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 Joseph A. Ocasio
Company Casa Ocasio (proposed)
Address 104 River Hills Drive
Phone [redacted]
Holland, MI 49424
Email [redacted]

Owner Information

Contact Name Joseph A. Ocasio & Myra Ocasio
Company
Address 104 River Hills Drive
Phone [redacted]
Holland, MI 49424
Email [redacted]

Plan Preparer Information

Contact Name Joseph A. Ocasio (owner)
Company Existing plans: The Drawing Board, Inc
Address 104 River Hills Drive
Phone [redacted]
Holland, MI 49424
Email [redacted]

Property Information

Address or Location 104 River Hills Drive
Parcel Number 70 - 16 - 20 - 476 - 006
Zoning District R-2 Moderate Density
Present Use(s) Owner-occupied single-family residence

Description of Special Use (attach additional pages as needed): Owner-occupied B&B with up to two guest suites, One existing upper-level suite and one future lower-level walkout suite, subject to required building permits and inspections. No events or separate dwelling units. See attached supplemental narrative and plans.

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.

Signature of Applicant	Date	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.

Owner-Occupied Bed-and-Breakfast

Supplemental Special Use Narrative and Standards Response

Applicants / Owners	Joseph A. Ocasio and Myra Ocasio
Property	104 River Hills Drive, Holland, Michigan 49424
Parcel	70-16-20-476-006
Zoning / Present Use	R-2 Moderate Density / Single-family residence

Request: Special use approval for an owner-occupied bed-and-breakfast with up to two guest suites. One upper-level suite presently exists. A second lower-level walkout suite may be completed and used only after all required building permits, inspections, and approvals.

1. Request and Purpose

Joseph and Myra Ocasio request approval to operate a small, owner-occupied bed-and-breakfast within their existing single-family residence. The proposed use is intentionally limited in scale and is designed to preserve the residential character of the property and surrounding neighborhood. The owners will continue to occupy and manage the residence.

The purpose of Casa Ocasio ("Ocasio House") is to provide guests with a quiet and peaceful place to rest while enjoying the serenity of the surrounding natural landscape and the Macatawa River. Through its operation as an owner-occupied bed-and-breakfast, Casa Ocasio also seeks to help subsidize affordable restorative stays for pastors, ministers, and their spouses—providing them with an opportunity to rest, renew their spiritual lives, and enjoy warm, personal hospitality. These stays will remain private, reservation-based overnight accommodations and will not include conferences, public programs, group retreats, or special events.

2. Existing Residence and Proposed Guest Areas

Existing Upper-Level Guest Suite

The existing residence is a four-story structure. The primary main floor and top floor—which includes four bedrooms—serve as the owners' principal living space. The two lower floors face the Macatawa River and are identified in this application as the Upper Level and Garden Level.

The existing Upper Level includes Bedroom No. 5, an adjacent full bathroom, and a secondary kitchen, living room, and hospitality area. This space remains part of the owner-occupied residence and will function as the initial guest suite. It is not proposed or represented as a separate dwelling unit and will not be independently leased or used for residential tenancy. Guest stays will be limited to no more than 14 consecutive days. Use of the existing secondary kitchen will be subject to Holland Charter Township's interpretation of Section 9.4(F), which prohibits providing separate cooking facilities as part of a bed-and-breakfast operation.

Future Garden-Level Walkout Suite

The unfinished Garden Level walkout space is approximately 695 square feet. The original house plans identify areas for a future bedroom, bathroom, family room, mechanical and storage space, fireplace, and exterior walkout access. The space includes provisions for future plumbing, heating, a fireplace, and a small hospitality counter. The counter would be limited to approved hospitality uses and would not provide separate cooking facilities.

The Garden Level will not be offered as a second guest suite until final construction documents have been approved and all required building, mechanical, plumbing, electrical, fire-safety, emergency-egress, and occupancy inspections have been successfully completed.

This application does not seek approval for an accessory dwelling unit, separate dwelling unit, or independent residential tenancy. The owners request authorization to operate no more than two guest suites within their owner-occupied residence.

3. Proposed Operating Plan

Item	Proposed limitation
Owner occupancy	Joseph and Myra Ocasio will reside on the premises and oversee all guest activity.
Guest suites	A maximum of two guest suites: one existing upper-level suite and one future lower-level walkout suite.
Occupancy	A maximum of two registered overnight guests per suite, for a total maximum of four overnight guests if and when the lower level is built out.
Reservations	Advance reservations only. No walk-in lodging and no unhosted whole-house rental.

