

# **NOTICE OF PUBLIC HEARING**

HERITAGE DESIGN REVIEW BOARD (SARB)  
City of Zeeland, Michigan

TAKE NOTICE that the Shopping Area Redevelopment Board (SARB) that serves as the Heritage Design Review Board, and whose chambers are located at Zeeland City Hall, 21 South Elm Street, Zeeland, Michigan and whose telephone number is (616) 772-6400 will hold a public hearing on the following date, time and location:

**May 22, 2025**                      **9:00 am**

at

**ZEELAND CITY HALL**  
**2nd Floor Red Conference Room**

for the purpose of reviewing the Application of:

Ranae Hoogstra  
132 E Main Avenue  
Zeeland, MI 49464

Install a 24" x 24" flag mount sign in front and in the rear of the building.

Information regarding the public hearing may be reviewed in the Clerk's Office from 8:30 a.m. to 4:30 p.m. on any day not a holiday from Monday through Friday.

PAMELA HOLMES  
CITY CLERK

DATED: May 12, 2025

*The City of Zeeland will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing with a need for an accommodation being provided upon a notice to the City of Zeeland by the Monday preceding the meeting by 5:00 p.m. With advance notice of seven calendar days, the City will provide interpreter services at public meetings, including language translation. Individuals requiring auxiliary aids or services should contact the City of Zeeland by writing or calling the City Clerk's office (616) 772-6400 ext 3.*

Zeeland City Heritage Design Review Board  
**CERTIFICATE OF MAILING**

I hereby certify that I mailed by first-class mail, a Notice of Public Hearing, for the purpose of reviewing the Application for the project listed below to the Applicant, Adjacent Property Owners, and Occupants. A copy of said Notice is attached to this certificate.

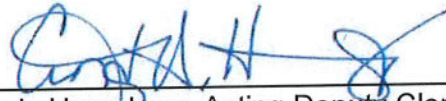
**Application of:** Ranae Hoogstra

**Business Name:** 132 E Main Avenue

**Address:** Zeeland, MI 49464

**Hearing Date:** May 22, 2025

**Notice Sent On:** May 12, 2025



Cindy Humphrey, Acting Deputy Clerk  
City Clerk's Office  
City of Zeeland, Michigan

132 E MAIN AVENUE  
PUBLIC HEARING NOTICE

DONKERSLOOT JAMES-SARA  
PO BOX 230  
(132 E MAIN AVE)  
ZEELAND MI 49464-1736

K&H HOLDINGS LLS  
132 E MAIN AVE STE A  
ZEELAND MI 49464

FRANKS RESTAURANT  
134 E MAIN AVENUE  
ZEELAND MI 49464

ZEELAND BAKERY  
130 E MAIN AVE  
ZEELAND MI 49464

**OCCUPANT**  
**130 1/2 E MAIN AVE**  
**ZEELAND MI 49464**

**RANAE HOOGSTRA**  
**132 E MAIN AVENUE**  
**ZEELAND, MI 49464**

**CITY OF ZEELAND, MICHIGAN**

**Pamela Holmes**

City Hall  
21 South Elm Street  
Zeeland, Michigan 49464

City Clerk  
Phone 616-772-6400 x1200  
Fax 616-772-5352  
www.cityofzeeland.com

**SARB  
SHOPPING AREA REDEVELOPMENT BOARD  
HERITAGE DESIGN BOARD  
NOTIFICATION OF ACTION**

**DATE:** May 22, 2025

**APPLICANT:** Ranae Hoogstra  
132 E Main Avenue  
Zeeland, MI 49464

**REQUESTED ACTION:**

The SARB Heritage Design Board met and reviewed the application filed by the above for the purpose of taking action on the following request:

Install a 24" x 24" flag mount sign in front and in the rear of the building.

