



**CITY OF HOLLAND  
BOARD OF APPEALS AGENDA  
HOLLAND CITY HALL - COUNCIL CHAMBERS  
270 S. RIVER AVENUE  
June 25, 2026**

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The Board of Appeals is authorized to grant the relief requested, deny relief or grant partial relief, depending upon the circumstances. The Board of Appeals may grant lesser relief than requested, including granting a special exception in lieu of a variance when appropriate.

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1. **STUDY SESSION** from 5:00 p.m. - 6:00 p.m.
2. **REGULAR MEETING** at 6:00 p.m.
3. **Public Comment** – Items not on the agenda, please limit to five (5) minutes
4. **Approval of Minutes:**  
May 28, 2026
5. **New Business:**
  - a. **21 W 26th Street – 26.06Z** – Diane & Rich Sinclair are requesting a special exception and a variance to build a new home at property they own at 21 W 26th Street. A special exception is needed for a reduced side yard setback of 5’ where 7’ is required and a variance is needed for a reduced front yard setback of 16.2’ where 21’ is required. This is a sub-standard lot. The Board of Appeals can approve this request if certain conditions are found to exist. [39-2.05](#); [39-12.12 D 4](#); [39-12.12 E 3 & 4](#)
  - b. **473 W 22nd Street – 26.04Z** – Christine & Christopher Goddard are requesting a variance for an addition to their home at 473 W 22nd Street. The proposed addition would be set back 3.1’ from the secondary street property line where a 16’ setback is required for both the home and the attached garage. The Board of Appeals may approve the request if certain conditions are met. [39-2.07](#); [39-9.04 E](#); [39-12.12 E 3 & 4](#)
6. **Next Meeting Date:** July 23, 2026.
7. **Adjournment**

PLEASE NOTE: The City of Holland, with seven-day notice, will provide necessary translation and interpretation services, auxiliary aids, such as signers for the hearing impaired and audiotapes of printed materials, to individuals with disabilities. Persons requiring these services should contact: Esther Fifelski, Human/Community Relations Director, 270 S River Avenue Holland, MI 49423, phone 616.355.1322, or e-mail [e.fifelski@cityofholland.com](mailto:e.fifelski@cityofholland.com).  
La Ciudad de Holland proporcionará servicios necesarios como interpretación, traducción, ayudas auxiliares, lenguaje de señas, y cintas de audio de materiales impresos para personas

con discapacidades. Favor llamar con siete (7) días de anticipación a la Ciudad de Holland, Esther Fifelski, Oficina de Relaciones Humanas para obtener estos servicios 616.355.1322 o por correo electrónico a [e.fifelski@cityofholland.com](mailto:e.fifelski@cityofholland.com).

**BOARD OF APPEALS**  
May 28, 2026 Draft Minutes

The Board of Appeals met at 5:00 p.m. in a study session in the Council Chambers of City Hall at 270 S. River Avenue to review items on the agenda for the 6:00 p.m. meeting.

The Board of Appeals met in regular session, also in the Council Chambers at 6:00 p.m. and Vice Chair Jorge Benitez called the meeting to order.

**Members Present:** Vice Chair Jorge Benitez, Tatjcha Lambers, Eric Falstad, David Lockery, Jane Peeks, and Fred VanAntwerp.

**Members Absent:** Chair John Bedard and Devin Shea.

**Staff Present:** Deputy City Attorney Rachel Hillegonds, CNS Assistant Director Tricia Dreier, and Department Assistant Miranda Neyens.

**Others Present:** Kurt Koops.

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**Actions were taken on the item(s) listed below:**

Vice Chair Jorge Benitez opened the meeting at 6:00 p.m.

**Public Comment**  
None.

**Approval of the March 26, 2026 Minutes:**  
Motion to **approve** the minutes by Falstad, supported by Lambers.

Upon VOICE VOTE the minutes were approved unanimously.

**New Business:**

**42 E 14<sup>th</sup> Street – 26.05Z** – Kurt Koops, owner of home, is requesting a special exception to construct an addition to the detached garage at his home. The proposed addition would maintain a 2-foot setback from the east property line, following the existing building line, where the ordinance requires a 3-foot setback.

Koops explained that the purpose of the addition was to extend the garage northward along the existing footprint in order to accommodate his boat for winter storage, improving security and protection from weather. Koops emphasized that maintaining the addition along the existing 2-foot setback line, rather than stepping out to a 3-foot setback, would produce a cleaner, more aesthetically consistent result, and that such setbacks are common among neighboring garages in the area.

Lambers asked about the distance between the proposed northwest corner of the garage addition and the house. Koops estimated approximately 5 feet of north-south separation, with additional east-west distance given the diagonal alignment of the two structures. Staff Dreier confirmed that the front corner of the garage would be approximately 5 feet from the house. She also clarified that per City of Holland standards, the required 3-foot setback is measured from the foundation. Dreier

further explained the ordinance requires a 3-foot setback, still permitting a 1-foot eave while ensuring a 2-foot clearance from the property line to the eave.

Falstad inquired if the addition would be along or within the existing side setback line, and Koops responded that it would stick to the existing building line, following the current 2-foot setback.

Falstad asked about whether their garage, within the zone district, fits in with the rules. Koops confirmed that their home is a single-family residence with a detached garage, which aligns with what's allowed in that area.

Falstad asked if the encroachment fits with the neighborhood, and the applicant responded that many other properties and garages nearby have similar setbacks, so it definitely goes with the area's character.

Falstad asked if the addition would harm neighboring properties or the neighborhood, and the applicant said this request would not be harmful and noted that the neighbor to the east, which this addition would potentially affect, sent a letter supporting the project.

Vice Chair Jorge Benitez opened the public hearing.

It was noted that there was no public present for public comment. Benitez noted the written letter of support from the adjacent neighbor.

Vice Chair Jorge Benitez closed the public hearing.

Motion by Falstad and seconded by Lockery to **approve** the application. Upon ROLL CALL vote the motion was approved unanimously.

**Findings of Fact:**

**26.05Z      42 E 14<sup>th</sup> Street**

Kurt Koops is requesting a special exception to construct an addition to the detached garage at his home located at 42 E 14th Street. The proposed addition would be set back 2 feet from the east (side) property line, along the existing building line, where a 3 foot setback is required. The Board of Appeals can approve this request if certain conditions are found to exist. 39-2.08; 39-9.05; 39-12.12 D 3

The Zoning Board of Appeals determined to **approve** the applicant's special exception request to construct an addition to the detached garage 2 feet from east (side) property line, where a 3 foot setback is required. The Board determined that:

The addition to the garage would be along or within the existing side setback line of the existing garage. The applicant stated his planned extension will line up with the outer wall of the structure and setback line of the garage.

The use of the building conforms with the residential zoning district, as the property has a single family home with a separate garage, and these types of structures are allowed in the district. The extension is being made to the detached garage.

The encroachment is in character with the existing neighborhood because there are other houses, garages and accessory buildings with similar setbacks close to the property lines.

The addition to the garage, along the side building line, will not be detrimental to the adjoining property or the neighborhood. The neighbor to the east, who is directly impacted by the garage and proposed extension, wrote a letter to the Board recommending approval. Additionally, no other neighbors have commented or appeared at the meeting. The detached garage and its existing setback from the property line is similar to structures on other properties in the neighborhood.

**Next Meeting Date:** June 25, 2026.

**Adjournment:**

Upon motion by Lambers and supported by Falstad the meeting was adjourned at 6:12 p.m.

Prepared by CNS Assistant Director, Tricia Dreier and Department Assistant, Miranda Neyens.

DRAFT



Building, Trades & Zoning

Community & Neighborhood Services

270 S. River Ave. • Holland • MI • 49423 P 616-355-1330 • F 616-546-7058 cns@cityofholland.com

Board of Appeals Application

App # 26-062

Date Received 5.20.2024

Application is hereby made to the:

Housing Board of Appeals Zoning Board of Appeals
Construction Board of Appeals Accommodations for Persons with Disabilities

Variance Special Exception Conditional Use

Name of Applicant Diane and Rich Sinclair

Address of Applicant 567 Elmdale Ct. Holland, MI 49423

Phone # of Applicant 616-836-2447 Email Address diane@sinclair-rec.com

Address of property in question 21 W. 26th Street, Holland, MI 49423

Applicant's interest in property To renovate the home for my parents

Name and address of property owner (if different than applicant)

Present use of property/structure single family home

Describe the nature of your request/appeal We would like to remove the home and build a new handicapped accessible house on this lot with the same existing setbacks on the sides as well as add on a new bedroom and garage in the back.

Signature of Applicant or Agent [Signature] Date May 20, 2026

The Board of Appeals (BOA) meets on the fourth Thursday of each month at 6:00 p.m. in the Council Chambers at City Hall, 270 S. River Avenue. You should verify the date, time, and place of the meeting by contacting Community & Neighborhood Services at (616) 355-1330 or cns@cityofholland.com.

The deadline for filing applications for the Board of Appeals is 28 days prior to the meeting and 30 days for a Conditional Use. Strict compliance with these deadlines is necessary for CNS Staff to give the required notices and obtain any necessary input from other departments.

Fully complete the application, attachments, and include the filing fee of \$100.00 for residential properties (1-4 units), \$250.00 for non-residential & commercial properties, or \$1,100.00 for personal wireless service towers.

Incomplete or illegible applications may be rejected by staff, tabled by the Board, or denied.



Zoning Board of Appeals

Variance       Special Exception       Use       Non-Use  
 Flag Lot (Divide Property)       Conditional Use       Other

Zone District of Property LDR

I am applying based on section(s) 39-2.05; 39-12.12<sup>D4</sup> of the Zoning Ordinance. (List all sections that apply to your request.)

Has there been a previous request or appeal involving the existing structure or property? no

Date of prior request/appeal: \_\_\_\_\_

Nature of prior request/appeal: \_\_\_\_\_

- I reviewed this application with a zoning administrator on \_\_\_\_\_.
- I declined to review this application with a zoning administrator.
- I give permission for the Board members and City Staff to enter onto my property for this request.

**Requirements:**

1. You are **required** to include a site/plot plan with your application. The plans must be drawn to scale. The plans must show:

- a. Lot boundaries, dimensions and any adjoining streets;
- b. The location of all existing and proposed structures;
- c. The distance between all structures and lot lines or other structures; and
- d. The directional marker for North.
- e. You may use a mortgage survey for your site/plot plan if all existing and proposed structures are drawn on it, and it includes any additional information which the applicant feels may be important.

