



APPLICATION FOR SPECIAL USE APPROVAL

353 North 120th Avenue · Holland, MI 49424 · Phone: 616.395.0151 · www.hct.holland.mi.us

Applicant Information

Contact Name Diane Sinclair
Address 176 E. Lakewood Blvd
Holland, MI 49424

Company Sinclair Recreation
Phone [REDACTED]
Email [REDACTED]

Owner Information

Contact Name Diane Sinclair
Address 176 E. Lakewood Blvd
Holland, MI 49424

Company 176 E Lakewood LLC
Phone [REDACTED]
Email [REDACTED]

Plan Preparer Information

Contact Name Melinda Whitten
Address 529 Greenwood Ave.
East Grand Rapids, MI 49506

Company MCSA Group
Phone [REDACTED]
Email [REDACTED]

Property Information

Address or Location 176 E. Lakewood Blvd
Parcel Number 70 - 16 - 20 - 275 - 029
Present Use(s) Offices and Services

Zoning District C-2 Commuinty Commerical District

Description of Special Use (attach additional pages as needed): See attached for proposed scope of project
as well as descriptions for how the project complies with Sectin 15.3 of this application.

The undersigned does hereby request a public hearing before the Holland Charter Township Planning Commission for consideration of Special Use approval.

A hearing fee of \$350.00 shall be submitted with eleven (11) complete copies of: this form, the site plan review requirements list including a response to each item listed, and the site plan including an electronic copy of the site plan on CD or other file sharing device.

Site plans required for Special Use consideration **MUST** be submitted with this form. Applications submitted without the required site plans shall not be accepted. **The copies must be submitted to the Zoning Administrator no later than four (4) weeks prior to the hearing date.**

NOTE: You are required to be present at the hearing to present your application. You will be notified as to date and time. Your neighbors within 300 feet will also be notified concerning this hearing.

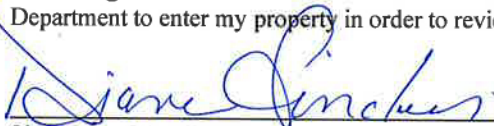
Property Owner's Certification


I, the undersigned owner of the above-described property, certify that I understand conditions and restrictions may be placed upon this special use approval as deemed necessary by the Holland Charter Township Planning Commission and hereby agree to conform to and abide by any and all such conditions and restrictions.

I, acknowledge there are Specific Special Land Use Approval Standards in addition to those outlined in Section 15.3 (below) that apply to the following uses and by selecting a use below further acknowledge they have reviewed the associated standards and have addressed each of them in this submittal:

- ☐ Special Use – Earth-sheltered Building
- ☐ Special Use – Mineral Extraction
- ☐ Special Use – Wireless Communications

I further agree to authorize members of the Planning Commission and representatives from the Holland Charter Township Building Department to enter my property in order to review the particulars of my request.

 12-8-25
Signature of Applicant Date

 12-8-25
Signature of Owner Date

Section 15.3 - General Standards of Approval.

- A. Standards of Approval. The Planning Commission shall review the particular circumstances and facts applicable to each proposed special land use with respect to the following standards:
1. The use will be harmonious and appropriate with the existing or intended character and land uses in the general vicinity.
 2. The use will be served adequately by public services and facilities, including, but not limited to, streets, police and fire protection, drainage structures, refuse disposal, water and sewer facilities, and schools..
 3. The use will not involve operations, materials and equipment that will be detrimental, hazardous, or disturbing to any persons, property or the general welfare due to traffic, noise, smoke, fumes, glare, vibration, or odors.
 4. The use will be consistent with the intent and purposes of this ordinance and the Holland Charter Township Comprehensive Plan.
 5. The use will ensure that the environment shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal and topographic modifications, which result in maximum harmony with adjacent areas.
 6. The use will not result in traffic congestion, nor have an adverse impact on roads, nor cause hazards.
 7. There is need for the proposed use within the township, and the use will not be detrimental to the community.
- B. Approval. If the Planning Commission finds that the standards in general have been met, in addition to confirming compliance with all other zoning requirements, the permit shall be issued.



Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

December 9th, 2025

Corey Broersma, Community Development Director
Holland Charter Township
353 N. 120th Avenue
Holland, MI 49424

Re: Special Use Application for 176 E. Lakewood Blvd, Holland MI 49424

Dear Mr. Broersma and members of the Holland Charter Township Planning Commission,

Sinclair Recreation is a thriving business in Holland Charter Township that designs, supplies, and installs GameTime play equipment and site furnishings throughout Michigan and the greater Midwest. The company utilizes its location at 176 E. Lakewood Blvd. as its primary office for design and sales functions. This property is currently zoned “C-2 Community Commercial District.” Please see the attached existing conditions plan and proposed site plan.

Sinclair Recreation also operates a second offsite location within the Township, which houses the construction side of the business and serves as the primary location for equipment and material storage. However, on occasion, the company needs to temporarily receive and store playground equipment shipments at the 176 E. Lakewood Blvd. property. Short-term storage of tools, construction equipment, or flatbed trailers may also be necessary.