Item	Proposed limitation
Food service	Breakfast and light snacks may be provided to registered overnight guests in accordance with applicable health requirements.
Parking	Guest vehicles will use designated existing onsite parking. Street parking by guests will not be permitted.
Events	No weddings, parties, receptions, conferences, public programs, or other commercial events will be provided.
Visitors	Only registered overnight guests may participate in any restorative or retreat-oriented stay; no outside event attendance is proposed.
Quiet hours	Quiet hours will be observed from 10:00 p.m. to 7:00 a.m.
Exterior character	No change to the residential character of the home is proposed as part of the initial operation.
Signage	No exterior business sign is proposed at this time. Any future sign will comply with township requirements.
Safety	Guest areas will comply with required smoke-alarm, carbon-monoxide-alarm, emergency-egress, and building-safety requirements.

4. Response to Section 15.3 General Standards

1. Harmonious and appropriate with the vicinity

The proposed use will remain subordinate to the principal residential use. The owners will reside onsite, the exterior will continue to appear as a single-family residence, and lodging will be limited to no more than two eventual guest suites. The proposed scale, reservation-only operation, and prohibition on events will maintain compatibility with nearby residential properties.

2. Adequately served by public services and facilities

The property is an existing occupied residence served by existing street access, utilities, refuse collection, and emergency services. The proposed guest capacity is limited and is not expected to create a material increase in demand for public facilities. Any lower-level construction will be completed under required permits and inspections at a future date.

3. No detrimental, hazardous, or disturbing operations

The use involves ordinary residential lodging and breakfast or light-snack service. It will not involve industrial equipment, outdoor commercial activity, smoke, fumes, vibration, glare, or objectionable odors. House rules will prohibit parties and amplified outdoor activity, establish quiet hours, and limit use to registered guests.

4. Consistent with the ordinance and Comprehensive Plan

The request follows the township's established process for an owner-occupied bed-and-breakfast. The proposal retains the residential structure and owner occupancy while providing limited hosted lodging. It does not seek approval for an unhosted short-term rental or a separate dwelling unit.

5. Preservation of the environment

The initial guest suite is located entirely within the existing residence and requires no tree removal, soil disturbance, or topographic modification. The contemplated lower-level work is primarily interior completion within the existing building envelope. Any future exterior, shoreline, or dock work will be reviewed and permitted separately as required and is not part of this special use request.

6. No traffic congestion or road hazard

The maximum proposed occupancy is four overnight guests. Guest vehicles will be limited to designated onsite parking, and street parking will not be permitted. The use will not include events, outside participants, deliveries beyond normal residential activity, or other operations that would generate concentrated traffic.

7. Need and community benefit without detriment

The proposal provides a small-scale, owner-hosted lodging option within the township as an alternative to prohibited unhosted short-term rentals. It can serve Holland-area visitors and guests seeking a quiet residential stay while remaining limited enough to avoid material detriment to the surrounding community.

5. Requested Conditions and Owner Commitments

To clearly define the requested use and protect neighborhood compatibility, the applicants are willing to operate under conditions substantially consistent with the following:

- The property will remain owner-occupied while the bed-and-breakfast operates.
- No more than two guest suites and four registered overnight guests will be accommodated.
- The future lower-level suite will not operate until all required permits and final inspections are complete.

- The property will not be used for parties, weddings, receptions, conferences, or other commercial events.
- Guest parking will be provided onsite, and guests will not park on the street.
- The operation will observe quiet hours and all applicable township nuisance requirements.
- Any future exterior sign, dock, shoreline work, or other separately regulated improvement will obtain its own required approvals.

6. Plan and Exhibit References

Exhibit	Description
Exhibit A	Upper Level Foundation Plan, Sheet 2 of 4 - existing guest-suite area.
Exhibit B	Lower Level Foundation Plan, Sheet 3 of 4 - proposed future walkout guest-suite area.
Exhibit C	Building Elevations, Sheet 4 of 4 - existing residential appearance and walkout configuration.
Exhibit D	Existing site plan showing the residence, lot, driveway, parking, and property boundaries - to be included before filing.
Optional Exhibit E	Current photographs of the existing guest suite, unfinished lower level, driveway/parking, and exterior walkout.