2. If you propose to construct or enlarge a building or structure, you must attach a survey showing all lot lines, the foundation footprint of existing and proposed buildings or structures, and any other existing or proposed improvements on the property. If your roof or other projections extend more than 3 feet beyond the foundation footprint, the survey must show the roof print or projections. If the BOA grants your request, you will be required to supply an updated survey showing the buildings or structure and other improvements "as built".

3. Provide:

- a) One (1) legible copy of the fully completed application and attachments.
- b) One (1) copy of a site/plot plan.

**Incomplete or illegible applications may be rejected by staff, tabled by the Board, or denied.**



Building, Trades & Zoning

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**Zoning Board of Appeals – Special Exception**

The Board of Appeals has the power to grant a special exception for certain circumstances. Special exceptions are not variances and are reviewed based on the approval criteria described in section 39-12.12 D of the ordinance code.

**If you are applying for a Special Exception, you must provide details as they relate to your specific request per section 39-12.12 D.**

1 Toolbox	is conforming, the <i>encroachment</i> is in character with the existing neighborhood, and the extension of the <i>building</i> will not be detrimental to adjoining properties or to the neighborhood.
2 Zone Districts	<b>4. Substandard Residential Lot Setback Reduction:</b> This is applicable when an <i>applicant</i> requests a reduction in <i>setbacks</i> for the construction or renovation of a <i>building located on an existing lot of record</i> that does not meet the minimum standards of the <i>Zone District</i> where it is located.
3 Form Based Code	
4 Add'l Use Standards	
5 Site Design Review Standards	a. <b>Criteria for Approval:</b> The <i>Board of Appeals</i> may reduce the side <i>setback</i> , <i>lot</i> width and/or <i>lot</i> area requirements if they determine, with evidence provided by the <i>applicant</i> , that <b>60%</b> or more of the <i>lots</i> within <b>300 feet</b> of the <i>property line</i> along the same side of the street are developed at a lesser front, rear, or <i>side yard</i> , <i>lot</i> width and <i>lot</i> area than required in the <i>Zone District</i> ; the <i>encroachment</i> is in character with the existing neighborhood; the <i>encroachment</i> will not be detrimental to adjoining properties or to the neighborhood; and the proposed dwelling unit shall not be erected, built, or constructed less than <b>10 feet</b> from adjoining <i>dwelling units</i> .
6 Landscaping/ Green Inf.	
7 Lighting	
8 Signage	

I did the math, and it looks like there are 2 other houses (out of 3) to the East of this house that also have small side yard setbacks.

This would still require a BOA meeting (June 25), requesting permission for a special exception. I'm happy to talk through this further. 😊

Tricia Dreier  
 Assistant Director & Zoning Administrator  
 Community & Neighborhood Services

Conference May 6 & 7, PTO May 8.

City of Holland | 270 S. River Avenue | Holland, MI, 49423  
 616.355.1330 (p) | 616.355.1339 (d) | 616.546.7058 (f)  
[t.dreier@cityofholland.com](mailto:t.dreier@cityofholland.com) | [www.cityofholland.com](http://www.cityofholland.com)





If 60% of the lots within 300' of the property line, along the same side of the street, have a lesser side / front / rear setback than what is required, the BOA may approve a lesser side / front / rear setback for a new house or addition.

Appears to have a 4-5' side yard setback

Distance: 253.6 Feet

21 W 26th St is 50' x 132' = 6600 sq ft; where 7,000 sq ft is required, making this a sub-standard lot in LDR.

I would like to request to a variance to build a new house on our property at 21 W. 26<sup>th</sup> Street, Holland, Mi 49423. Here are the reasons behind our application:

- We purchased the house on 26<sup>th</sup> Street with the intention of renovating it for my parents to live in as they age. We met with our builder and designers and designed a home with an addition on the original structure.
- After much discussion, we realized that we needed the home to be handicap accessible, with wider hallways, an accessible shower, larger primary bedroom, etc.
- In April, Holland had a tremendous amount of rain and our basement on Elmdale flooded after our sump pump stopped working. We had extensive water damage at our house and then headed over to the 26<sup>th</sup> Street house to see how that basement handled the water.
- The basement at 26<sup>th</sup> Street is a cinder block basement and it was very damp and smelled musty. We decided it was necessary to pour new concrete walls and start with a “clean” slate. It did not make any sense to build a “brand new” house on an old musty foundation. I cannot risk having mold in my parents home.
- We decided it would be safer and more accessible to remove the existing home and start over.
- I met with Tricia Dreier with the City of Holland and told her our desire to build a new house on the lot with the exact same width dimensions as the existing home. The current house is 5’ from the neighbors on the left. Since the lot is so small, we don’t have the luxury of moving it over for a 7’ setback.
- We would really like to have at least a 13’ wide garage and a 32’ wide house and a 5’ setback. This allows us to make the home accessible, and the driveway usable.
- 21 W. 26<sup>th</sup> Street is 50’ x 132’ = 6600 SF, where 7,000 sf is required, making this lot a sub-standard lot in LDR.
- We would also like to add a bedroom on the back of the home to allow wheelchair access to both sides of the bed and to provide a wheelchair accessible shower and bathroom.
- In the Board of Appeals section, under special exceptions, there is a section that allows the BOA to approve a reduced side yard setback if other houses on the block, within 300 feet, on the same side of the street, were developed with similar side yard setbacks. I believe we meet this criteria.
- The current home is built with a 5’ setback and we would like the proposed home to be built with a 5’ setback. This will be like other homes in the neighborhood and will fit in well with the neighborhood feel and look.
- The proposed setback will not be harmful to our current neighbors.

- We have attached a set of our plans and a visual image of the home we would like to build on our lot. We would like to request approval to move forward with our plans.

Thank you very much,

Diane and Rich Sinclair



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Board of Appeals Application

App # \_\_\_\_\_ Date Received \_\_\_\_\_

Application is hereby made to the:

\_\_\_ Housing Board of Appeals  Zoning Board of Appeals
\_\_\_ Construction Board of Appeals \_\_\_ Accommodations for Persons with Disabilities

Variance \_\_\_ Special Exception \_\_\_ Conditional Use

Name of Applicant Diane and Rich Sinclair

Address of Applicant 567 Elmdale Ct. Holland, MI 49423

Phone # of Applicant 616-836-2447 Email Address diane@sinclair-rec.com

Address of property in question 21 W. 26th Street, Holland, MI 49423

Applicant's interest in property To renovate the home for my parents

Name and address of property owner (if different than applicant) \_\_\_\_\_

Present use of property/structure single family home

Describe the nature of your request/appeal We would like to build a home for my parents

with a front porch with a 16.2' setback. The current home has a 21' setback and we
are requesting a variance for a 16.2' from ordinance section 39-2.05.

Signature of Applicant or Agent [Handwritten Signature] Date \_\_\_\_\_

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Zoning Board of Appeals

X Variance \_\_\_ Special Exception \_\_\_ Use \_\_\_ Non-Use
\_\_\_ Flag Lot (Divide Property) \_\_\_ Conditional Use \_\_\_ Other

Zone District of Property LDR

I am applying based on section(s) 39-2.05 ; 39-12.12 E304 of the Zoning Ordinance. (List all sections that apply to your request.)

Has there been a previous request or appeal involving the existing structure or property? no

Date of prior request/appeal:

Nature of prior request/appeal:

- I reviewed this application with a zoning administrator on
I declined to review this application with a zoning administrator.
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Requirements:

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e. You may use a mortgage survey for your site/plot plan if all existing and proposed structures are drawn on it, and it includes any additional information which the applicant feels may be important.

2. If you propose to construct or enlarge a building or structure, you must attach a survey showing all lot lines, the foundation footprint of existing and proposed buildings or structures, and any other existing or proposed improvements on the property. If your roof or other projections extend more than 3 feet beyond the foundation footprint, the survey must show the roof print or projections. If the BOA grants your request, you will be required to supply an updated survey showing the buildings or structure and other improvements "as built".

3. Provide:

- a) One (1) legible copy of the fully completed application and attachments.
b) One (1) copy of a site/plot plan.

Incomplete or illegible applications may be rejected by staff, tabled by the Board, or denied.



**Zoning Board of Appeals**

If you are applying for any variance that is a **Non-Use Variance<sup>1</sup>**, you must complete this form. The BOA may not grant a non-use variance unless you demonstrate that you suffer from practical difficulties. To help the Board determine whether you suffer from practical difficulties, please answer all of the following:

1. Explain why the requested variance is due to the unique circumstances or conditions of your property, such as narrowness, shallowness, shape, water, or topography and is not due to your personal or economic difficulty.

The current dimensions of the lot are 50' x 132' =6600 SF, where 7,000 SF is required, making this lot a Sub-standard lot in LDR. We would like to add a front porch onto the house to increase the curb appeal and allow my parents to get to know their neighbors while being covered from the sun.

2. Explain why your need for a variance is *not* self-created. (Self-Created = The direct result of actions by the current or previous property owner.)

We need to build a home that is handicap accessible, as well as a place where my parents can age in place. My dad has extensive skin cancer and cannot be in the sun for long periods of time. Both my parents like to enjoy the outdoors, but need to be in the shade for health reasons. We would like to have a covered front porch and covered back porch to enjoy the outside and keep the sun off their skin.

3. Why will strict compliance with regulations governing area, setback, frontage, height, bulk, density, or other dimensional requirements unreasonably prevent you from using your property for a permitted purpose, or will strict compliance make conformity with those regulations unnecessarily burdensome?

The front yard setback will be consistant with other homes in the neighborhood, maybe not on the same street, but definitely in the neighborhood. The lot is very small, but it is the lot we have to work with and the lot that is close to our home. We need to have a handicap accessible home, but we also want it to look nice and have curb appeal.

4. Explain why the variance that you requested is the minimum relief necessary to do substantial justice to both you and the other property owners in the district.

The variance we are requesting will increase the property values of all the homes on the street. The upgraded home will look better than what is there now and will be safe and accessible for future homeowners.



5. Explain why the variance will not cause an adverse impact on surrounding property(s), property values, or the use and enjoyment of property in the neighborhood or zoning district.

The requested variance will not adversely affect the neighborhood, in fact, in should increase their property value.

<sup>1</sup> A non-use variance generally seeks permission to deviate from dimensions imposed by the zoning ordinance or similar requirements where the underlying use is permitted under the zoning ordinance.

**Incomplete or illegible applications may be rejected by staff, tabled by the Board, or denied.**

# LEGEND

- Iron-Found
- Wood Stake
- X — X — Fence
-  Existing Building
-  Concrete
- P/L Property Line



# DESCRIPTION

The following described lands and premises situated in the City of Holland, County of Ottawa, and State of Michigan.