Accordingly, the property owner is requesting Special Use Approval to allow use of the site as a Contractor Facility with Outdoor Storage. Sinclair Recreation proposes to enclose an approximately 1,020-square-foot area on the west side of the building with an 8-foot-tall solid vinyl fence, finished to complement the existing building architecture. The screening fence will also extend to create a secure and attractive outdoor break area for employees.

The existing building contains three overhead doors that access 1,230 square feet of warehouse space. The change of use will allow the business to utilize this interior warehouse area for additional contractor-related storage.

As depicted in the attached plans, Sinclair Recreation intends to repave the parking lot and add new landscaping and screening. Following completion of the special use approval

process, the applicant will submit a site plan review application for these proposed site improvements.

As required by the “Application for Special Use Approval,” the following specifically addresses General Standards of Approval – Section 15.3

A. Standards of Approval. The Planning Commission shall review the particular circumstances and facts applicable to each proposed special land use with respect to the following standards:

(1) The use will be harmonious and appropriate with the existing or intended character and land uses in the general vicinity.

Yes. The proposed outdoor storage area is compatible with surrounding uses. The adjacent property to the west is an auto repair facility with large overhead doors oriented toward the proposed storage area. The storage location is also approximately 147 feet from Lakewood Blvd. and is further screened by nearby buildings, including Joe 2 Go. The proposed solid screening fence will enhance security and minimize visibility of stored materials. The south end of the storage area abuts the railroad, further reducing any potential visual impact.

(2) The use will be served adequately by public services and facilities, including, but not limited to, streets, police and fire protection, drainage structures, refuse disposal, water and sewer facilities, and schools.

The proposed outdoor storage area will not alter or negatively impact any existing public services or facilities currently serving the site.

(3) The use will not involve operations, materials and equipment that will be detrimental, hazardous, or disturbing to any persons, property or the general welfare due to traffic, noise, smoke, fumes, glare, vibration, or odors.

The temporary storage use will generate only minimal traffic. Stored materials will not create noise, smoke, fumes, glare, vibration, or odors that could affect neighboring properties or the general welfare.

(4) The use will be consistent with the intent and purposes of this ordinance and the Holland Charter Township Comprehensive Plan.

The proposed storage is short-term, discreetly located between two buildings, and fully

screened. The storage area represents less than 2% of the total property area and 10% of the building's total floor area, aligning with the Township's intent for appropriate commercial uses within the district.

(5) The use will ensure that the environment shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal and topographic modifications, which result in maximum harmony with adjacent areas.

The proposed storage area is already paved with asphalt and includes an existing stormwater catch basin. While this area will be repaved and fenced, no grading, tree removal, or significant site disturbance is proposed. The fence will be installed with clearance above the pavement to avoid disrupting existing drainage patterns.

(6) The use will not result in traffic congestion, nor have an adverse impact on roads, nor cause hazards. The use will not result in congestion, create hazards, or negatively impact surrounding roads. Traffic levels will remain nearly identical to existing conditions.

(7) There is need for the proposed use within the township, and the use will not be detrimental to the community.

Yes. The proposed use supports the continued growth of a long term successful business within the Township and contributes positively to local economic development.

We appreciate the opportunity to continue working collaboratively with Township staff. Please contact me if you have any questions or require additional information regarding this application.

Sincerely,



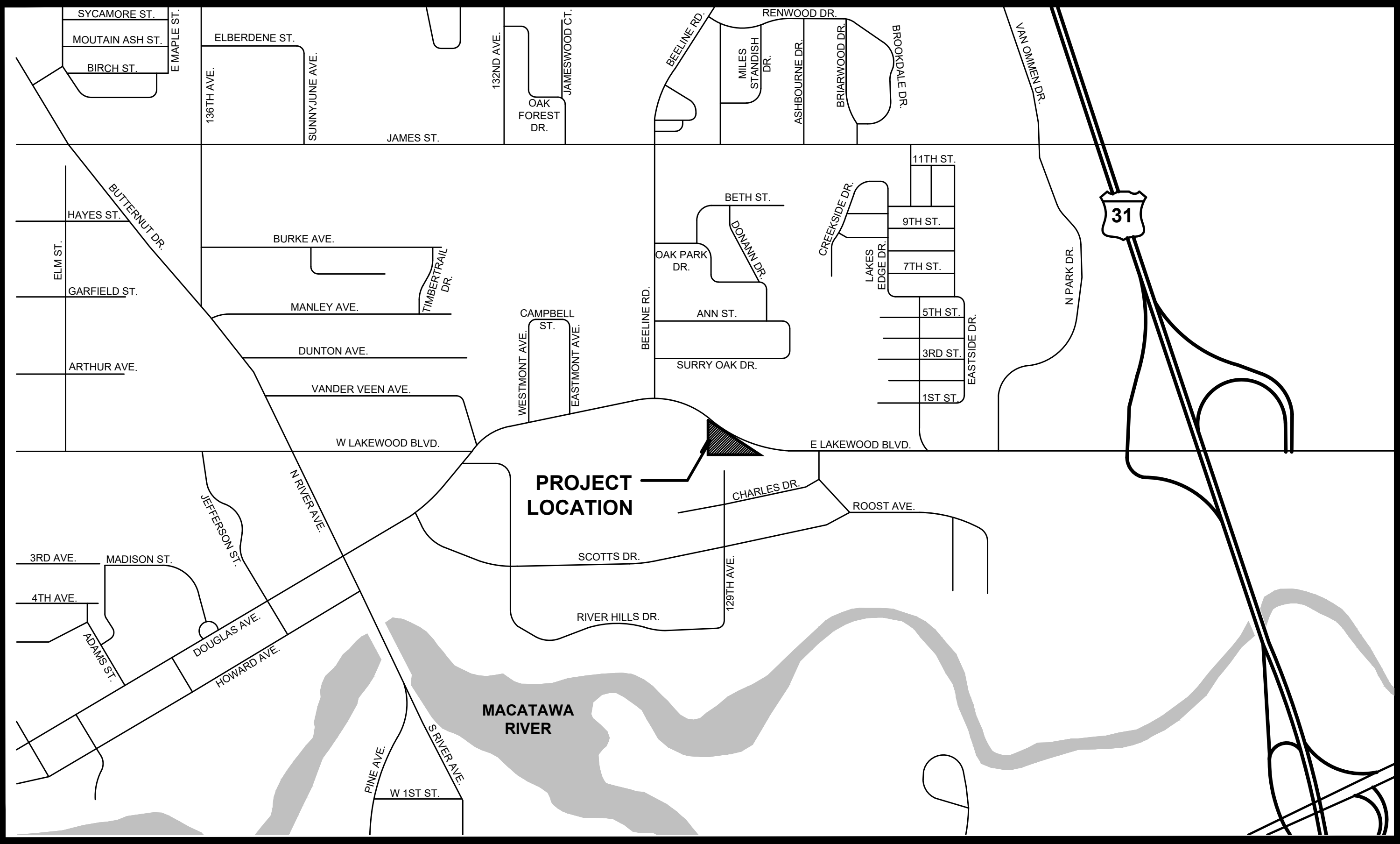
Melinda Whitten
Vice President
MCSA Group, Inc.