7. Items to Confirm Before Submission

1. Confirm with township staff that the current application form, fee, copy count, filing deadline, and electronic-submission method remain current.
2. Confirm the number and layout of designated onsite guest parking spaces on the site plan.
3. Confirm whether township staff wants the future lower-level suite shown conceptually or through a separate proposed floor-plan sketch.
4. Confirm all B&B-specific standards under Section 9.4 and incorporate any staff-requested operational condition.
5. Add the existing site plan and, if useful, current property photographs before filing.
6. Sign and date the application only after the final package has been reviewed for accuracy.

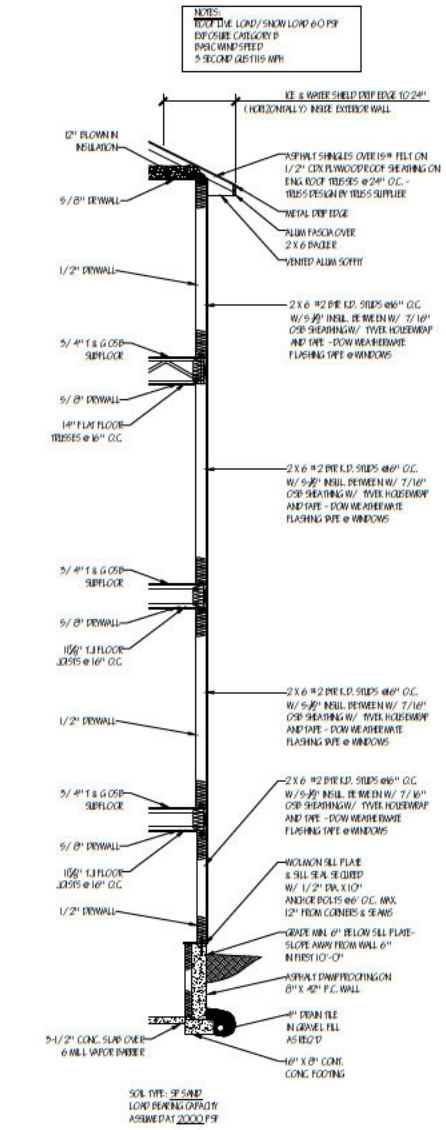
Draft prepared for applicant review - August 24, 2026

Plan Exhibit Set

Owner-Occupied Bed-and-Breakfast Special Use Request

A	Existing Upper-Level House Plan - original Sheet 2 of 4; proposed initial guest-room area.
B	Existing Lower-Level House Plan - original Sheet 3 of 4; future walkout guest area subject to permits and inspections.
C	Existing Building Elevations - original Sheet 4 of 4.
D	Existing Structural Base Site Plan - C100; residence, lot geometry, contours, and driveway context.

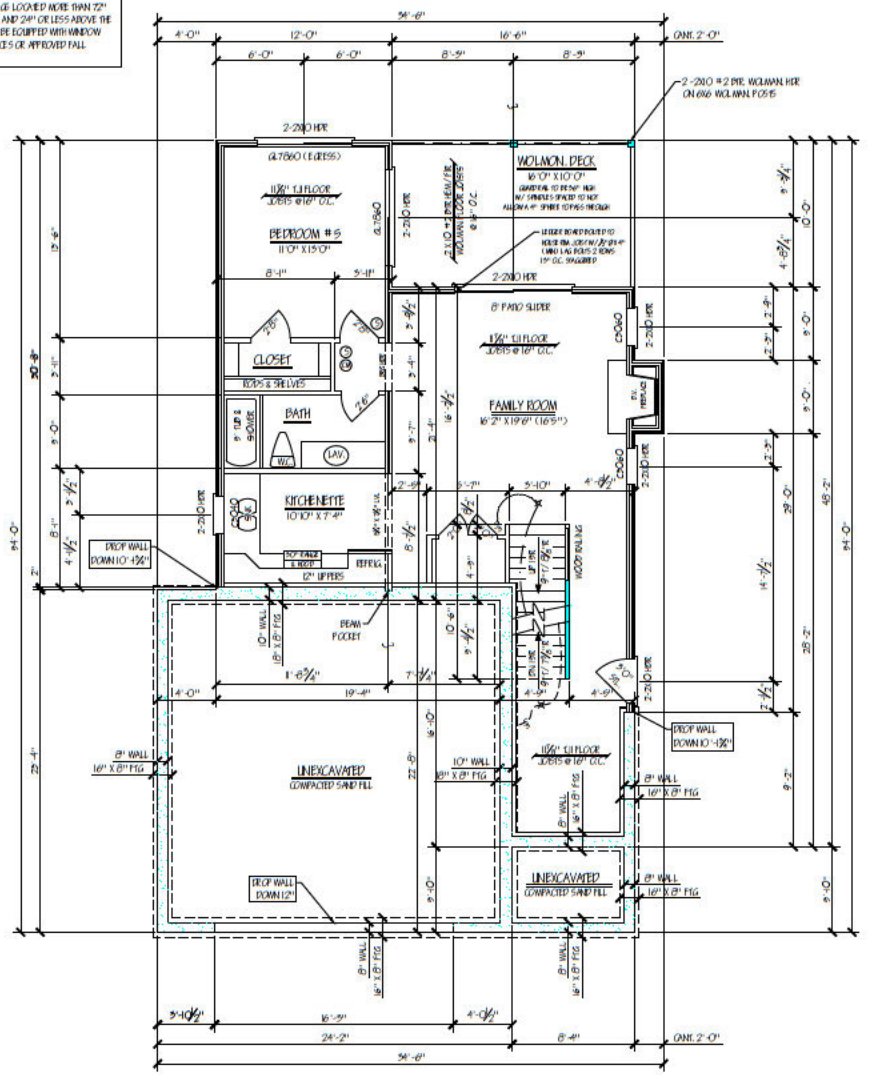
Original design drawings are reproduced without alteration. Exhibit labels and descriptions are provided only for Planning Commission reference. The owner reports onsite capacity for up to seven vehicles; the final site-plan submission should identify the designated parking arrangement accepted by Township staff.