The West 50 feet of the South 1/4 of Lot 1, Village of Harrington.

(Warranty Deed recorded in Liber 1833, Page 294, recorded February 16, 1994, Ottawa County Register of Deeds Office)



By: *Scott A. Hendges*  
 Scott A. Hendges Licensed Professional Surveyor No. 4001047953

SCALE: 1" = 30' 0' 15' 30' NORTH

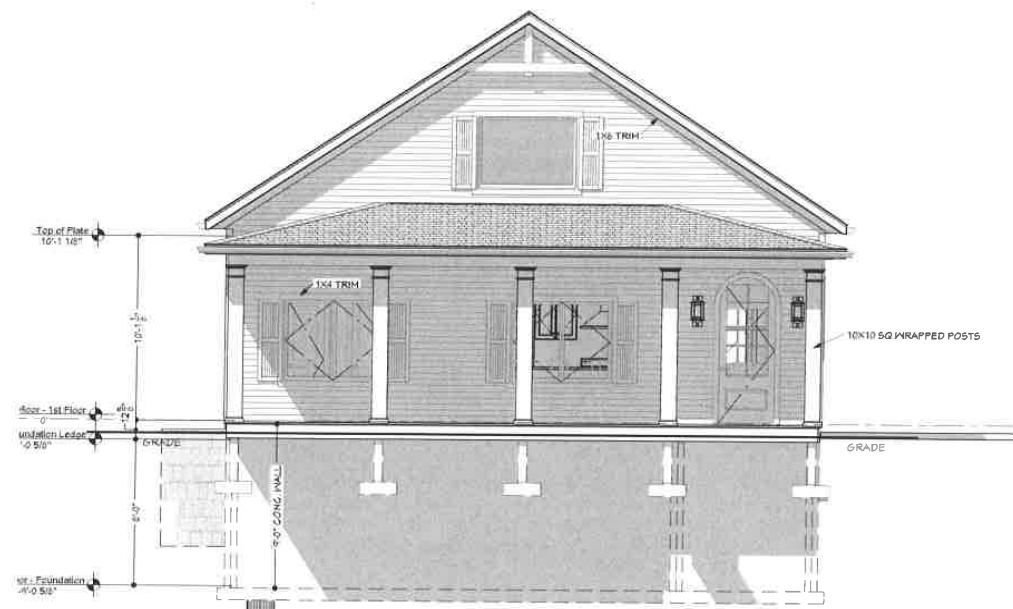
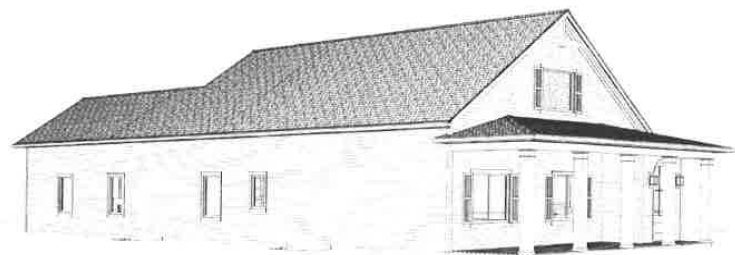
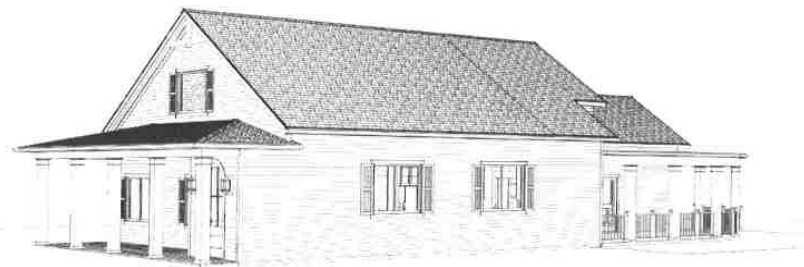
Rich Sinclair 21 W 26th St Holland, MI 49423		 www.nederveld.com • 800.222.1868 Holland 730 Chicago Dr. Holland, MI 49423 Phone: 616.393.0449 Grand Rapids • Ann Arbor
21 W 26th St		
DRAWN BY: NH	DATE: 8/7/2025	PRJ #: 25201300
REV. BY:	REV. DATE:	
REV.:		1 OF 1

We hereby certify that we have examined the premises herein described, that the improvements are located entirely thereon as shown and that they do not encroach except as shown hereon.  
 This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

© 2025 Nederveld, Inc.



E1 EAST ELEVATION  
Scale: 1/4 in = 1 ft



E2 SOUTH ELEVATION  
Scale: 1/4 in = 1 ft

PETTIE RESIDENCE HOUSE

Drawings produced by Steve Nyhof Designs are copyrighted material and is licensed only to the client/contractor for which they are designed to build a single structure for a period of one year from the plot date. This plan is not to be used to construct additional structures. Contact Steve Nyhof or the builder/contractor for more information.

ELEVATIONS 1



STEVE NYHOF  
DESIGNS

280 W. 17TH ST.  
HOLLAND, MI 49423

Ph: 616-886-1405

stevenyholadesigns.com  
SteveNyhofDesigns.com

42 NORTH CUSTOM HOMES  
314 North 120th Ave., Suite 4  
Holland, Michigan 49424

616.377.7542

Visit us on the Web at:  
www.42NorthHomes.com  
INFO@42NHOMES.COM

42 NORTH  
CUSTOM HOMES

42N2447

PLOT DATE

5/19/2026

SQUARE FEET

SEE FLOOR

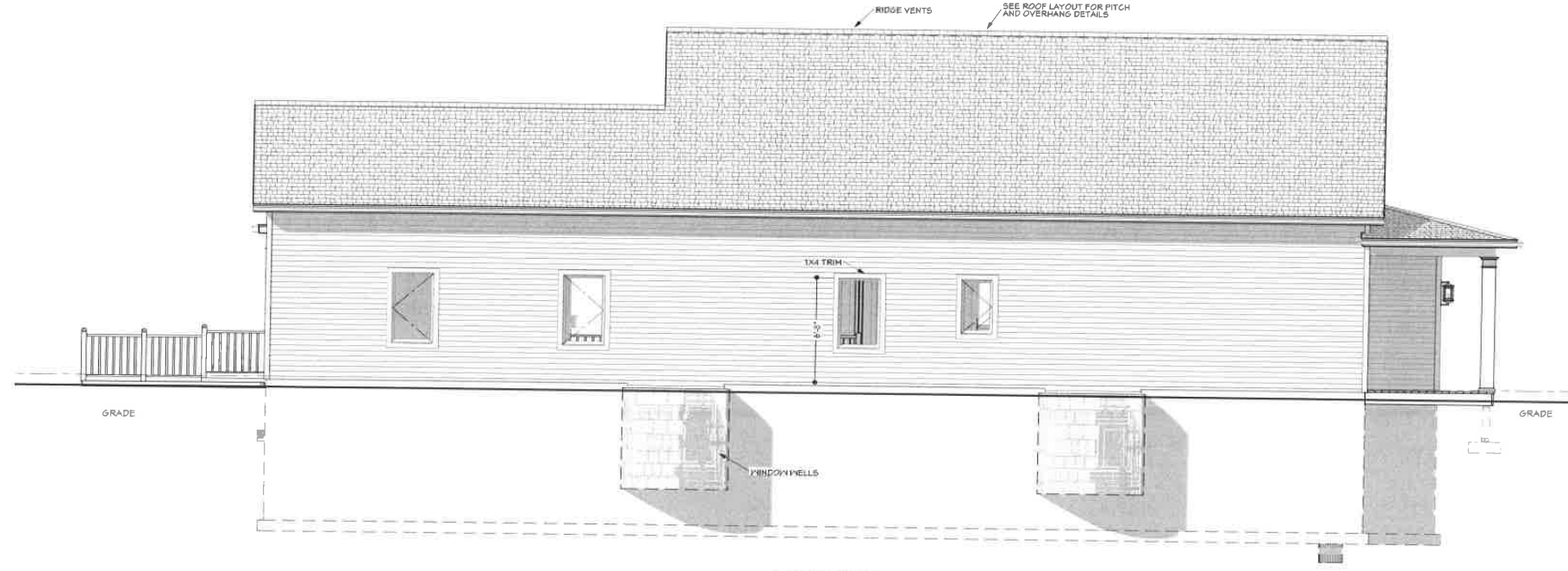
SCALE

SEE DETAIL

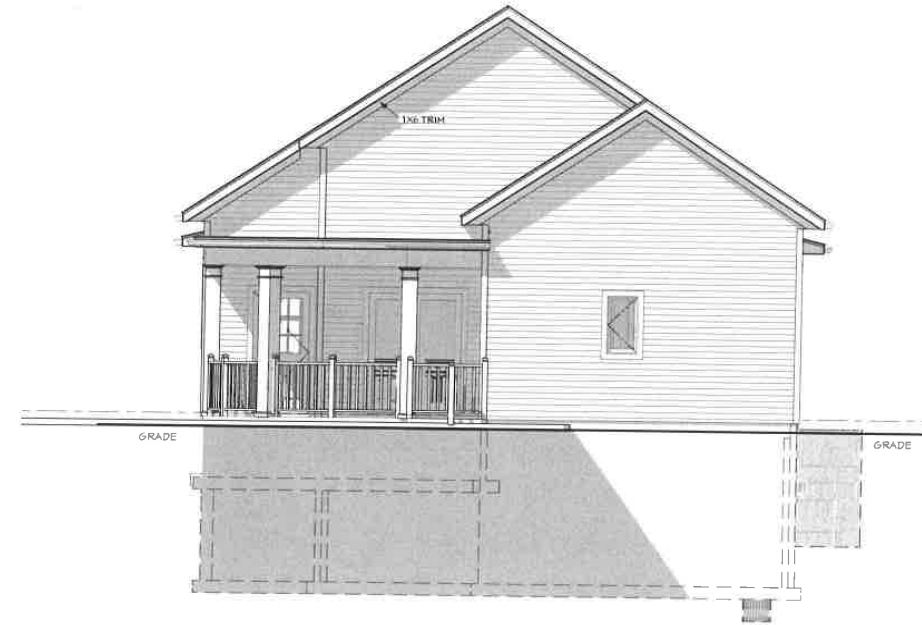
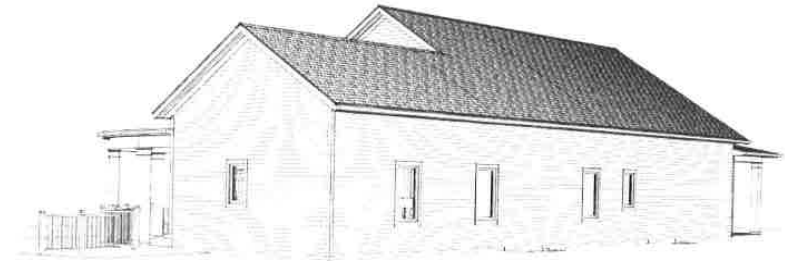
SHEET

