



SPECIAL LAND USE APPLICATION

UPDATED 7.15.25

1. APPLICANT AND PROPERTY INFORMATION

Applicant Name: Matthew's House Ministry

Property Address: 1050–1054 Leonard Street NW, Grand Rapids, MI 49504

Property Owner (if different): [Insert Owner Name Here]

Applicant Contact: info@matthewshousegr.org | (616) 555-1234

2. PROJECT REQUEST

Matthew's House Ministry seeks Special Land Use approval to operate a community support center at 1050–1054 Leonard Street NW. The facility will provide daytime access to meals, showers, laundry, case management, life skills workshops, and community-building activities for individuals experiencing housing instability or limited resources. The site will also serve low-income housed residents in the Stocking neighborhood and surrounding West Side communities.

3. JUSTIFICATION FOR SPECIAL LAND USE

The proposed use supports neighborhood goals for equity, public safety, and well-being and is consistent with the future land use Neighborhood Center, which allows for “personal services.” Services address existing unmet needs for basic hygiene, mental health referrals, job preparation, and substance recovery. The site design incorporates CPTED principles and sustainability practices, and a robust Good Neighbor Plan ensures accountability and responsiveness to neighborhood concerns.

4. SITE PLAN AND OPERATIONS OVERVIEW

Matthew's House provides a suite of services to its clients Monday- Friday from 8:30am to 4:00 pm. The location was chosen to strategically provide improved access to its clients. One large building will contain the use internally, and provide efficient flow during the work day. We recognize the concerns raised at the existing location, and know that the Leonard site will mitigate those concerns. The new site is an opportunity to rectify those challenges through its location, size, and internal design facilitating the flow of goods and services.

Noteworthy is that the new location is served by the Rapid Route 7, which operates 7 days a week at 30-minute intervals (the most frequent interval offered). Route 7 connects to Rapid Central Station, and interlines with Route 50 and Route 12 at the Standale Meijer. Route 50 is the Laker Line, the Bus Rapid Transit service from Grand Valley State University to Downtown Grand Rapids and Medical Mile. Bus stops are located within a 2-minute walk at Powers and Tamarack Streets. The strategic location of the new Matthew's House offers clients some of the best transit access outside of the central city.

In addition to transit access, the site is located on West Leonard, which has on-street parking and shared bike access per the Bike Action Plan. Alpine Avenue and Leonard west of Garfield are also served by bike lanes helping to connect the site to multi-modal transportation options. The City's Shared Mobility program (bike share and scooter share) are also available to many clients of Matthew's House and the Mobile GR program called Lime Access has offered reduced rates to low-income and student populations.

The operational flow of the use will minimize traffic generation. With 6 employees and plans to expand to up to 10, the existing parking lot with 26 spaces has more than ample parking to accommodate the users. Each day, approximately 5-6 volunteers support the lunch service and food/clothing pantry, as well as offer programming support.

The peak hours of Matthew's House are 11 am-2 pm, with folks dropping in for lunch, shower, support service or counseling. Approximately 80-100 people can be served during those hours. Many clients include families and couples, with very few owning their own vehicles due to financial, licensing or health constraints.

Bicycle parking is available on Leonard Street and near bus stops. A bike rack will be placed on site to safely store and lock bikes.

Security cameras and motion detecting security lighting will be placed at the front and rear of the property, as well as along the rear side near the overhead door.

A security guard will be on site each day during business hours, from 8:00 am to 4:00 pm.

A smoking area will be designated along Powers. During phase two or as funds become available, Matthew's House will enclose and screen the patio space along Powers at the southwest corner of the site.

Below is a summary of the services provided, with a description, hours, intake, and access descriptions.

DELIVERIES

Deliveries of Perishables

Deliveries of perishables are accepted during business hours only. Alley access at the rear loading doors allow for truck access. Deliveries are handled via vans or panel trucks that can maneuver in the urban context.

Deliveries of Non-perishables

Similarly, drop-off donations of clothing, furniture or non-perishables will occur during business hours. After hours, there will be a clothing donation box at the landing near the loading dock. Large items, such as furniture, will not be accepted except by appointment and once a delivery of a large item is received, it will be kept indoors.

Rear egress doors will be used for emergency only, as required by building code.

CLIENT SERVICES

Clients will utilize the front door facing Leonard. Modest signage will direct clients to the front door only, and hours of operation will be posted.

The entrance lobby will provide ample secure, covered space for clients to visit for services or lunch. Once inside, the client will register and proceed with a numbering system to be offered services and/or an optional meal. The number system is much like a dentist or medical office where a name is called and folks enter in an orderly manner.

Rear egress doors are for emergency only per building code, and clients will exit the building through the front door at Leonard.

VOLUNTEER SERVICES

Volunteers assist with daily lessons and education, food service, sorting and intake. Volunteers will similarly use the front door at Leonard and check in at the front desk. Volunteers will wear badges to distinguish them from clients utilizing Matthew's House.

FOOD PANTRY

The food pantry is open from 11 am to 1 pm Monday - Friday. The clients will be required to enter the building from the front entry and are required to register and then given a number which will be called and then they can go and receive their food and can exit the building to their car or home base. There are no drive up services nor pick up windows. The food pantry operations that currently operate at Alpine are outdoor; this will not be the practice, unless there is an enclosure built on the southwest side of the building to complete obscure the pantry operations from view.