WALL SECTION

3/8" = 1'-0"

NOTES:
9'-1/8" PLATE HEIGHT
(S) = SMOKE DETECTORS - INTERCONNECTED W/ BATTERY BACKUP
(CM) = CARBON MONOXIDE DETECTOR
UNLESS OTHERWISE NOTED: ALL DIMENSIONAL HEADERS SHALL BE #2 OR BETTER HEM FIR & ALL WINDOW AND DOOR HEADERS & BEAMS ARE CALCULATED TO HAVE A MAXIMUM DEFLECTION OF .5/9"
WINDOWS WITH OPENINGS LOCATED MORE THAN 72" ABOVE FINISHED GRADE AND 24" OR LESS ABOVE THE FINISHED FLOOR SHALL BE EQUIPPED WITH WINDOW OPENING LIMITING DEVICES OR APPROVED FALL PREVENTION DEVICES.



UPPER LEVEL FOUNDATION PLAN

1/4" = 1'-0"

REVISIONS

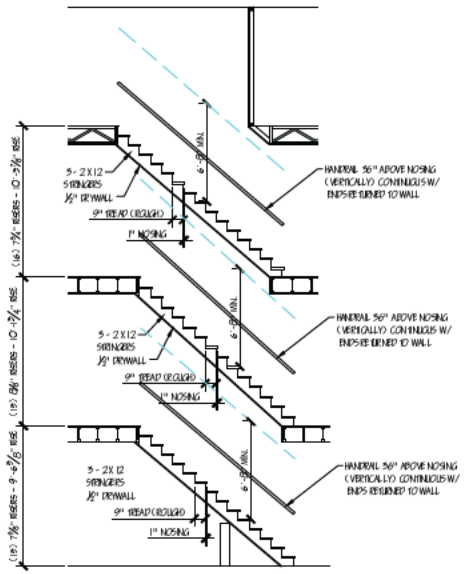
CARPENTER BUILT/ OWNER COMPLETED

THE DRAWING BOARD, INC.

PLANS FOR THE HANDS-ON HOUSE
FOR THE OWNER BUILDER

PLAN 2200716
SQ. FT.

SHEET 2 OF 4

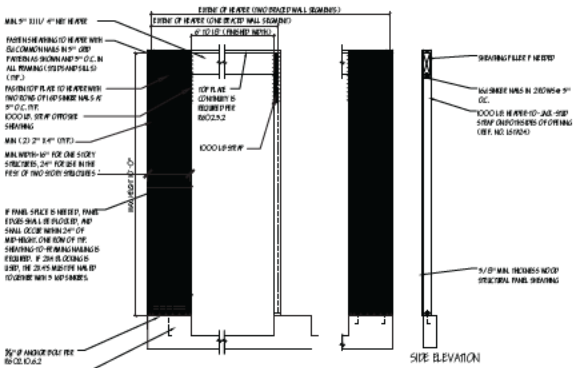


INTERIOR STAIRWAY SECTION

1/4" = 1'0"