A - 1

Pettie Residence House



E3 WEST ELEVATION  
Scale: 1/4 in = 1 ft



E4 NORTH ELEVATION  
Scale: 1/4 in = 1 ft

PETTIE RESIDENCE HOUSE

ELEVATIONS 2



STEVE NYHOF  
DESIGNS

280 W 17TH ST.  
Holland, MI 49423

Ph: 616-886-1405

steve@stevenyhofdesigns.com  
SteveNyhofDesigns.com

42 NORTH CUSTOM HOMES  
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616.377.7542  
Visit us on the Web at:  
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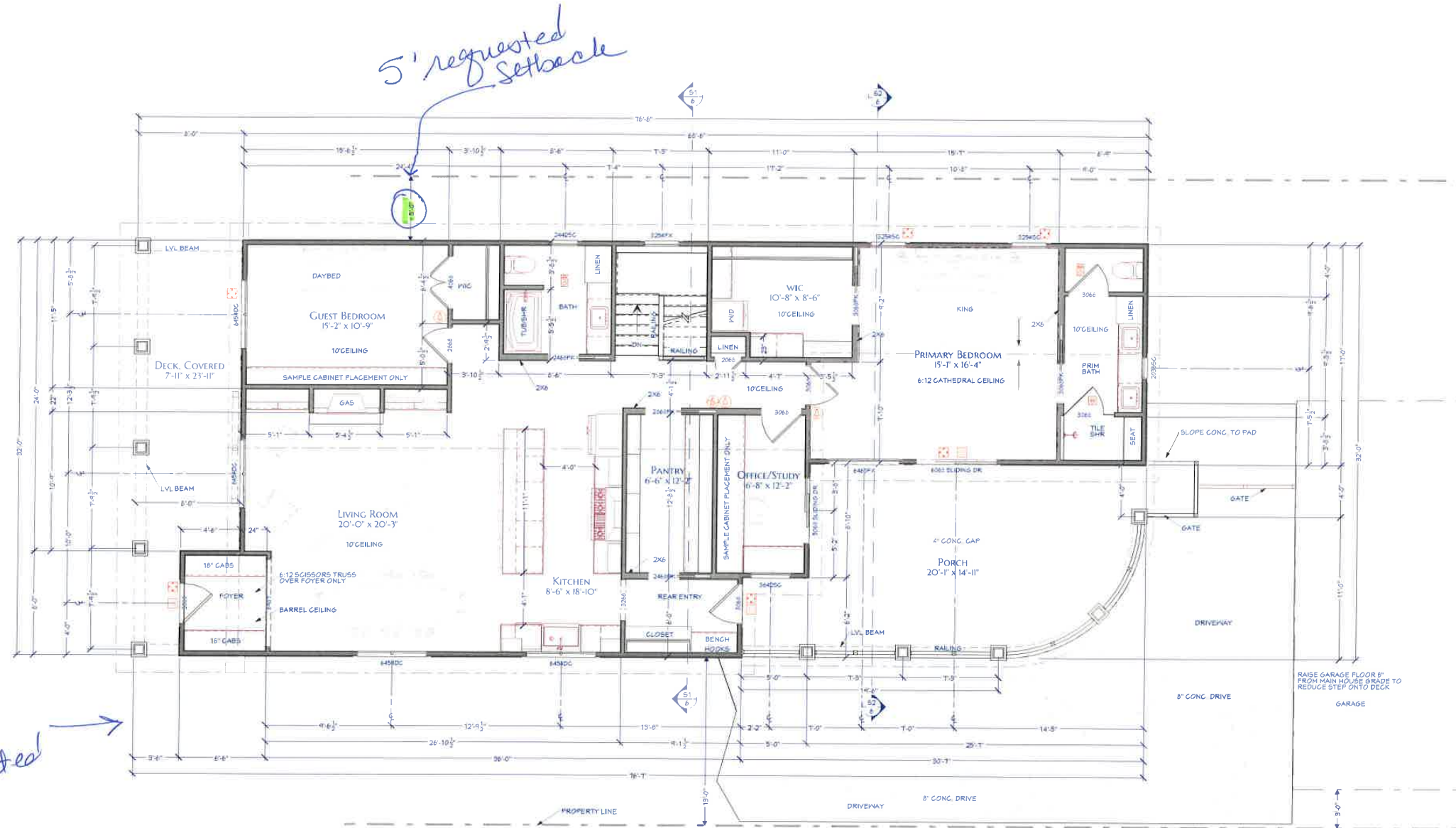
42 NORTH  
CUSTOM HOMES

42N2447  
PLOT DATE:  
5/19/2026  
SQUARE FEET:  
SEE FLOOR  
SCALE:  
SEE DETAIL  
SHEET

A - 2

Pettie Residence House

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THE WINDOWS AND/OR ANY SPECIAL DOORS ARE DESIGNED USING PELLA LIFESTYLE, IMPERVA OR EQUIVALENT.

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PETTIE RESIDENCE HOUSE

*first floor*

SCHEDULE OF AREAS	
Description	Square Feet
<b>1st Floor Total Living</b>	1,816
Lower Finished or Future	439
Bonus Finished or Future	
<b>Total Above/Lower Living</b>	<b>2,749</b>
Open No Floor Area(s)	
Basement Unfinished	879
Garage(s)	
Covered Outdoor	626
Open Outdoor	
<b>Total Area</b>	<b>4,254</b>

MAIN FLOOR

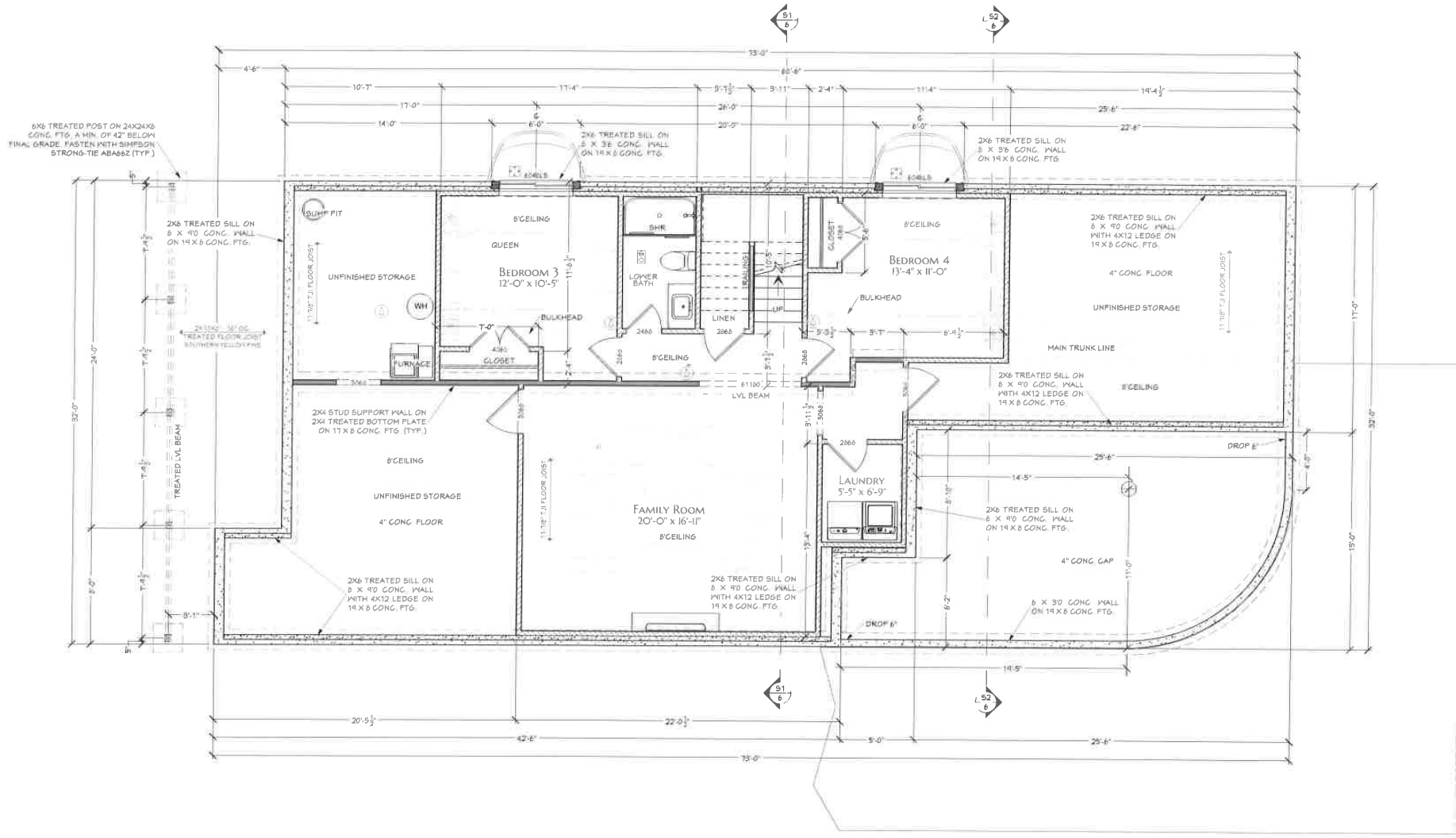
  
**STEVE NYHOF DESIGNS**  
 280 W. 17TH ST.  
 Holland, MI 49423  
 Ph 616-886-1405  
 steve@stevenyhofdesigns.com  
 SteveNyhofDesigns.com

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 616.377.7542  
 Visit us on the Web at:  
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 INFO@42NHOMES.COM

  
**42 NORTH**  
 CUSTOM HOMES

Pettie Residence House

42N2447  
 PLOT DATE  
 5/19/2026  
 SQUARE FEET  
 SEE FLOOR  
 SCALE  
 1/4" = 1'-0"  
 SHEET  
**A-3**



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PETTIE RESIDENCE HOUSE

*Basement*

LOWER LEVEL



STEVE NYHOF  
DESIGNS

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HOLLAND, MI 49423

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**42NORTH**  
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Pettie Residence House

42N2447  
PLOT DATE  
5/19/2026  
SQUARE FEET  
SEE FLOOR  
SCALE  
1/4" = 1'-0"  
SHEET

A - 4

BUILDER/CONTRACTOR AND/OR CUSTOMER AGREES BY THE PURCHASE AND COMPLETED ORDER OF THESE PLANS TO THE STRUCTURAL, FOUNDATIONAL AND CONTRACTORAL STATEMENTS BELOW.