CONSTRUCTION PLANS SINCLAIR RECREATION PARKING LOT

HOLLAND, MICHIGAN
SPECIAL USE APPLICATION 12-9-2025

PROPERTY ADDRESS

176 E. LAKEWOOD BLVD.
HOLLAND, MICHIGAN 49424

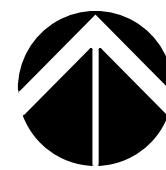


SHEET INDEX

- L1 Site Plan
- L2 Existing Conditions & Removals Plan
- L5 Landscape Plan
- 1 OF 1 Topographic Survey

LOCATION MAP

NOT TO SCALE



CONSULTING TEAM MEMBERS:

Civil Engineers

LRE Engineers & Surveyors
2121 3 Mile Road NW
Walker, MI 49544
(616) 301-7888

Geotechnical

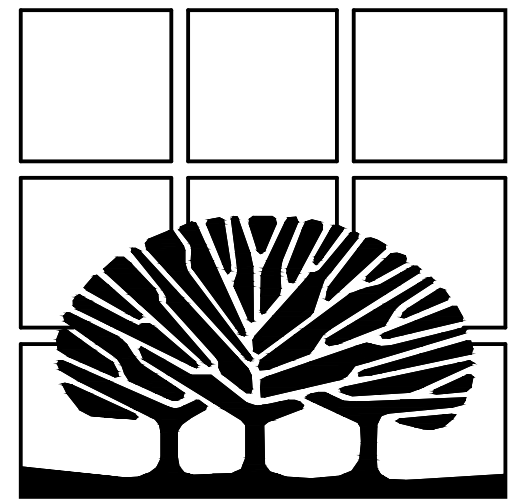
Soils & Structures
6480 Grand Haven Rd.
Muskegon, MI 49441
(800) 933-3959

Survey

T Bronson & Assoc
P.O. Box 312
Allendale, MI 49401
(616) 414-4286

MCSA GROUP, INC.

Landscape Architecture • Park & Recreation Planning • Architecture
Downtown Planning • Interior Design • Sports Facility Planning
529 Greenwood Avenue S.E. • East Grand Rapids, MI 49506
616-451-3346 • FAX: 616-451-1935 • EMAIL: tas@mcsagroup.com



LOT REQUIREMENTS:

CURRENT ZONE: C-2 COMMUNITY COMMERCIAL DISTRICT

REQUIRED MINIMUM AREA: 15,000 SQ. FT.
EXISTING AREA: 51,322 SQ. FT.

REQUIRED MINIMUM WIDTH: 90 FT.
EXISTING WIDTH: 231'-10" FT.

SETBACK REQUIREMENTS:

INCREASE OF FRONT, SIDE, AND REAR SETBACKS OF ONE FOOT FOR EACH FOOT, OR FRACTION OF A FOOT OF BUILDING HEIGHT OVER 35 FEET.

REQUIRED FRONT YARD (MIN.): 50'
EXISTING SETBACK AT E LAKEWOOD BLVD: 51'-5"

REQUIRED SIDE YARD (MIN.): 15'
EXISTING: 51'-5"

REAR YARD (MIN.): 25'
EXISTING: 1'-10"

MINIMUM SIZE REQUIREMENTS FOR PARKING:

WIDTH: 9'
LENGTH: 18'
2-WAY AISLE WIDTH: 24'

REQUIRED OFF STREET PARKING:

REQUIRED SPACES BASED ON TOTAL FLOOR AREA SERVED BY THE PARKING LOT.