The SARB Heritage Design Board voted, and the following action was taken on the request:

- ☐ **Approved as presented**
- ☐ **Approved as follows**
- ☐ **Recommended to City Council for approval**
- ☐ **Not approved**
- ☐ **Tabled**

A copy of the minutes of the applicable meeting will be available within 5 days of said meeting at the City Clerk's office. Should you have any questions, please feel free to call Cindy Humphrey, at (616) 772-6400 x 1200.

cc Applicant / Owner  
Building Official's Office

Clerk's Office  
MAY - 9 2025

City of Zeeland

APR 07 2025

Received

Heritage District Application

1. Applicant Information

Name RANAE HOOGSTRA  
Business INTEGRITY CABINETRY  
Address 132 E. MAIN ST.  
Telephone 616-748-0991 FAX \_\_\_\_\_  
E-Mail IC.RANAE@YAHOO.COM

2. Project Information

Building Location 132 E. MAIN ST., ZEELAND, MI 49464  
Owner of Record \_\_\_\_\_  
If Leased: Lease Expires \_\_\_\_\_ Renewal Term \_\_\_\_\_

3. Project Description

Please describe in detail the proposed scope of work, use additional sheets if necessary. Provide a thorough narrative of what you wish to accomplish on the exterior of the building. To aid in your narrative, we have attached the Heritage District Design Guidelines. (You may obtain a copy of the rendering from the Building Department). The narrative should attempt to address each subsection of the Heritage Guidelines. If your project will differ from the Heritage Guidelines and/or Visbeen drawing, please state why you feel it is appropriate to do so. Furthermore, if there was a rendering of your building completed by Visbeen and Associates (please check with the Building Department) we suggest that you refer to the rendering for additional façade improvement concepts.

THE PROPOSED SIGNS ARE A DOUBLE SIDED ACM  
NON-LIT FLAG MOUNT SIGN WITH A DIGITAL  
PRINT. THE SIGN IS SQUARE MEASURING 24" X 24"  
MOUNTED WITH A BLACK FLAG MOUNTED BRACKET.  
THE BOTTOM OF THE SIGN WILL BE MOUNTED ON  
THE BUILDING 96" ABOVE GROUND LEVEL.  
PLEASE SEE THE ATTACH DOCUMENT (PROOF).

NOTE: Approval from the Heritage Review Board does not negate the need to obtain Building Department approval if the project scope requires a building permit.



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4. **Application Attachments**

- A picture or diagram accurately reflecting the completed project **must** be attached to this Heritage District Application
- If additional sheets were necessary for the narrative, they are attached to this Heritage District Application.

5. **Application Checklist**

Please check the box if you have complied.

- ☒ The narrative of this project accurately reflects the scope of it
- ☒ The picture and/or diagram accurately reflect the scope of it.
- ☒ I have reviewed the Heritage District Design Approval Guidelines.
- ☒ I have reviewed the information on Building Permits if applicable to this project.
- ☐ I have reviewed the information on low-interest loans if applicable to this project.

6. **Applicant Signature**

I/We certify that all the information set forth in this application is a true representation of the facts pertaining to the subject property. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in the disapproval of the Heritage Review Board, which would result in loss of grant and/or low interest loan opportunities. The applicant further certified that he/she has read and understands all of the appropriate guidelines.

Applicant: Glenn G. Martin

Date: 4/7/25

Printed Name: GLENN G. MARTIN

SIGNS NOW - HOLLAND

**NOTE: Approval from the Heritage Review Board does not negate the need to obtain Building Department approval if the project scope requires a building permit.**

DATE: 4.1.25  
 DESIGNER: C. Temple

REV#: 1

SIZE: 24" w x 24" h  
 FONT(S): Logo  
 QTY: 1  
 SIDES: 2  
 COLORS:  
 Closest match to  
 BM 2013-20 Orange Nectar  
 Black