**STRUCTURAL NOTES:**  
ROOF FITCH AND HEELS (OPENING CLEARANCES) TO BE DETERMINED BY BUILDER/CONTRACTOR. ROOF LAYOUT MAY NEED VERIFICATION BY ENGINEER. ROOF TRUSS AND/OR RAFTERS, GIRDER TRUSS, LAMINATED, MICRO LAM, AND/OR STEEL BEAMS, FLOOR JOIST, 2x4 WALL AND/OR 2x6 WALL CONSTRUCTION OR ANY OTHER SUPPORTING STRUCTURE MUST BE APPROVED BY THE CONTRACTOR AND/OR ENGINEER OR LUMBER COMPANY.

**FOUNDATION WALL NOTES:**  
ALL CONC. FOOTINGS, CONC. WALLS, STEPPED WALLS BECAUSE OF DROPPED FLOORS, SERVICE DOORS AND BRICK LEDGE SIZES TO BE DETERMINED AND APPROVED BY CONCRETE CONTRACTOR AND BUILDER/CONTRACTOR. DAYLIGHT, WALKOUT AND FROST WALL LOCATION AND SIZES TO BE DETERMINED AND APPROVED ON-SITE BY CONCRETE CONTRACTOR AND BUILDER/CONTRACTOR.

**CONTRACTOR NOTES:**  
ALL CONTRACTORS SHALL VERIFY & COORDINATE ALL DIMENSIONS ON DRAWING, AS WELL AS REVIEW & COORDINATE PLANS WITH EXTERIOR BLDG. ELEVATIONS, SECTIONS AND DETAILS BEFORE COMMENCING WITH CONSTRUCTION. IF DIMENSIONAL ERRORS OR STRUCTURAL CONFLICTS OCCUR BETWEEN FLOOR PLANS, ELEVATIONS, SECTIONS & DETAILS IT SHALL BE BROUGHT TO THE ATTENTION OF STEVE NYHOF DESIGNS BEFORE PROCEEDING WITH CONSTRUCTION. CONTRACTORS WHO FAIL TO VERIFY, REVIEW & COORDINATE THE WORK SHALL TAKE FULL RESPONSIBILITY OF THE WORK SHOULD THAT PORTION OF THE WORK BE IMPROPERLY LOCATED OR CONSTRUCTED.

**DIMENSIONS ON THE FLOOR PLANS:**  
ALL DIMENSIONS ON THE PLAN ARE TO THE FRAMING (STRUCTURE), UNLESS NOTED OTHERWISE.

### SYMBOL LEGEND

SYMBOL	DESCRIPTION
	CARBON MONOXIDE DETECTOR
	SMOKE DETECTOR
	ARCHED DOOR OR OPENING
	SAFETY (TEMPERED) GLASS
	20 MIN FIRE DOOR
	EGRESS
	CS-PF or PFH CONTINUOUS PORTAL FRAME
	TRANSOM OVER DOOR OR WINDOW
	FLOOR DRAIN
	LOAD POINT
	ZERO-STEP

### ELECTRICAL LEGEND

SYMBOL	DESCRIPTION
	CEILING FAN
	VENTILATION FANS: CEILING MOUNTED, WALL MOUNTED
	CEILING FIXTURES: SURFACE/PENDANT, RECESSED
	WALL MOUNTED LIGHT FIXTURES: FLUSH MOUNTED, WALL SCONCE
	CHANDELIER LIGHT FIXTURE
	FLUORESCENT LIGHT FIXTURE
	240V RECEPTACLE
	110V RECEPTACLES: DUPLEX, WEATHER PROOF, 6FGI
	SWITCHES: SINGLE POLE, WEATHER PROOF, 3-WAY, 4-WAY
	SWITCHES: DIMMER, TIMER
	AUDIO VIDEO CONTROL PANEL, SWITCH
	SPEAKERS: CEILING MOUNTED, WALL MOUNTED
	WALL JACKS: CAT5, CAT6, TV, TV/CABLE
	TELEPHONE JACK
	INTERCOM
	THERMOSTAT
	DOOR CHIME, DOOR BELL BUTTON
	SMOKE DETECTORS: CEILING MOUNTED, WALL MOUNTED
	ELECTRICAL BREAKER PANEL

### WINDOW/DOOR ABBREVIATIONS

EACH WINDOW AND DOOR UNIT SIZE AND ABBREVIATION WILL BE DISPLAYED BY THE UNIT IN PLAN AND/OR ELEVATION VIEWS. IF THE WINDOW OR DOOR IS MULLED TO OTHER UNITS, SUCH AS A TRANSOM OVER A DOOR, THE UNIT WILL SHOW BOTH THE DOOR AND WINDOW SIZES BY THAT UNIT.

A 3 UNIT SINGLE HUNG WINDOW MULLED TOGETHER INTO ONE UNIT WILL HAVE NO SPACE BETWEEN THE WINDOW AND DISPLAY AS: 3050SH 3050SH 3050SH FOR EXAMPLE.

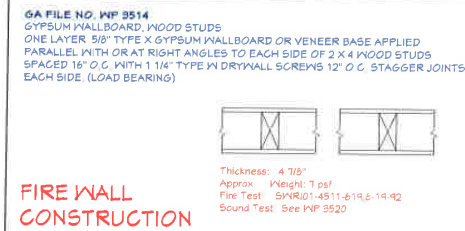
WINDOWS THAT SHOW A SPACE BETWEEN THE UNITS FOR EXAMPLE, WILL ALSO SHOW 3", 4" OR 6" BETWEEN THEM. THESE ARE SINGLE WINDOW UNITS SEPARATED BY STIPS AND ARE NOT MULLED.

FIXED GLASS: FX - SINGLE HUNG; SH - DOUBLE HUNG; DH - SINGLE CASEMENT; CS - DOUBLE CASEMENT; DC - TRIPLE CASEMENT; TC - SINGLE ANNING; AN - DOUBLE ANNING; FA - TRIPLE ANNING; TA - PASS-THROUGH (NO GLASS); PT

SLIDING WINDOWS, ALSO KNOWN AS SLIDERS OR GLIDERS: LEFT SLIDING: SL - RIGHT SLIDING: RS - TRIPLE SLIDING: TS

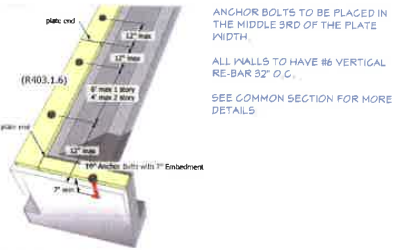
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### COMMON GARAGE TO HOUSE WALL



**FIRE WALL CONSTRUCTION**

### PLATE ANCHORS AND RE-BAR



### DOOR SIZING

THE FIRST 2 NUMBERS IN THE DOOR SIZE REPRESENTS THE WIDTH IN FEET AND INCHES, AND THE LAST 2 NUMBERS REPRESENTS THE HEIGHT IN FEET AND INCHES. EXAMPLE: 6068 = 6 FEET 0 INCHES WIDE BY 6 FEET 8 INCHES HIGH.

### WINDOW SIZING

THE FIRST 2 NUMBERS IN THE WINDOW SIZE REPRESENTS THE WIDTH IN INCHES, AND THE LAST 2 NUMBERS REPRESENTS THE HEIGHT IN INCHES. EXAMPLE WINDOW: 3660 = 36 INCHES WIDE BY 60 INCHES HIGH. TYPE CODE: SH = SINGLE HUNG; DH = DOUBLE HUNG; FX = FIXED GLASS; SC = SINGLE CASEMENT; DC = DOUBLE CASEMENT; TC = TRIPLE CASEMENT; LS AND RS = LEFT OR RIGHT SLIDE-BY; TS = TRIPLE SLIDE-BY; AN = SINGLE ANNING; FT = PASS THRU - TYPICALLY USED FOR AN INTERIOR OPENING.

### DOOR AND WINDOW HEADERS

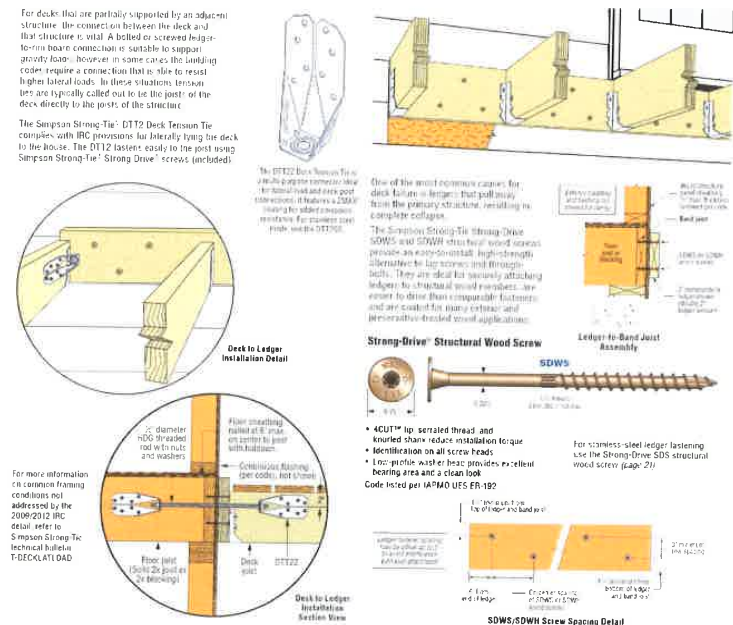
STANDARD WINDOW HEADER HEIGHTS ARE DRAWN AT 60" FROM THE SUBFLOOR MOST COMMONLY USED FOR 8" PLATE HEIGHT WALLS. OTHER COMMON HEADER HEIGHTS ARE 40" AND 48". COMMONLY USED FOR 4" PLATE HEIGHT WALLS AND HIGHER. DOOR HEADER HEIGHTS ARE TYPICALLY NOTED BY THE DOOR SIZE. FOR WINDOWS OTHER THAN 60", THE PLAN WILL NOTE THIS NEAR THE WINDOW, OR IN THE CROSS SECTIONS OR ELEVATION DETAILS.

\*BASED ON MATERIALS USED AND CONTRACTOR PREFERENCE, ACTUAL MEASUREMENTS MAY BE DIFFERENT.

