTION ALSO HAS THE LEAST AMOUNT OF ENVIRONMENTAL
IMPACT DUE TO FACT THE DECK IS SUSPENDED.

THANK YOU FOR CONSIDERING

Rob B 

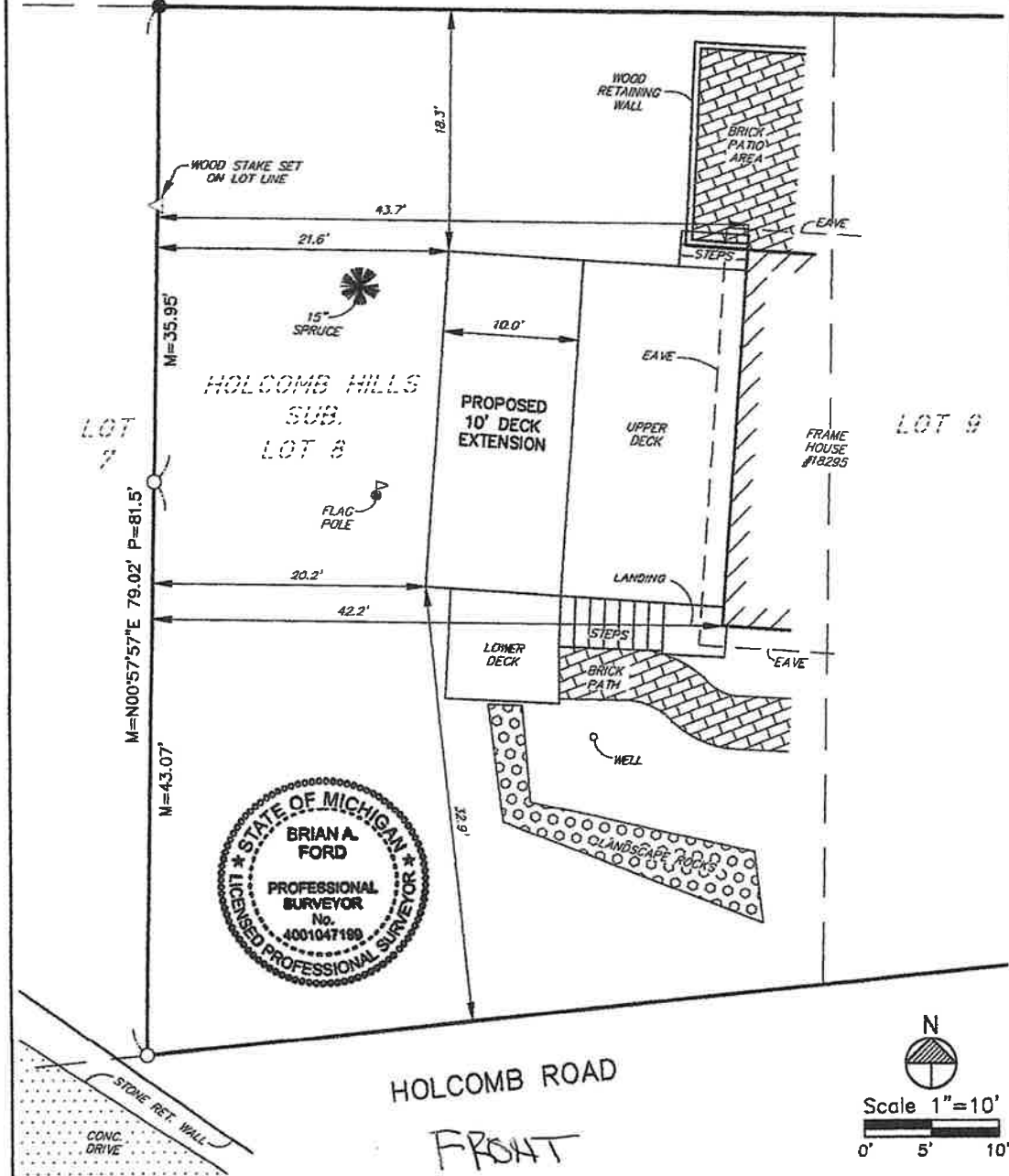
ROB BUITENHUIS
APPLICANT &
CONTRACTOR

PLAT OF SURVEY

Land situated in Section 32, Town 8 North, Range 16 West, Grand Haven Township, Ottawa County, Michigan, described as: Lots 8, 9, 10, 11 & 12, Holcomb Hills Subdivision.