HANDRAIL PROFILE

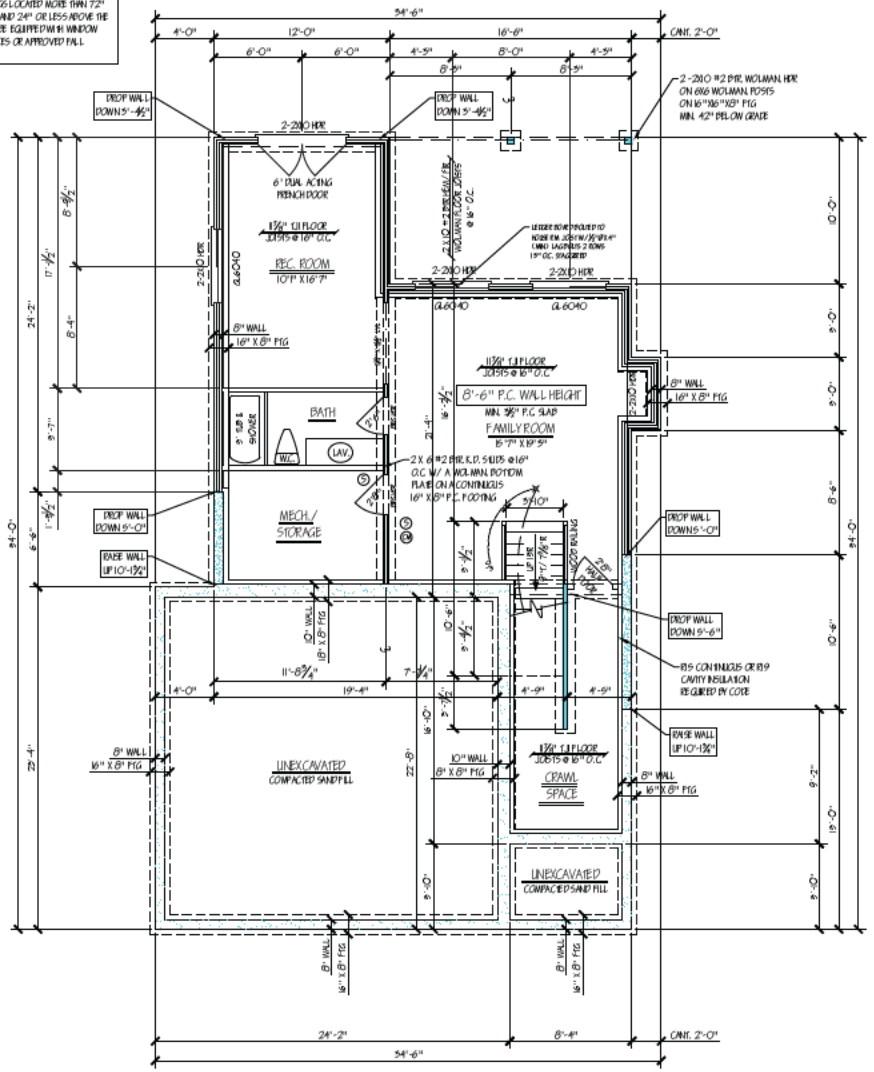
3" = 1'0"



METHOD CS-PF PANEL CONSTRUCTION

N.T.S.

NOTES:
8'-6" P.C.WALL HEIGHT
(S) =SMOKE DETECTORS - INTERCONNECTED W/ BATTERY BACKUP
(CM) =CARBON MONOXIDE DETECTOR
UNLESS OTHERWISE NOTED, ALL DIMENSIONAL HEADERS SHALL BE #2 OR BETTER HEM FIR & ALL WINDOW AND DOOR HEADERS & BEAMS ARE CALCULATED TO HAVE A MAXIMUM DEFLECTION OF .359"
WINDOWS WITH OPENINGS LOCATED MORE THAN 72" ABOVE FINISHED GRADE AND 24" OR LESS ABOVE THE FINISHED FLOOR SHALL BE EQUIPPED WITH WINDOW OPENING LIMITING DEVICES OR APPROVED FALL PREVENTION DEVICES.



LOWER LEVEL FOUNDATION PLAN

1/4" = 1'0"

NOTE: These drawings have been made in the preparation of the plans for construction. However, the maker cannot be held responsible for any errors that may appear and duplications are not to be construed as authorized.
All dimensions to be verified at the job site. All drawings remain the property of the designer and may not be reproduced in any form without permission.
Copyright 2020 by Drawing Board, Inc.
Unauthorized reproduction of these plans is prohibited by law.