EXISTING BUILDING SQUARE FOOTAGE:
MAIN FLOOR = 6,362 SQ. FT.
MEZZANINE = 768 SQ. FT.
WAREHOUSE = 1,230 SQ. FT.
TOTAL FLOOR AREA = 8,360 SQ. FT.

USE	PARKING REQUIREMENTS BY USE	TOTAL REQUIRED SPACES	TOTAL PROVIDED SPACES
OFFICES AND SERVICES (6,362 SQ. FT.)	1 PER 300 SQUARE FEET	24	39
WAREHOUSE (1,230 SQ. FT.)	1 PER 2,000 SQUARE FEET	1	1
TOTAL		25	30

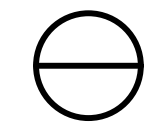
SITE GENERAL NOTES:

1. SITE PLAN SHOWN FOR GENERAL INFORMATION AND DETAIL REFERENCE ONLY. SEE FOLLOWING PLAN SHEETS FOR SITE REMOVALS, EXISTING CONDITIONS, LAYOUT, GRADING, AND PLANTING INFORMATION.

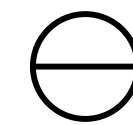
COMPLIANCE:

- ALL CONSTRUCTION SHALL CONFORM TO ALL ASPECTS OF THE STATE OF MICHIGAN BUILDING CODE (MBC), THE ADA ACCESSIBILITY GUIDELINES FOR BUILDINGS AND FACILITIES (ADAAG) AND THE AMERICANS WITH DISABILITIES ACT (ADA). ALL WORK BY THE CONTRACTOR FOR COMPLETE EXECUTION OF THIS PROJECT SHALL MEET OR EXCEED LAWS, GUIDELINES, AND STATUTES IN EVERY SITUATION. IN THE EVENT THE CONTRACTOR BELIEVES THAT ANY PORTION OF THE WORK IS INCONSISTENT WITH THE MBC, ADAAG, AND ADA THEY MUST IMMEDIATELY INFORM THE LANDSCAPE ARCHITECT.