REAR

SIDE



REVISED: 2-11-2026: ADDED PROPOSED DECK

Brian A. Ford
 Brian A. Ford Professional Surveyor No. 4001047199
 This survey was made from the legal description shown above. The description should be compared with the Abstract Title or Title Insurance Policy for accuracy, easements and exceptions.

ABONMARCHÉ
 MILANOWSKI AND ENGLERT
 11 North 6th Street - Grand Haven, MI 49417
 Phone(616)847-4070 Fax(616)847-6626
 FOR AREND BOTERENBROOD
 Sec. 32, T.8N.,R.16W., GRAND HAVEN TWP.
 DATE NOVEMBER 4, 2025 DRAWN BY TV
 SHEET 1 of 1 JOB NO. 17125 (25-1729)

LEGEND

□	SET CON. MON
■	FOUND CONC. MON
○	SET CAPPED IRON
—	SET MAG NAIL
●	FOUND IRON
✕	SET CUT "X"
P.	PLATTED
M.	MEASURED
D.	DESCRIBED
CALC.	CALCULATED

Approved
 RPH/MSZ/1.0
 Issued On: 02/27/2016
 Expiry: On: 02/27/2018

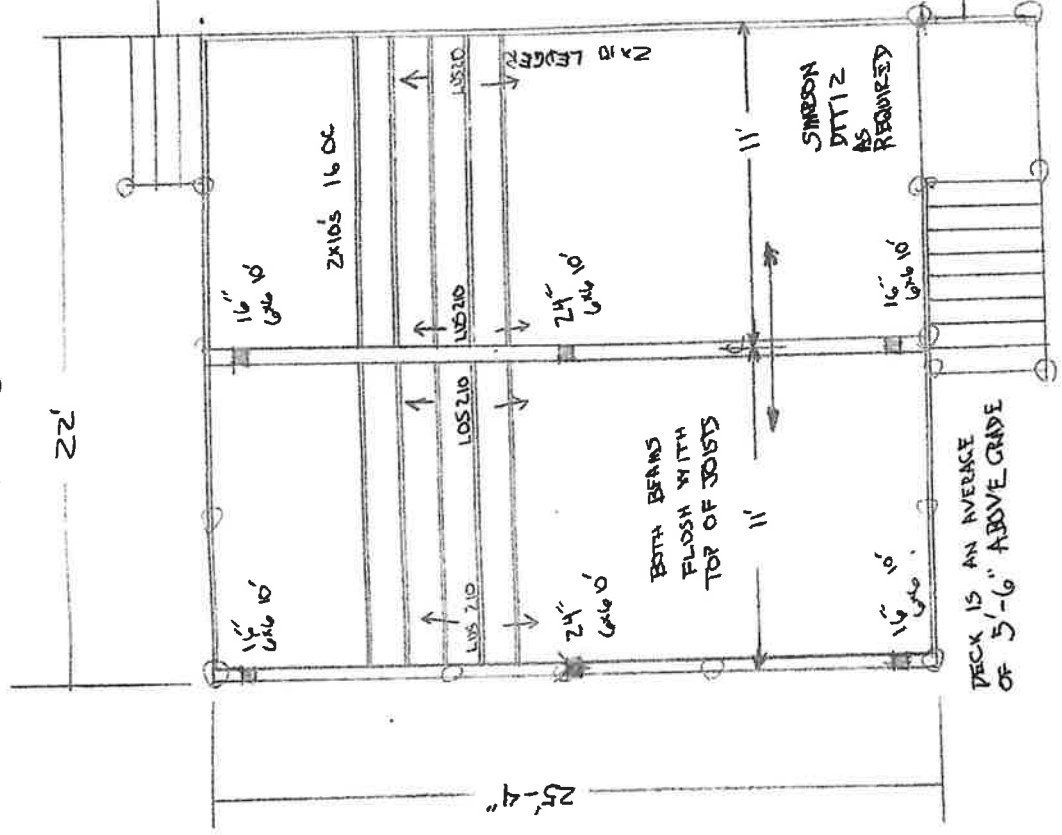
- 3-47" Post
- 14- Posts
- 7-6' Sections
- 3-0 Sections