REVISIONS:

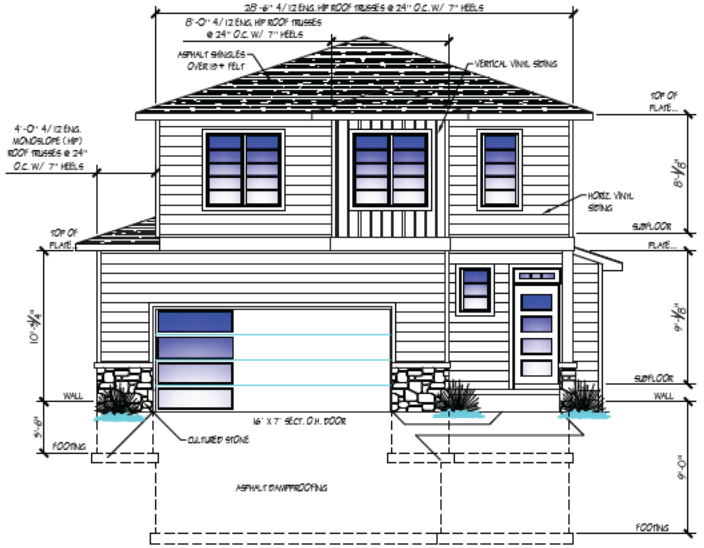
CARPENTER BUILT/ OWNER COMPLETED

THE DRAWING BOARD, INC.

PLANS OF THE HANDS-ON HOUSE
FOR THE OWNER BUILDER

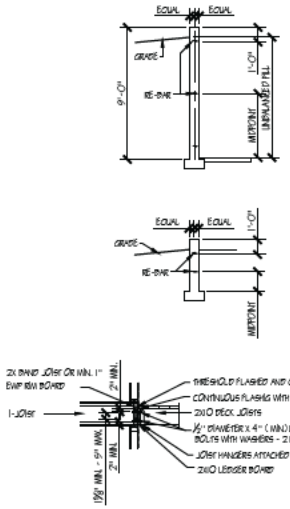
PLANS 2200076
695 SQFT.

SHEET 3 OF 4



FRONT ELEVATION

1/4" = 1'-0"



DECK LEDGER BOARD ATTACHMENT DETAIL

3/8" = 1'-0"

CONC. WALL REINFORCEMENT

HORIZONTAL

ALL CONC. FOUNDATION WALLS TALLER THAN 8' SHALL HAVE ONE CONTINUOUS HORIZONTAL #4 RE-BAR WITH-IN 12" OF THE TOP OF THE WALL, ONE CONTINUOUS HORIZONTAL #4 RE-BAR AT THE MIDPOINT OF THE WALL HEIGHT AND ONE CONTINUOUS HORIZONTAL #4 RE-BAR IN THE LOWER THIRD OF THE WALL HEIGHT. WALLS 8' OR SHORTER REQUIRE ONE CONTINUOUS HORIZONTAL #4 RE-BAR WITH-IN 12" OF THE TOP OF THE WALL AND ONE CONTINUOUS HORIZONTAL #4 RE-BAR AT THE MIDPOINT OF THE WALL HEIGHT.

VERTICAL

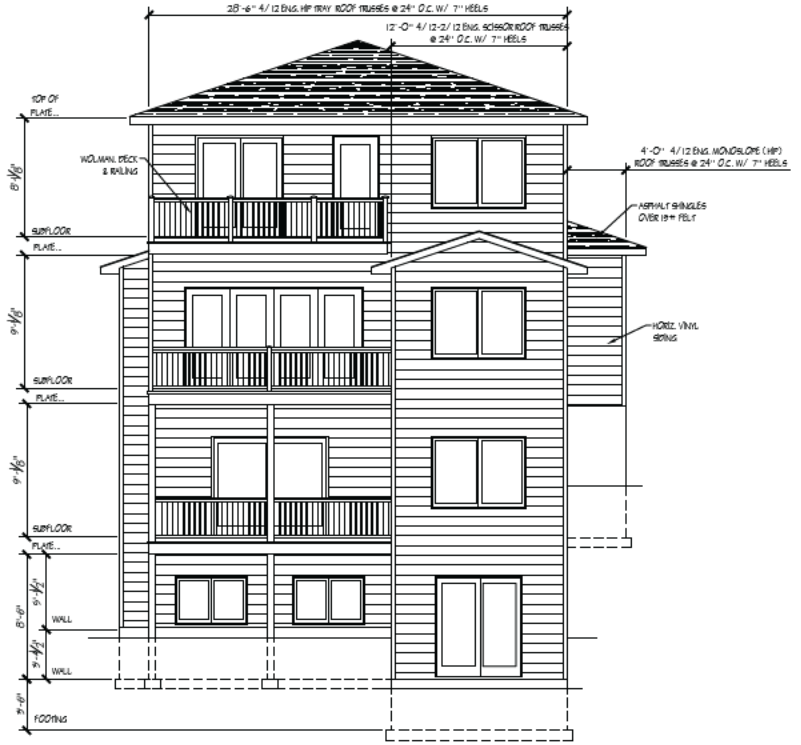
ALL CONC. FOUNDATION WALLS 9' TALL WITH 8' OF UNBALANCED BACKFILL REQUIRE #6, GRADE 60 RE-BAR @36" O.C. LOCATED AT THE CENTERLINE OF THE WALL