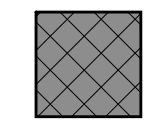
SITE LEGEND



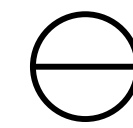
DETAIL NUMBER
SHEET NUMBER



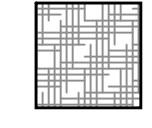
BITUMINOUS PAVING



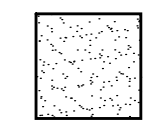
BITUMINOUS PAVING-
ALTERNATE A



CONCRETE PAVING
6" DEPTH

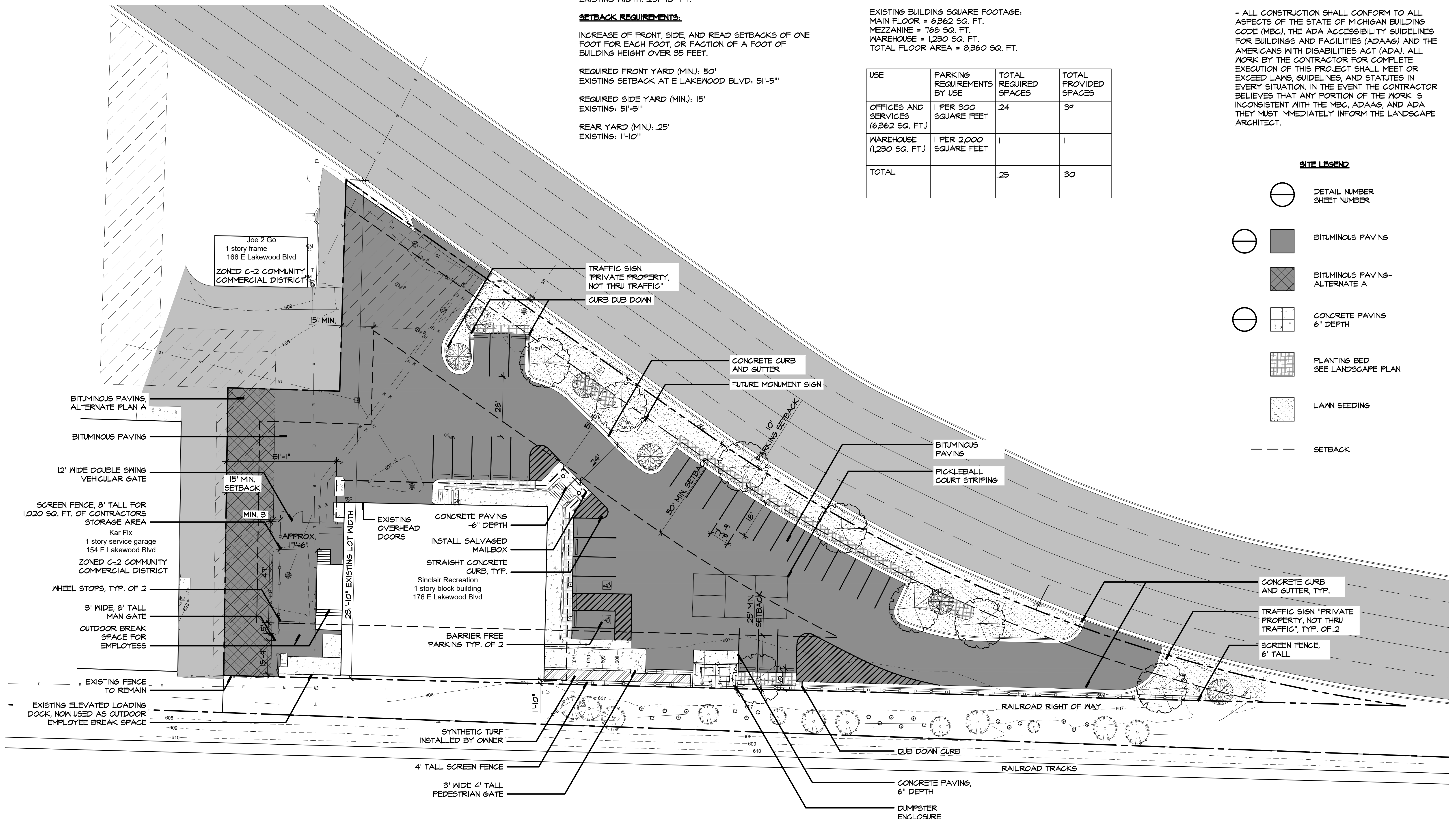


PLANTING BED
SEE LANDSCAPE PLAN



LAWN SEEDING

--- SETBACK

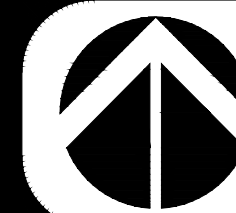
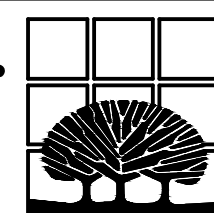


SPECIAL USE APPLICATION

SINCLAIR RECREATION PARKING LOT IMPROVEMENTS
CITY OF HOLLAND, MICHIGAN

MCSA GROUP, INC.

Landscape Architecture • Park & Recreation Planning • Architecture
Downtown Planning • Interior Design • Sports Facility Planning
529 Greenwood Avenue S.E. • East Grand Rapids, MI 49506
616-451-3346 • FAX: 616-451-1935 • EMAIL: tas@mcsgroup.com



SCALE:
1"=20'

Site Plan

DATE
12.09.2025
REVISIONS

PROJECT NO.
2263
SHEET NO.