MATERIAL:  
 ACM - 6MM

DESCRIPTION:  
 Digitally printed cast cut  
 vinyl applied to 6mm ACM

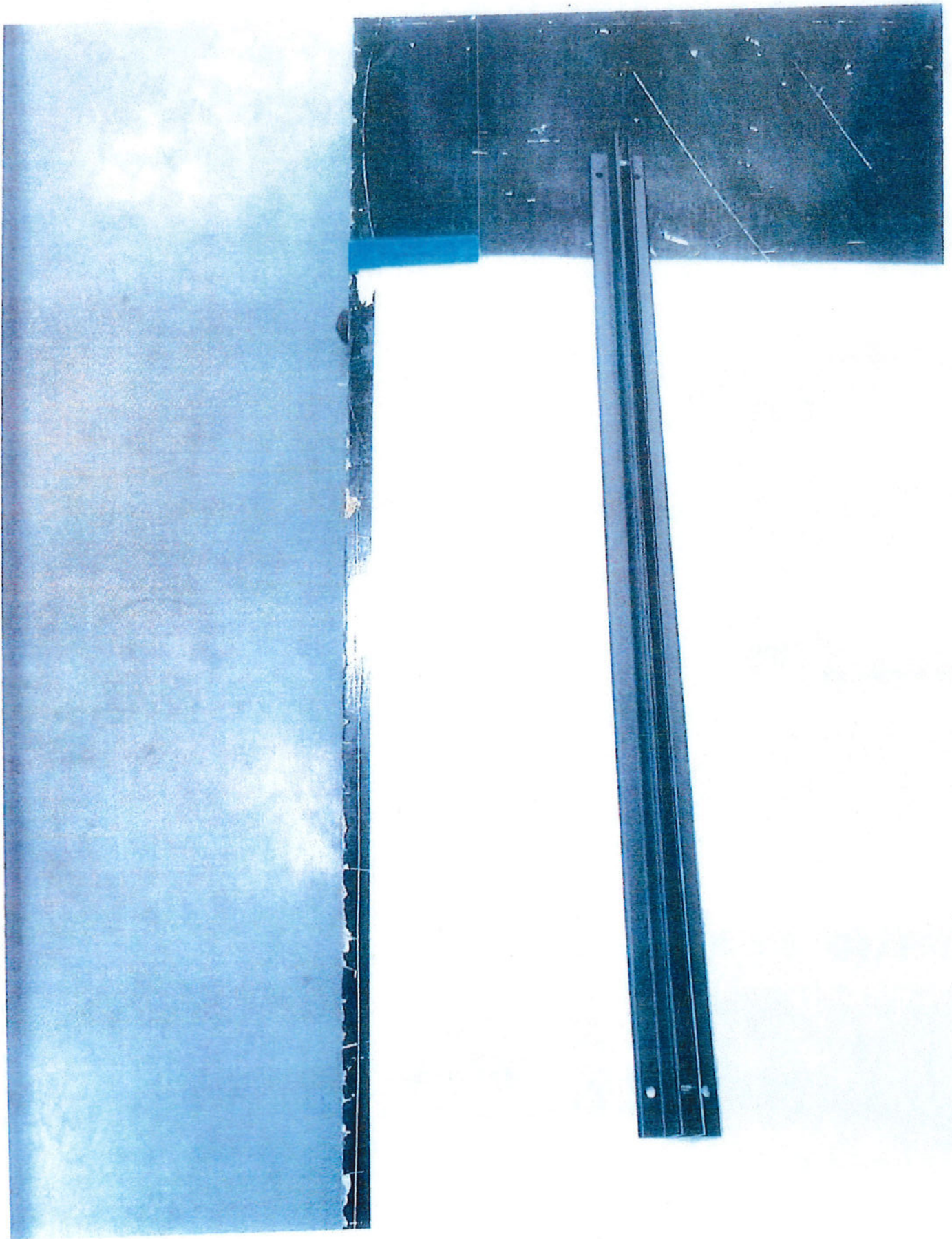
MOUNTING:  
 ASS14-24MB matte black  
 flagmount bracket.

One sign installed on  
 building front on Main St.  
 and one sign installed on  
 rear of building near  
 parking area.

8FT CLEARANCE BETWEEN  
 GROUND AND BOTTOM  
 EDGE OF SIGN.









## Plan Review Approval Form for Permits

JOB DESC: 24" X 24" FLAG MOUNT EXTERIOR BUILDING SIGN (SEE ATTACHED). ONE SIGN INSTALLED ON BUILDING FRONT ON MAIN ST, AND ONE SIGN INSTALLED ON REAR OF BUILDING NEAR PARKING AREA.

**RETURN BY: APRIL 7TH, 2025**

(B)\_\_\_\_ (E)\_\_\_\_ (M)\_\_\_\_ (P)\_\_\_\_ (Fire Dept)\_\_\_\_ Zoning Site Plan\_\_X\_\_\_\_

Rev. #\_\_\_\_

Permit # **PB250023** Location **132 E MAIN** Date Sent **03/31/2025**

Contractor: **SIGNS NOW** Property Owner: **K & H HOLDINGS LLC**

Please review and approve or disapprove this request by the date stated above.