ALTERNATE BAR SIZE & GRADE :-

GRADE 60 #4 BAR - 16" O.C., #5 BAR -28" O.C.,

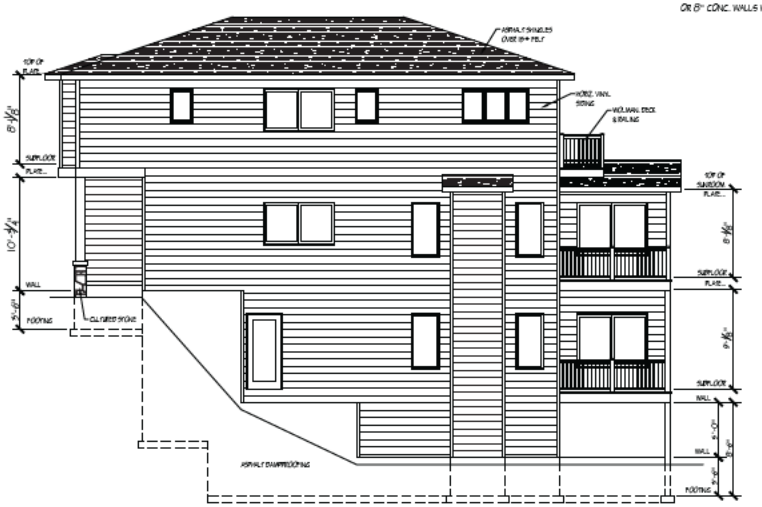
GRADE 40 #4 BAR - 11" O.C.,#5 BAR -17" O.C., #6 BAR -24" O.C.

NO VERTICAL REINFORCEMENT NEEDED FOR 6" CONC. WALLS WITH 9' OR LESS UNBALANCED BACKFILL OR 8" CONC. WALLS WITH 7' OR LESS UNBALANCED BACKFILL



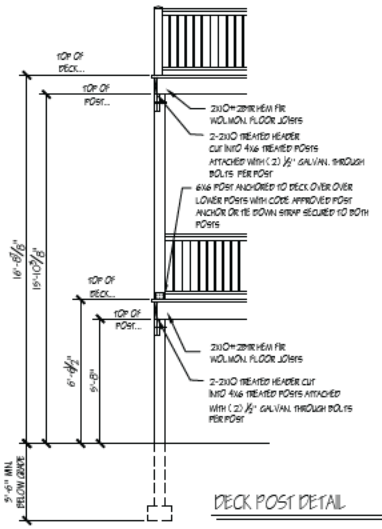
REAR ELEVATION

1/4" = 1'-0"



RIGHT ELEVATION

3/16" = 1'-0"



DECK POST DETAIL

3/8" = 1'-0"

LEFT ELEVATION

3/16" = 1'-0"

NOTE: These drawings are instruments for presentation of design ideas and intent. Owner / Contractor shall verify all dimensions and conditions and shall assume responsibility for all construction on the job. All discrepancies must be reported to the Designer before proceeding with the work. Copyright 2020 The Drawing Board, Inc. Unauthorized reproduction of these drawings prohibited by law.