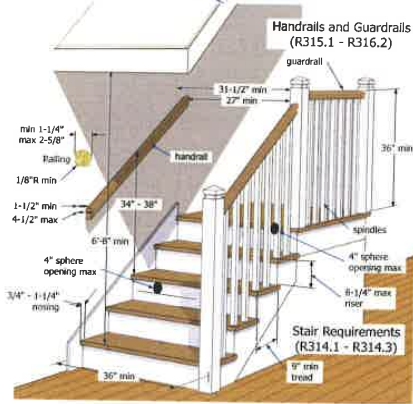
### ROOM DIMENSIONS

ROOM DIMENSIONS ARE ROUNDED DOWN TO THE NEAREST INCH. THE FIRST DIMENSION IS THE FEET AND INCHES IN THE "X" (LEFT TO RIGHT) DIRECTION (WIDTH). THE SECOND DIMENSION IS THE FEET AND INCHES IN THE "Y" (TOP TO BOTTOM) DIRECTION (DEPTH). EXAMPLE: 12'-4" X 13'-1" -> 12'-4" (THE WIDTH) X 13'-1" (THE DEPTH) - "X" = BY

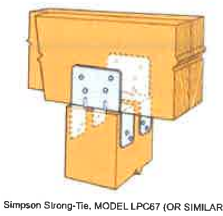
### DECK FASTENING DETAIL



### STAIR CODE REQUIREMENTS



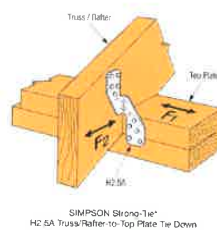
### BEAM/POST CONNECTOR



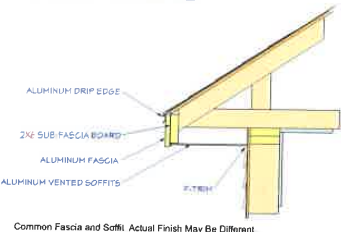
### POST ANCHOR



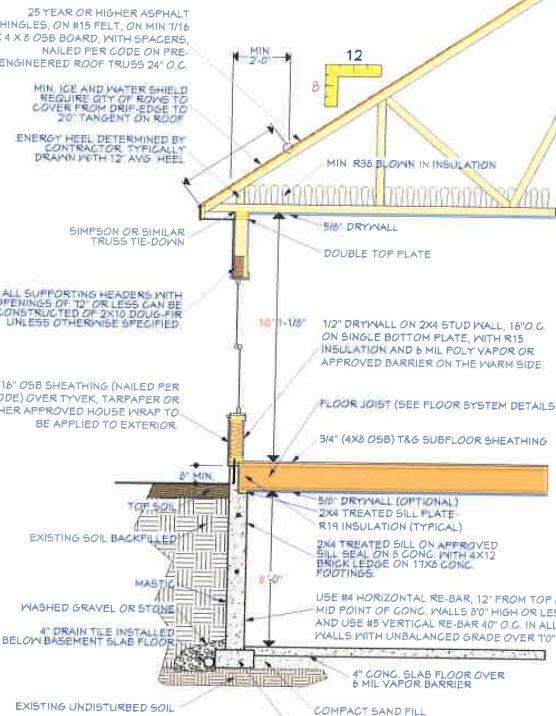
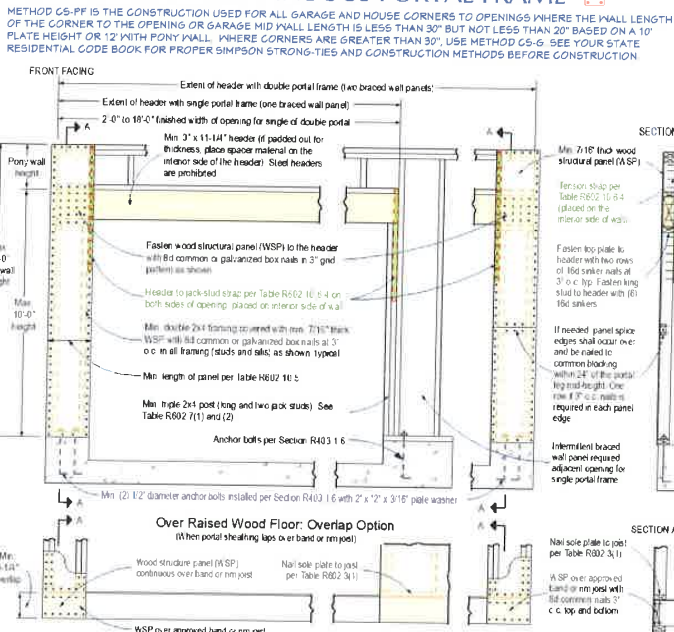
### TRUSS TIE-DOWN



### FASCIA DETAIL



### METHOD CS-PF CONTINUOUS PORTAL FRAME



### COMMON SECTION

NOT TO SCALE

### OTHER NOTES

REQUIRED 6" DROP IN THE FIRST 10' FROM THE FOUNDATION AWAY FROM THE HOUSE.

## PETTIE RESIDENCE HOUSE

COMMON SECTIONS AND DETAILS

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314 North 120th Ave., Suite 4  
Holland, Michigan 49424

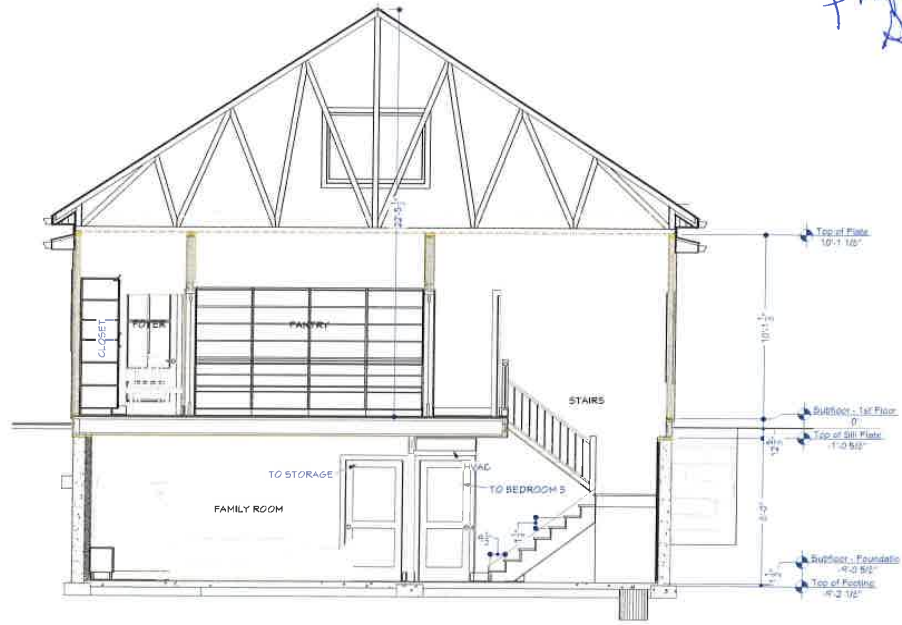
616.377.7542  
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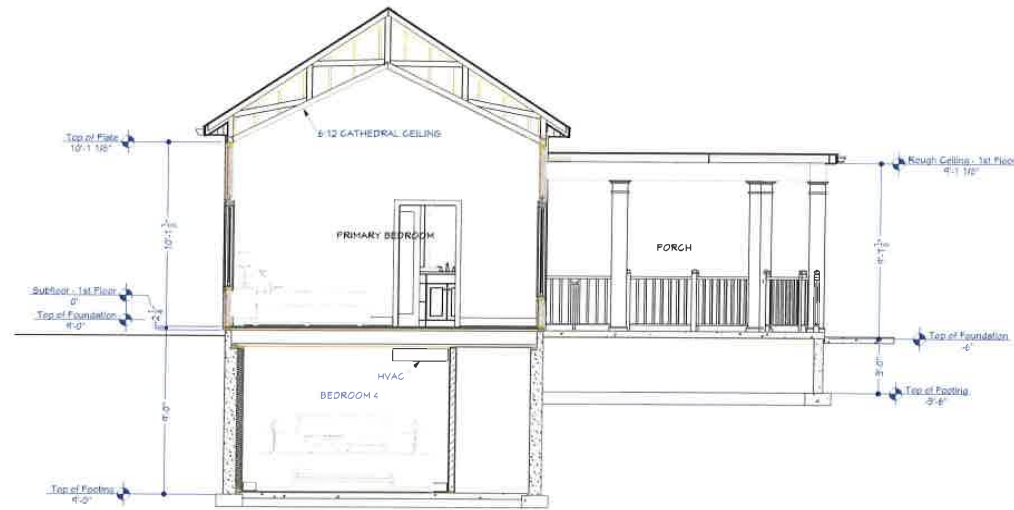
42N2447  
PLOT DATE  
5/19/2026  
SQUARE FEET  
SEE FLOOR  
SCALE  
NO SCALE  
SHEET