\*Problems that need to be address prior to issuing the permit (**PLEASE NUMBER**):

0 Document the 8' of Clear Space is provided between ground and bottom edge of sign

0 SARB Approval Required

\*\*Concerns that need to be made known to the owner but will not stop the project:

IS THIS PART OF A PROJECT? YES\_\_\_\_ NO\_\_\_\_ OTHER PERMITS REQ. B-\_\_\_\_ E\_\_\_\_ M\_\_\_\_ P\_\_\_\_

IS A SITE PLAN REQUIRED: YES\_\_\_\_ NO\_\_\_\_

\*\*APPROVED if the above noted items are addressed

\*DISAPPROVED until the above changes are made

APPROVED as is

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VALUE GIVEN: \$1,200.00

VALUE APPROVED? \_\_\_\_\_

USE GROUP: \_\_\_\_\_

CONSTRUCTION TYPE: \_\_\_\_\_

OCCUPANT LOAD: \_\_\_\_\_

### INSPECTIONS REQUIRED:

- ☐ FOOTING-PRE POUR
- ☐ WALL FORMS
- ☐ FOUNDATION WATER PROOFING
- ☐ VAPOR BARRIER-UNDER SLAB
- ☐ ICE & WATER SHIELD
- ☐ HOUSE WRAP
- ☐ ROUGH-IN
- ☐ INSULATION
- ☐ FINAL

SIGNATURE

DATE



**BUILDING PERMIT APPLICATION**  
City of Zeeland

Community Development Department  
21 S ELM ST - ZEELAND, MI 49464  
Phone 616-772-0872 - Fax 616-772-0880  
buildinginspector@cityofzeeland.com  
www.cityofzeeland.com

Date: \_\_\_\_\_ Project: \_\_\_\_\_ Permit #: \_\_\_\_\_

The City of Zeeland will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.

**1. JOB LOCATION**

Job Address 132 E. Main St.		Has a plan review been completed for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required	
Name of Owner/Agent Ranae Hoogstra		Owner/Agent Phone (616) 748-0991	
Address 132 E. Main St.		City Zeeland	State MI
Email ic.ranae@yahoo.com		Zip 49464	

**2. CONTRACTOR/OWNER INFORMATION**

<input checked="" type="radio"/> Contractor <input type="radio"/> Homeowner	Name Signs Now - Holland	License No	
Address 832 Productions PL		City Holland	State MI
Phone 616-392-1159		Zip 49423	
Email gmartin@signsnowholland.com			

**3. ARCHITECT OR ENGINEER**

Name [Company or Contact]		Phone	
Address		City	State
Email		Zip	

**4. TYPE OF PROJECT**

Class of work (check all that apply)				If this address is located in Shopping Area Redevelopment Board district, does this project require SARB approval? <input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> New Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair	
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input checked="" type="checkbox"/> Other	
<b>Description of work</b> 24" x 24" flag mount exterior building sign (see attached proof). One sign installed on building front on Main St. and one sign installed on rear of building near parking area.				

**5. PROJECT VALUE**

State the total value of the improvement including excavation, building, plumbing, electrical, mechanical, and architectural costs [subject to Building Official approval]	Job Value \$ 1200	Building Official Approval
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**NO WORK IS TO START PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT**

- o 4 sets of stamped plans and a pdf file must be submitted for commercial/industrial projects
- o 2 sets of plans must be submitted for residential projects.
- o Separate permits are required for Electrical, Mechanical and Plumbing work
- o Project started without a permit may be subject to investigation fees

**6. APPLICANT SIGNATURE**

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

SIGNATURE OF APPLICANT: Ashley Lemin Date: 3/28/2025  
APPLICANT NAME: Ashley Lemin



## **7. BUILDING PERMIT FEE SCHEDULE**

Base Building Permit Fee: \$50.00

+ A \$5.00 additional Building Permit Fee for each \$1,000 in project value up to \$500,000 in project value

+ A \$4.00 additional Building Permit Fee for each \$1,000 in project value over \$500,000 in project value

Note: The project value is the total value of the improvement, including excavation, building, plumbing, electrical, mechanical, and architectural costs

**Commercial/Industrial/Public Facility Projects only:** + Plan Review Fee which is 65% of the total Building Permit Fee.

If the building permit application and plans are submitted without payment, the application will be placed on hold. Upon receipt of the payment, the building permit will be processed.

### **When to Call for an Inspection**

Call the inspector's telephone number listed on the building permit at least two (2) days prior to the time an inspection is needed. A minimum of three (3) inspections are required on most structures. It is the permit holder's responsibility to call for inspections, prior to any construction being covered/concealed.