REVISIONS:
4-1-21

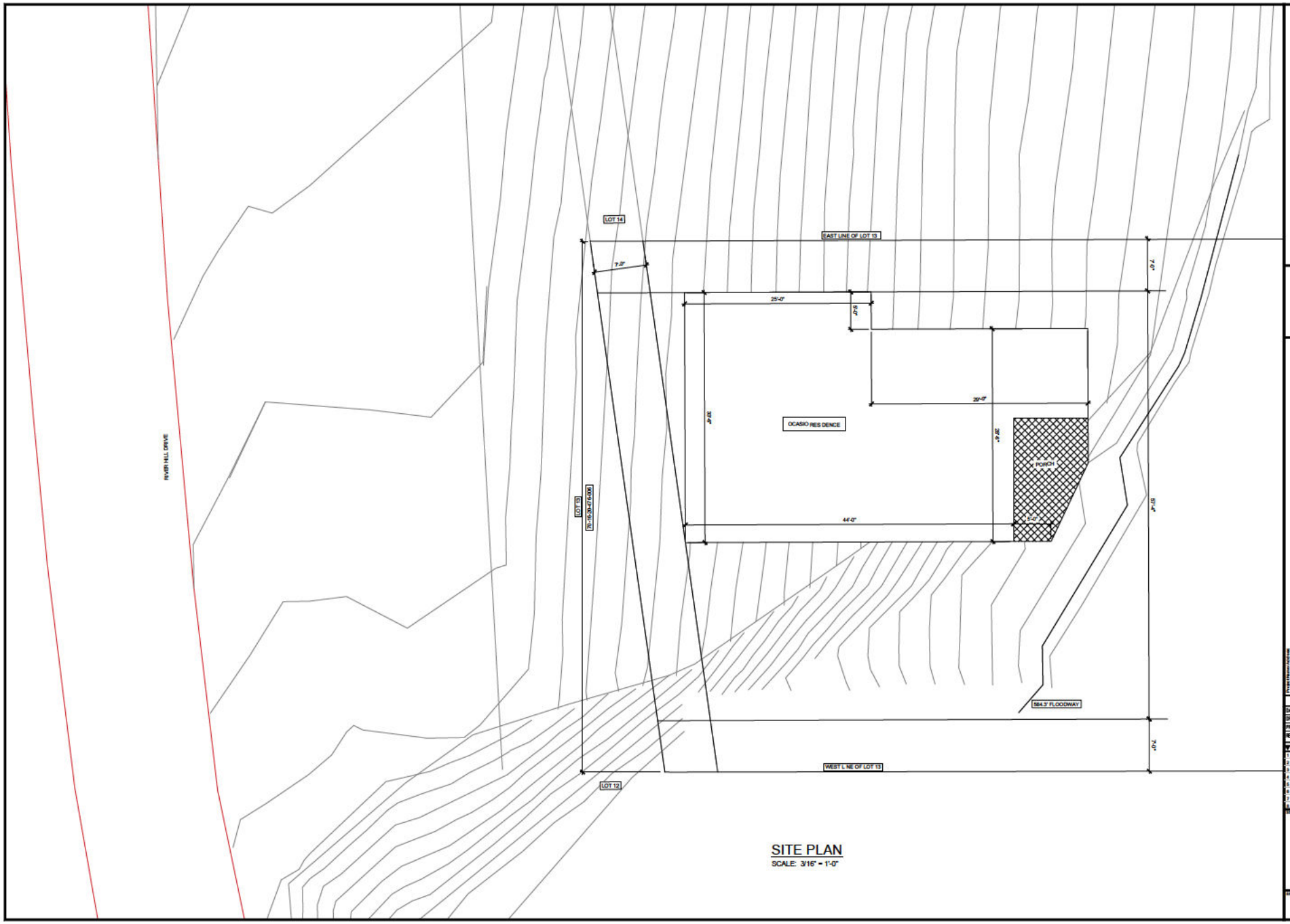
CARPENTER BUILT/ OWNER COMPLETED

THE DRAWING BOARD, INC.
DESIGN & DRAFTING SERVICES FOR RESIDENTIAL & COMMERCIAL PROJECTS

PLANS FOR THE HANDS-ON HOUSE
FOR THE OWNER BUILT RESIDENCE

PLAN 2200076

SHEET 4 OF 4



SITE PLAN
SCALE: 3/16" = 1'-0"

OCASIO RESIDENCE

RIVER HILL DR.
HOLLAND, MI 49424

SHEET INFORMATION

DATE:	05 / 21 / 2020
DRAWN BY:	J.O.
PROJECT NO:	-
REVIEWED BY:	-

Plan Revisions Date:

SITE PLAN

C100

Existing Property Photographs

E-1. Existing residential exterior and driveway. Owner reports onsite capacity for up to seven vehicles; guest street parking is not proposed.

E-2. Existing upper-level living and hospitality area with water view.

Existing Property Photographs

E-3. Existing full bathroom serving the proposed upper-level guest room.

E-4. Interior stair and circulation connecting the upper-level area with the owner-occupied residence.