A - 5

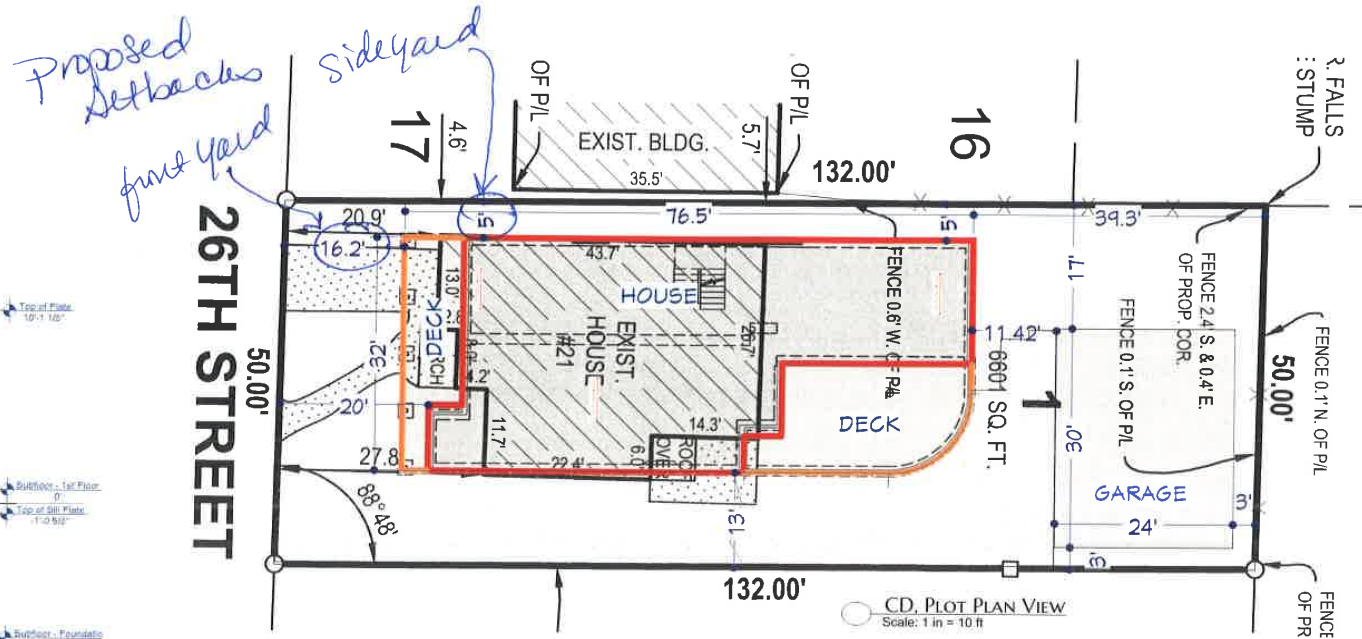
Pettie Residence House



51 CROSS SECTION 1  
Scale: 1/4 in = 1 ft

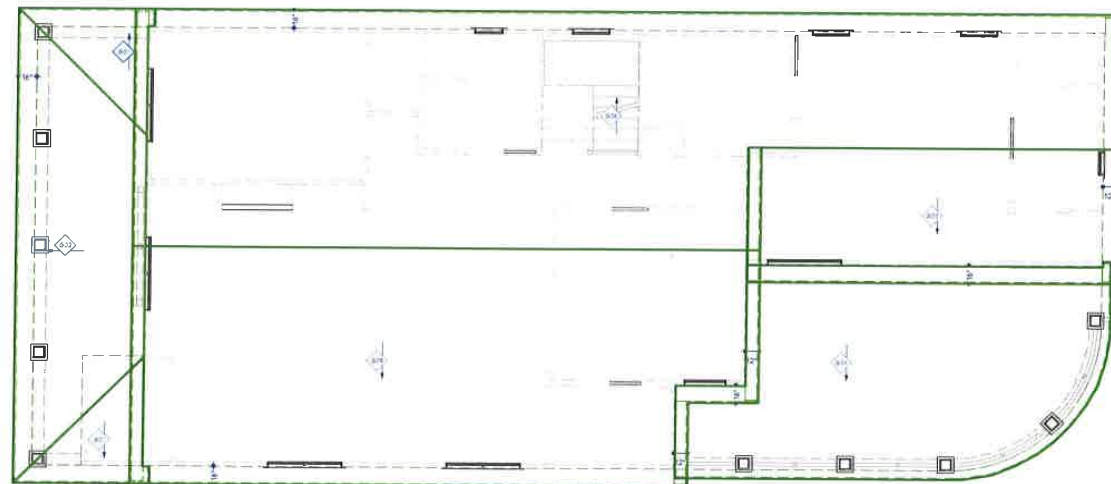


52 CROSS SECTION 2  
Scale: 1/4 in = 1 ft



CD, PLOT PLAN VIEW  
Scale: 1 in = 10 ft

NUMBER	FLOOR	PITCH	HQTY	SQ. FT. AREA	SCHEDULE
R01	1	0-12	14	144.00	0- ROOF GSB-HRZ
R02	1	0-12	14	144.00	0- ROOF GSB-HRZ
R03	1	0-12	14	144.00	0- ROOF GSB-HRZ
R04	1	0-12	14	144.00	0- ROOF GSB-HRZ
R05	1	0-12	14	144.00	0- ROOF GSB-HRZ
R06	1	0-12	14	144.00	0- ROOF GSB-HRZ
TOTALS				840.00	



CD, ROOF PLAN VIEW  
Scale: 3/16 in = 1 ft

PETTIE RESIDENCE HOUSE

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STEVE NYHOF  
DESIGNS

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ROOF LAYOUT / SECTION / PLOT MAP

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Pettie Residence House

42N2447

5/19/2026

SEE FLOOR

SEE DETAIL

SHEET

A-6





Board of Appeals Application

App # 26.04 Z

Date Received May 28, 2026

Application is hereby made to the:

Updated Application  
(Originally applied March 24)

Housing Board of Appeals       Zoning Board of Appeals

Construction Board of Appeals       Accommodations for Persons with Disabilities

<input checked="" type="checkbox"/> Variance	<input type="checkbox"/> Special Exception	<input type="checkbox"/> Conditional Use
--	--	--

Name of Applicant Chrisitne & Christopher Goddard

Address of Applicant 473 W. 22nd Street Holland, MI 49423

Phone # of Applicant 614-203-0827 Email Address cg5holland@gmail.com

Address of property in question 473 W.22nd Street Holland, MI 49423

Applicant's interest in property Owner

Name and address of property owner (if different than applicant) \_\_\_\_\_

Present use of property/structure residence/single family dwelling

Describe the nature of your request/appeal \_\_\_\_\_

We are requesting a non-use variance/dimensional variance to add onto our current home to build a multi dwelling unit/duplex with the intent to create an "age in place"/multi generational living situation for our family. Specifically, we are requesting a dimensional variance from the required 16 foot secondary street setback along Homestead Ave to allow a side addition that aligns with the existing nonconforming wall plane of 3.1 feet from the property line.

Signature of Applicant or Agent Christine Goddard Date May 27, 2026

The Board of Appeals (BOA) meets on the fourth Thursday of each month at 6:00 p.m. in the Council Chambers at City Hall, 270 S. River Avenue. You should verify the date, time, and place of the meeting by contacting Community & Neighborhood Services at (616) 355-1330 or [cns@cityofholland.com](mailto:cns@cityofholland.com).

The deadline for filing applications for the Board of Appeals is 28 days prior to the meeting and 30 days for a Conditional Use. Strict compliance with these deadlines is necessary for CNS Staff to give the required notices and obtain any necessary input from other departments.

Fully complete the application, attachments, and include the filing fee of \$100.00 for residential properties (1-4 units), \$250.00 for non-residential and commercial properties, or \$1,100.00 for personal wireless service towers.

**Incomplete or illegible applications may be rejected by staff, tabled by the Board, or denied.**



**Zoning Board of Appeals**

Variance      \_\_\_ Special Exception      \_\_\_ Use      \_\_\_ Non-Use  
\_\_\_ Flag Lot (Divide Property)      \_\_\_ Conditional Use      \_\_\_ Other

Zone District of Property MDR~ Medium Density Residential

I am applying based on section(s) Section 39-12.12 E 3 of the Zoning Ordinance. (List all sections that apply to your request.)

Has there been a previous request or appeal involving the existing structure or property? No

Date of prior request/appeal: \_\_\_\_\_

Nature of prior request/appeal: \_\_\_\_\_

- I reviewed this application with a zoning administrator on 3/23/26 - 5/27/26.
- I declined to review this application with a zoning administrator.
- I give permission for the Board members and City Staff to enter onto my property for this request.

**Requirements:**

1. You are **required** to include a site/plot plan with your application. The plans must be drawn to scale. The plans must show:
  - a. Lot boundaries, dimensions and any adjoining streets;
  - b. The location of all existing and proposed structures;
  - c. The distance between all structures and lot lines or other structures; and
  - d. The directional marker for North.
  - e. You may use a mortgage survey for your site/plot plan if all existing and proposed structures are drawn on it, and it includes any additional information which the applicant feels may be important.
  
2. If you propose to construct or enlarge a building or structure, you must attach a survey showing all lot lines, the foundation footprint of existing and proposed buildings or structures, and any other existing or proposed improvements on the property. If your roof or other projections extend more than 3 feet beyond the foundation footprint, the survey must show the roof print or projections. If the BOA grants your request, you will be required to supply an updated survey showing the buildings or structure and other improvements "as built".
  
3. Provide:
  - a) One (1) legible copy of the fully completed application and attachments.
  - b) One (1) copy of a site/plot plan.

**Incomplete or illegible applications may be rejected by staff, tabled by the Board, or denied.**



**Zoning Board of Appeals**

If you are applying for any variance that is a **Non-Use Variance**<sup>1</sup>, you must complete this form. The BOA may not grant a non-use variance unless you demonstrate that you suffer from practical difficulties. To help the Board determine whether you suffer from practical difficulties, please answer all of the following:

1. Explain why the requested variance is due to the unique circumstances or conditions of your property, such as narrowness, shallowness, shape, water, or topography and is not due to your personal or economic difficulty.

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2. Explain why your need for a variance is *not* self-created. (Self-Created = The direct result of actions by the current or previous property owner.)

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3. Why will strict compliance with regulations governing area, setback, frontage, height, bulk, density, or other dimensional requirements unreasonably prevent you from using your property for a permitted purpose, or will strict compliance make conformity with those regulations unnecessarily burdensome?

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4. Explain why the variance that you requested is the minimum relief necessary to do substantial justice to both you and the other property owners in the district.

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5. Explain why the variance will not cause an adverse impact on surrounding property(s), property values, or the use and enjoyment of property in the neighborhood or zoning district.

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<sup>1</sup> A non-use variance generally seeks permission to deviate from dimensions imposed by the zoning ordinance or similar requirements where the underlying use is permitted under the zoning ordinance.

**Incomplete or illegible applications may be rejected by staff, tabled by the Board, or denied.**

Christine & Christopher Goddard  
473 W. 22nd Street  
Holland 49423



**1. Explain why the requested variance is due to the unique circumstances or conditions of your property, such as narrowness, shallowness, shape, water, or topography and is not due to your personal or economic difficulty.**

The property at 473 W. 22nd Street is a narrow corner lot where the front of the house faces Homestead Avenue, which is considered the secondary street. Current zoning requires a 16-foot setback from that street. The home was built in 1931 as a commercial building when set back rules may have been vastly different from today's rules. Therefore the current home sits closer to Homestead than would be allowed today.

Unlike the majority of other neighborhood homes, which face the primary street (W. 22nd) and do not have the same building constraints, this house is oriented toward the secondary street. Because the existing structure is set back at the rear of the lot, the only suitable area for new construction is located between the house and the primary street.

Because the house already sits within that setback and runs parallel to the secondary street, there is no other way to build a duplex (allowable MDR) addition while meeting the current requirement. This creates a unique situation for this lot. Given that the existing house is already located within the setback (ranging from 4.1 to 3.1 feet) and parallels the secondary street, it is impossible to construct a duplex addition (which is an allowable MDR use) while simultaneously complying with the current setback requirement. This specific configuration presents a unique challenge for this lot.