### Foundation Inspection

An inspection is to be made before the placement of the footings. The building inspector may want to perform a wall, waterproofing, and drain tile inspection prior to backfill.

### Rough Inspection

The rough inspection is to be made after the roof, all framing, fire stopping, and bracing are in place, and the electrical, mechanical, and plumbing rough inspections are completed and approved and before the insulation is installed.

### Final Inspection

The final inspection is to be made upon completion of the building or structure and before occupancy occurs.



CONTACT: Glenn Martin

PROJECT: 55487 - Integrity Cabinetry

# PERMIT



616-392-1159  
800-379-7433  
616-392-6063 Fax

24.00" Black  
Flag Mount Bracket

24.00"



SIDE: A

QTY: 1



SIDE: B

DATE: 3.28.25  
DESIGNER: F. Last

REV#: 0

SIZE: 24" w x 24" h

FONT(S): Logo

QTY: 1

SIDES: 2

COLORS:

White

Closest match to

BM 2013-20 Orange Nectar

Black

MATERIAL:

ACM - 6MM

DESCRIPTION:

Digitally printed cast cut  
vinyl applied to 6mm ACM

MOUNTING:

ASB14-24MB matte black  
flagmount bracket.

One sign installed on  
building front on Main St.  
and one sign installed on  
rear of building near  
parking area.



LOCATION A:  
FRONT OF BLDG ON MAIN ST.



LOCATION B:  
REAR OF BLDG NEAR PARKING

132 E. MAIN ST., ZEELAND, MI 49464

MEMORANDUM OF MEETING  
Shopping Area Redevelopment Board (SARB)  
Thursday, May 22, 2025 at 9:00 am

PRESENT: Board members, Barnes, VanHoven, Dick,  
Mayor Klynstra

ABSENT: Vos

Staff: Marketing Director deRoo

Guest: Ranae Hoogstra

The meeting was opened at 9:00 a.m. by Mayor Klynstra.

1. **PUBLIC HEARING OF THE HERITAGE DESIGN REVIEW BOARD (SARB) FOR 132 E. MAIN**

Mayor Klynstra opened the public hearing at 9:02 a.m.

Ranae Hoogstra filed an application to install business signage on the north side (front) of the Integrity Cabinetry storefront, located at 132 E. Main. This application is for a 24"x24" flag mount (projecting) sign.

The application also requests to install an identical sign on the rear/side wall of the adjacent property owner's building, as a way to provide directional attention to customers who may wish to access Integrity Cabinetry from the rear. Ms. Hoogstra stated that she first approached Donkersloot Law Office and her request was not approved. She has now approached Zeeland Bakery for consideration to attach the sign to their building; Hoogstra is awaiting a response from the property owner.

VanHoven expressed that he feels a flat sign above the rear entrance of the building would be a more effective form of wayfinding and better exposure for the business, it would also eliminate the need to mount a sign on a neighboring building. Hoogstra commented that that would be the alternative if the request is not approved to mount the projecting sign on the Zeeland Bakery wall.

Mayor Klynstra closed the public hearing at 9:27 a.m.

A motion was made by Barnes and supported by VanHoven to approve the 24"x24" flag mounted sign on the north (front) of Integrity Cabinetry at 132 E. Main, as presented. All present voting aye, Motion Carried.

A motion was made by Barnes and supported by VanHoven to approve the 24"x24" flag mounted sign on the rear/side of Zeeland Bakery, 130 E. Main, pending approval from the property owner. All present voting aye, Motion Carried.

A motion was made by Barnes and supported by VanHoven to approve a 24"x24" flat wall sign on the south side of Integrity Cabinetry, 132 E. Main, above the rear business entrance. All present voting aye, Motion Carried

It was noted that the decisions made at this meeting are advisory in nature and must meet all zoning requirements, as well as neighboring property owner consent, if attaching signage to neighboring properties.

The Downtown Zeeland Sign Incentive Program was discussed. Hoogstra will contact deRoo if she wishes to pursue the program.

Hoogstra commented that Integrity Cabinetry is in need of façade enhancements on the north side of the building and that the front sign would not be installed until after those have been completed. deRoo urged Hoogstra to share these plans with the Community Development Department to determine what permits might be required for said work.



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Abigail deRoo, City Marketing Director