- 78-14'
- 4-16'
- S-Rail
- Q-FASCIA

FRAMING SKETCH PRESENTED TO EGLE

SIDE

REAR



FRONT

18215 HOLCOMB ROAD

- BEAM SIZE ?
- PRESOLE TREATED
- GLUE LAM
- GLASS RAIL
- CASTLE GATE
- NO GROOVE
- CORTEX SURFACE
- FASTENERS



**MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
WATER RESOURCES DIVISION
PERMIT**

Issued To:

**Arend & Lori Boterenbrood
18295 Holcomb Road
Grand Haven, MI 49417**

**Permit No: WRP048027 v.1.0
Submission No.: HQJ-JWNX-TDA03
Site Name: 70-18295 Holcomb Road-Grand Haven: 14-70-0001-P
Issued: February 27, 2026
Revised:
Expires: February 27, 2031**

This permit is being issued by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division, under the provisions of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA); specifically:

Part 353, Sand Dunes Protection and Management

EGLE certifies that the activities authorized under this permit are in compliance with the State Coastal Zone Management Program and certifies without conditions under the Federal Clean Water Act, Section 401 that the discharge from the activities authorized under this permit will comply with Michigan's water quality requirements in Part 31, Water Resources Protection, of the NREPA and associated administrative rules, where applicable.

Permission is hereby granted, based on permittee assurance of adherence to State of Michigan requirements and permit conditions, to:

Authorized Activity:

Remove existing deck and construct a new approximately 558 square feet deck. Stabilize and revegetate site. All work shall be completed in accordance with the attached plans and the terms and conditions of this permit.

**Waterbody Affected: Lake Michigan
Property Location: Ottawa County, Grand Haven Township,
Town/Range/Section 08N/16W/32,
Property Tax No. 70-03-32-132-026**

**EGLE
WRP048027 v1.0
Approved
Issued On:02/27/2026
Expires On:02/27/2031**

- 19. The permittee is encouraged to use Certified Weed Free or treated or washed fill products for landscaping and other uses to prevent the introduction of new invasive species. More information is available at: <https://naisma.org/programs/weed-free-products/>.
- 20. The tree pest, hemlock woolly adelgid (HWA), is known to infest hemlock and tiger-tail spruce trees in this county. The Michigan Department of Agriculture and Rural Development (MDARD) has issued a quarantine on the movement of all branches, boughs, any tree part bearing twigs and needles and un-composted, chipped/shredded/ground parts that include twigs and needles. Issuance of this permit does not obviate the need to obtain approval to move hemlock and tiger-tail spruce parts off the project site prior to commencement of construction activity as stated in the quarantine effective on September 10, 2020, by authority of Public Act 72 of 1945, as amended, for Allegan, Ottawa, Muskegon, Oceana and Mason counties. Contact Robert Miller, MDARD Invasive Species Prevention and Response Specialist, MillerR35@Michigan.gov or 517-614-0454. For more information about HWA visit the HWA webpage at Michigan.gov/Invasives
- 21. Oak wilt, a non-native tree killing fungus, is known to infect oak trees in this county. Damage to the trees from construction, such as cut or broken branches, during the growing season may result in the tree becoming infected and dying shortly thereafter. If possible, do not cut or trim oak trees during the growing season, especially April 15 through July 15. Open cuts on damaged trees should be immediately painted with pruning sealer or tree paint. Contact the local Cooperative Invasive Species Management Area (CISMA) staff for more information, info@MichiganInvasives.org or www.MichiganInvasives.org

Issued By: Kristen Fischer
 Kristen Fischer
 Grand Rapids District Office
 Water Resources Division
 616-446-6523

THIS PERMIT MUST BE SIGNED BY THE PERMITTEE TO BE VALID.

I hereby assure that I have read, am familiar with, and agree to adhere to the terms and conditions of this permit.

Arend Boterenbrood
 Permittee Signature

3-1-26
 Date

- cc: Grand Haven Township Clerk
- Ottawa County Drain Commissioner
- Ottawa County Clerk
- Adrienne Peterson, Agent
- Erica Rodammer, Agent