**2. Explain why your need for a variance is not self-created. (Self-Created = The direct result of actions by the current or previous property owner.)**

This situation was not created by the current owner or previous owners.

The house was built in 1931 before the current setback requirements were adopted and was legal at the time it was constructed. The structure only became nonconforming after zoning rules changed. The request is simply to allow a reasonable addition to an existing home that was legally built under earlier regulations.

**3. Why will strict compliance with regulations governing area, setback, frontage, height, bulk, density, or other dimensional requirements unreasonably prevent you from using your property for a permitted purpose, or will strict compliance make conformity with those regulations unnecessarily burdensome?**

Strictly applying the 16-foot secondary street setback would make it impossible to add onto the house in a practical way.

Because the existing structure already sits inside that setback and the house runs along that side of the lot, there is not enough space to build a functional duplex addition while fully meeting the current requirement.

Without the variance, we would be limited in making reasonable improvements to the home that other properties in the same residential district are able to make.

This property has a unique situation compared to most homes in the surrounding neighborhood because the front of the house faces Homestead Avenue, which is considered the secondary street under the zoning ordinance. Most other homes in the neighborhood were built facing the primary street, which allows them to place additions toward their side or rear yards without being limited by the secondary street setback.

Because this house is located at the rear of the property and oriented toward the secondary street and was built before the current setback requirements were adopted, the structure already sits closer to Homestead than what is allowed today. This leaves very limited space on that side of the property for any addition that would comply with the current 16-foot setback requirement.

As a result, the orientation of the home and the existing placement of the structure create a practical difficulty that is unique to this property. Other homes nearby do not face the same restriction because their homes were built facing the primary street and therefore have more usable buildable space for expansions.

**4. Explain why the variance that you requested is the minimum relief necessary to do substantial justice to both you and the other property owners in the district.**

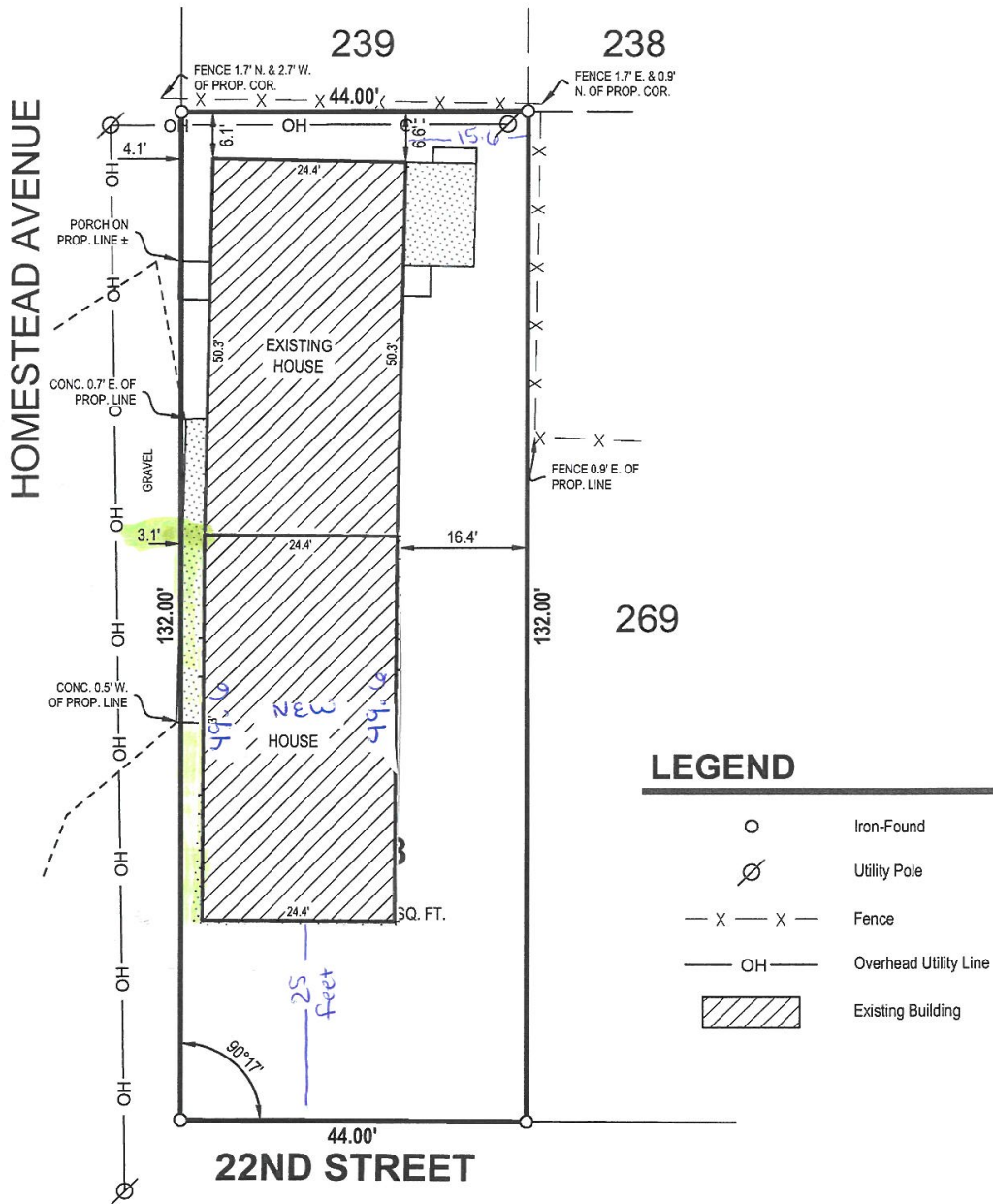
The request is for the smallest variance needed to allow the addition.

The proposed addition is designed to line up with the existing wall of the house along Homestead Avenue and will not extend any closer to the street than the current structure. This means the project would not increase the current encroachment but would simply continue the existing building line.

**5. Explain why the variance will not cause an adverse impact on surrounding property(s), property values, or the use and enjoyment of property in the neighborhood or zoning district.**

The proposed addition will not negatively affect neighboring properties, property values, or the character of the neighborhood.

The addition will remain consistent with the residential scale and appearance of the home and surrounding houses. Currently there are several duplexes on W. 22 St on the same and adjoining block. Because the proposed structure follows the same wall line as the current house and does not move closer to the street, it should not create visibility or safety concerns, as it will comply with the 25 ft set back of the primary street. The project is intended to improve the existing home while maintaining the overall character of the neighborhood.

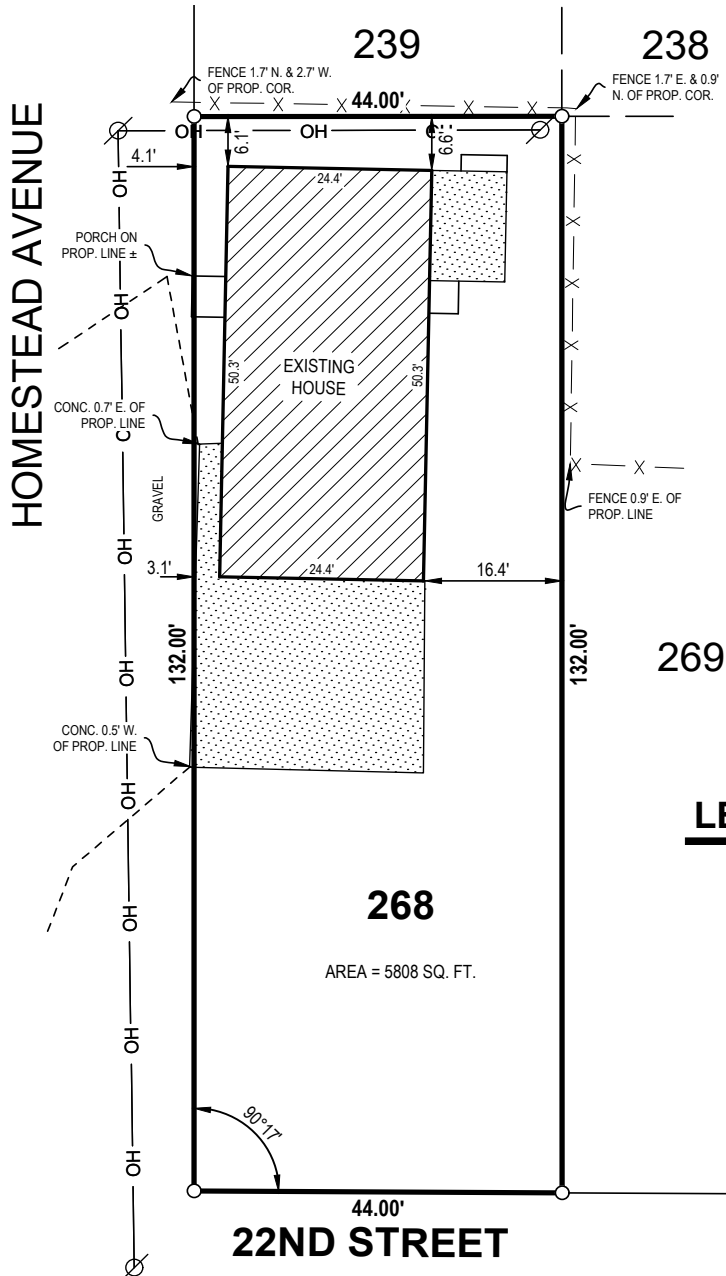


**DESCRIPTION**

Land situated in the State of Michigan, County of Ottawa, City of Holland.

Lot 268 in Diekema Homestead Addition,





**LEGEND**

- Iron-Found
- ⊙ Utility Pole
- X — X — Fence
- OH — Overhead Utility Line
- Existing Building

**DESCRIPTION**

Land situated in the State of Michigan, County of Ottawa, City of Holland.

Lot 268 in Diekema Homestead Addition, according to the plat thereof recorded in Liber 4 of plats, Page 43, Ottawa County Records.

(Warranty Deed recorded in Instrument No. 2025-0013445, recorded May 27, 2025, Ottawa County Register of Deeds Office)



By: *Scott A. Hendges*  
 Scott A. Hendges Licensed Professional Surveyor No. 4001047953

SCALE: 1" = 20' 0' 10' 20'



We hereby certify that we have examined the premises herein described, that the improvements are located entirely thereon as shown and that they do not encroach except as shown hereon.

This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

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473 W. 22ND ST		
DRAWN BY: BS	DATE: 5-21-26	PRJ #: 26200815
REV. BY:	REV. DATE:	
REV.:		1 OF 1