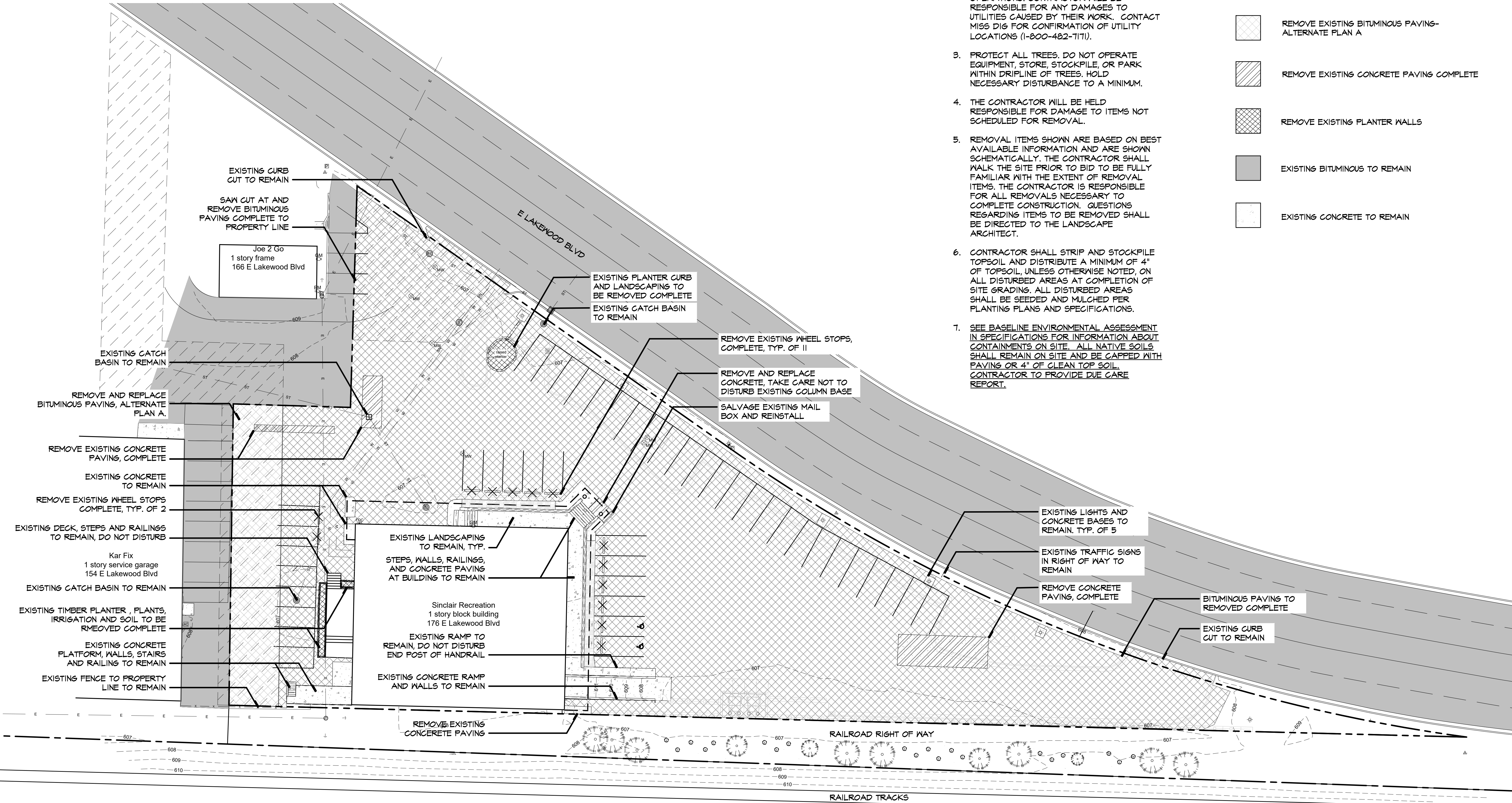
L1

EXISTING CONDITIONS AND REMOVALS:

1. SURVEY PROVIDED BY:
T BRONSON & ASSOCIATES
PO BOX 312
ALLEDALE, MI 49401
PHONE: (616) 414-4286
2. THE CONTRACTOR IS TO LOCATE ALL UTILITIES PRIOR TO CONSTRUCTION OPERATIONS. CONTRACTOR WILL BE RESPONSIBLE FOR ANY DAMAGES TO UTILITIES CAUSED BY THEIR WORK. CONTACT MISS DIG FOR CONFIRMATION OF UTILITY LOCATIONS (1-800-482-7171).
3. PROTECT ALL TREES. DO NOT OPERATE EQUIPMENT, STORE, STOCKPILE, OR PARK WITHIN DRIPLINE OF TREES. HOLD NECESSARY DISTURBANCE TO A MINIMUM.
4. THE CONTRACTOR WILL BE HELD RESPONSIBLE FOR DAMAGE TO ITEMS NOT SCHEDULED FOR REMOVAL.
5. REMOVAL ITEMS SHOWN ARE BASED ON BEST AVAILABLE INFORMATION AND ARE SHOWN SCHEMATICALLY. THE CONTRACTOR SHALL WALK THE SITE PRIOR TO BID TO BE FULLY FAMILIAR WITH THE EXTENT OF REMOVAL ITEMS. THE CONTRACTOR IS RESPONSIBLE FOR ALL REMOVALS NECESSARY TO COMPLETE CONSTRUCTION. QUESTIONS REGARDING ITEMS TO BE REMOVED SHALL BE DIRECTED TO THE LANDSCAPE ARCHITECT.
6. CONTRACTOR SHALL STRIP AND STOCKPILE TOPSOIL AND DISTRIBUTE A MINIMUM OF 4" OF TOPSOIL, UNLESS OTHERWISE NOTED, ON ALL DISTURBED AREAS AT COMPLETION OF SITE GRADING. ALL DISTURBED AREAS SHALL BE SEEDED AND MULCHED PER PLANTING PLANS AND SPECIFICATIONS.
7. SEE BASELINE ENVIRONMENTAL ASSESSMENT IN SPECIFICATIONS FOR INFORMATION ABOUT CONTAINMENTS ON SITE. ALL NATIVE SOILS SHALL REMAIN ON SITE AND BE CAPPED WITH PAVING OR 4" OF CLEAN TOP SOIL. CONTRACTOR TO PROVIDE DUE CARE REPORT.

EXISTING CONDITIONS AND REMOVALS LEGEND

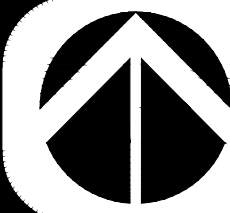
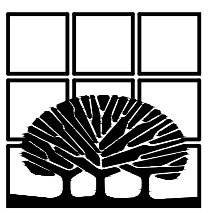
- × SITE ELEMENTS TO BE REMOVED
- REMOVE EXISTING BITUMINOUS PAVING COMPLETE
- REMOVE EXISTING BITUMINOUS PAVING-ALTERNATE PLAN A
- REMOVE EXISTING CONCRETE PAVING COMPLETE
- REMOVE EXISTING PLANTER WALLS
- EXISTING BITUMINOUS TO REMAIN
- EXISTING CONCRETE TO REMAIN



SPECIAL USE APPLICATION

SINCLAIR RECREATION PARKING LOT IMPROVEMENTS
CITY OF HOLLAND, MICHIGAN

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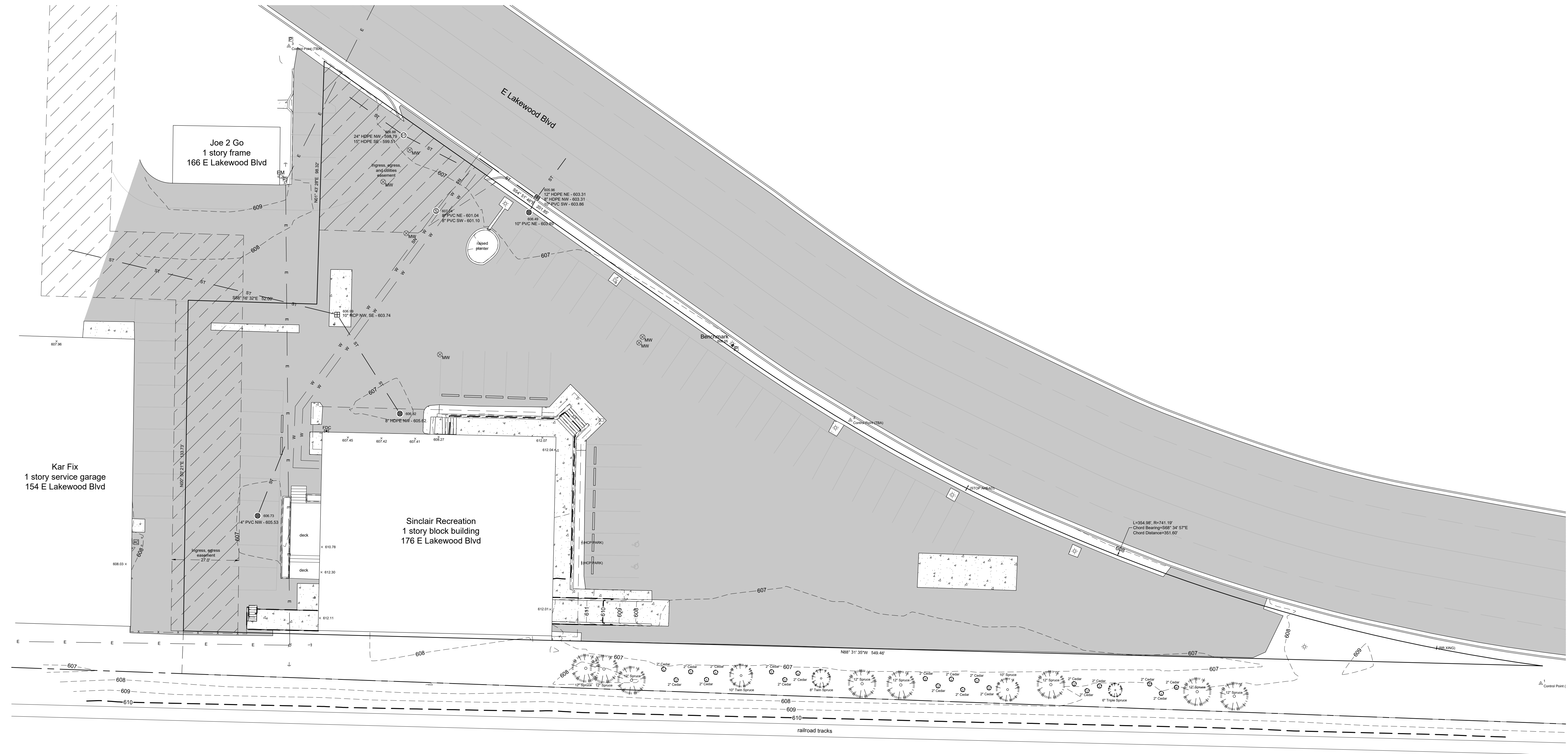


SCALE:
1"=20'

Existing Conditions
and Removals Plan

DATE
12.09.2025
REVISIONS

PROJECT NO.
2263
SHEET NO.
L2

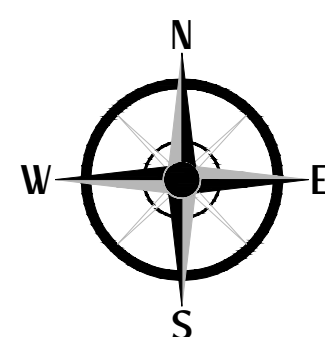
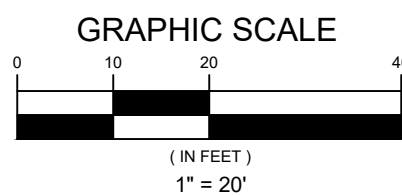


GENERAL NOTES:

- The locations of utilities shown herein are approximate, based on field measurements and available records. They are not to be considered exact locations, nor should it be assumed that they represent the only utilities present in this area.
- Coordinates are Michigan State Plane South Coordinate System, elevations are NAVD88 (Geoid18), both are based on MDOT CORS.
- BENCHMARK
ELEVATION: 608.05 NAVD88
Set benchmark lie in south side of wood light pole base located ±80' northeast of the northeast building corner.
- Description as provided: (Bearings on drawing are based on Michigan State Plane Coordinates and do not match the bearings in this description.)
Part of the Southeast ¼ of the Northeast ¼ of Section 20, Town 5 North, Range 15 West, Holland Township, Ottawa County, Michigan described as beginning at a point on the North line of the CSX Railroad right of way distant North 90°00'00" West 884.64 feet along the East and West ¼ line of Section 20 AND North 00°00'00" West 17.25 feet from the East ¼ corner of Section 20 and proceeding thence North 01°14'47" West 133.73 feet; thence North 89°38'20" East 52.00 feet; thence North 00°21'40" West 98.32 feet; thence along the South line of Lakewood Boulevard (66.00 feet wide) South 56°56'54" East 201.85 feet; thence on a curve to the left an arc distance of 354.96 feet, radius 741.19 feet, central angle 27°26'02" and chord bears South 70°40'05" East 351.60 feet; thence along the North line of the CSX Railroad right of way South 89°23'17" West 549.44 feet to the point of beginning.
SUBJECT TO AND TOGETHER WITH an easement for ingress and egress over and across part of the Northeast ¼ of Section 20, Town 5 North, Range 15 West, Holland Township, Ottawa County, Michigan described as beginning at a point distant North 90°00'00" West 884.64 feet along the East and West ¼ line of Section 20 and North 00°00'00" West 17.25 feet from the East ¼ corner of Section 20 and proceeding thence along the North line of the CSX Railroad right of way South 89°23'17" West 5.00 feet; thence North 01°14'47" West 133.75 feet; thence South 89°38'20" West 54.50 feet; thence North 00°21'40" West 171.88 feet; thence along the South line of Lakewood Boulevard (66.00 feet wide) South 56°56'54" East 32.35 feet; thence South 00°21'40" East 127.07 feet; thence North 89°38'20" East 54.06 feet; thence South 01°14'47" East 160.63 feet; thence South 89°23'17" West 22.00 feet to the point of beginning.
ALSO SUBJECT TO AND TOGETHER WITH an easement for ingress, egress, and utilities over part of the Southeast ¼ of the Northeast ¼ of Section 20, Town 5 North, Range 15 West, Holland Township, Ottawa County, Michigan described as:
Commencing at the East ¼ corner of said Section; thence North 90°00'00" West 17.25 feet; thence North 01°14'47" West 133.73 feet; thence South 89°38'20" West 59.50 feet; thence North 00°21'40" West 171.88 feet; thence South 56°56'54" East 133.58 feet along the South line of Lakewood Boulevard (66.00 feet wide) to the Point of Beginning of said Easement; thence South 56°56'54" East 85.00 feet along said South line; thence South 54°50'14" West 57.69 feet; thence South 89°38'20" West 40.00 feet; thence North 00°21'40" West 88.32 feet to the Point of Beginning. Subject to easements, restrictions and rights of way of record.

Symbol Legend

- | | |
|----------------------|----------------------|
| Symbol | Denotes |
| AC UNIT | AC UNIT |
| BENCHMARK | BENCHMARK |
| BOLLARD | BOLLARD |
| CONIFEROUS TREE | CONIFEROUS TREE |
| ELECTRIC METER | ELECTRIC METER |
| FIRE DEPT CONNECTION | FIRE DEPT CONNECTION |
| GAS METER | GAS METER |
| GUY ANCHOR | GUY ANCHOR |
| LIGHT POLE | LIGHT POLE |
| MAILBOX | MAILBOX |
| MONITOR WELL | MONITOR WELL |
| PHONE RISER | PHONE RISER |
| POWER POLE | POWER POLE |
| REFERENCE POINT | REFERENCE POINT |
| SANITARY MH | SANITARY MH |
| SIGN 1 | SIGN 1 |
| SIGN 2 | SIGN 2 |
| STORM CB ROUND | STORM CB ROUND |
| STORM CB SQUARE | STORM CB SQUARE |
| STORM YD SQUARE | STORM YD SQUARE |

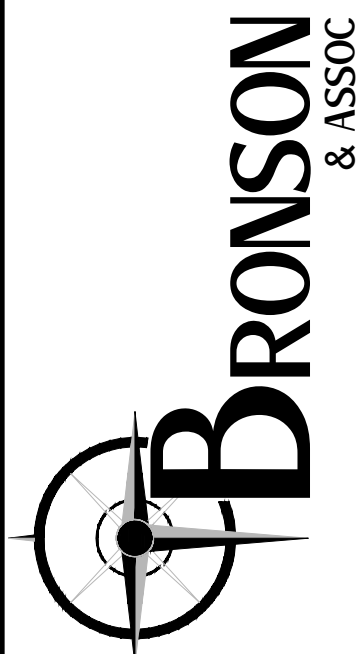


Know what's below.
CALL before you dig.

Information on existing utilities and service lines was obtained from available as-built record drawings and actual measurements. This information is not guaranteed to be precise, and it should not be assumed to represent all utilities in the area.

REVISIONS:		
1	10/10/2025	Added structure inverts.

T Bronson & Associates
P.O. Box 312
Allendale, MI 49401
Phone (616) 414-4286
todd@tb-assoc.com



TOPOGRAPHIC SURVEY
Sinclair Recreation
176 E Lakewood Blvd
Holland, MI 49424

PREPARED FOR:
MCSA Group, Inc.
529 Greenwood Ave., SE
East Grand Rapids, MI 49506

DRAWN BY:
Todd Bronson

DATE:
September 29, 2025

JOB NUMBER:
250903

SCALE:
1" = 20'

SHEET:
1 of 1