FAMILY FOOD BOX

The family food box is available on Mondays and Fridays from 1:00 to 2 pm. Check in is through the Leonard street entrance, and clients would exit the same door.

CLOTHING PANTRY

The clothing pantry hours are from 12:30 pm to 2:30 pm Monday - Friday. The clothing will be on the west side of the building and will require the clients to enter the front of the building and to register before allowing them to pick out the clothing they wish to have.

LUNCH SERVICE

Lunch hours are from 12 pm - 12:30 pm Monday - Friday. Clients enter at the front door at Leonard, check in with the front desk, and are able to proceed through the lunch line. Often, lunch goers also pick up items from the clothing pantry or food pantry during their visit.

PROGRAMMING

Matthew’s House offers a variety of programming, including art education, bible study, social service support, recovery meetings, and church services. All programming occurs between the hours of 10 am and 3:30 pm, Monday - Friday, so that the final half hour of the business day is dedicated to clean up, restocking, and preparing for the next business day.

HEALTH CARE AND HYGIENE SUPPORT

Hot showers and laundry service is available each day from 8:00 am to 3:00 pm. Soap and towels are provided. There are separate facilities for male and female clients. Weekly, Katherine’s House Medical Care mobile van arrives for clients to access care. The van will stage in the parking lot on Thursdays from 1-3 pm, and clients will register using the main entrance at Leonard prior to visiting the medical van.

ACTIVITY	ENTRANCE	EXIT	DAYS	HOURS
Deliveries	Loading Dock	N/A	Daily	8:30-4:00 pm
Food Pantry	Leonard	Leonard	Daily	11-1 pm
Clothes Pantry	Leonard	Leonard	Daily	12:30-2:30 pm
Health Care	Leonard	Parking Lot	Thursday	1:00-3:00 pm
Hygiene Support	Leonard	Leonard	Daily	8:00-3 pm
Family Food Box	Leonard	Leonard	Monday and Friday	1:00-2 pm
Lunch Service	Leonard	Leonard	Daily	12:00-12:30 pm

Programming	Leonard	Leonard	Daily	10:00-3:30 pm
Volunteering	Leonard	Powers/Leonard	Daily	8:00-4:00 pm
Smoking Area	Powers/Alley in a fenced enclosure (later phase)			

5. COMMUNITY ENGAGEMENT AND FEEDBACK

Matthew’s House has participated in multiple WGNO-led meetings and hosted community input sessions. A community survey gathered over 300 responses. Feedback has been integrated into updated operational, safety, and communication plans. Residents will have continued opportunities for dialogue via public reports, a hotline, and scheduled community reviews.

6. MITIGATION MEASURES

- All food and waste operations follow Kent County Health Department standards
- On-site composting system for sustainability
- Clear signage, volunteer monitors, and physical infrastructure to manage traffic
- Regular performance reviews shared with community
- Behavioral standards enforced through guest agreements

7. CONCLUSION

Matthew’s House Ministry respectfully requests approval of this revised Special Land Use application to provide wraparound support services at 1050–1054 Leonard NW. This proposal is informed by public input, best practices in community service delivery, and a shared commitment to the safety and vitality of Grand Rapids’ West Side.



Type: Planning Commission - Special Land Use

Title: Matthews House Ministry

Address: 1050 LEONARD ST NW

Parcel: 41-13-23-203-001

In Review

Description: **Matthews house Ministry has a verity of services we offer to the community from food and clothing pantry to showers for those who are homeless. We will also have a councilor on staff to help clients with mental health needs. We also have nursing students coming through doing services for the community. We also serve a hot meal every day Monday through Friday. We will also have room to have individual learn different life skill like sewing, knitting, art classes. These activities are set to teach life skills to clients. We need to add bathrooms showers along with making a kitchen plus offices for councilors.**

Assigned Staff: Elizabeth Zeller (616) 456-3798 ezeller@grand-rapids.mi.us

Applied Date: 3/4/2025 1:30:34 PM (Entered By: PUBLICUSER0)

APPLICANT

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Mobile: 6163047984

Work: 6162333006

OWNER

PS34 LLC
1211 MCCLELLAND
GRANDVILLE, MI 49418

PRIMARY LOT DIMENSIONS

Primary Lot Type	Rectangle	Primary Lot Frontage	86
Primary Lot Depth	110	Primary Lot Area	0
Primary Calculated Lot Area	9460		

APPLICANT INFORMATION

Applicant Owner	No	Applicant Interest	Lessee/Tenant
Primary Contact	George Werkema		

SPECIAL LAND USE ACTIVITIES

Sale or Consumption of Alcohol	UNCHECKED	Live Entertainment and/or Dancing	UNCHECKED
Banquet Hall	UNCHECKED	Theater	UNCHECKED
Outdoor Seating	UNCHECKED	Outdoor Activity	UNCHECKED
Off-Site Parking	UNCHECKED	Drive-Through	UNCHECKED
24-hour Operation	UNCHECKED	Religious Institution	CHECKED
Social Service Facility	CHECKED	Vehicle Service or Repair	UNCHECKED
Multiple Family Dwellings	UNCHECKED	Parking Structures	UNCHECKED
Residential Rehabilitation Facilities	UNCHECKED	Vehicle Sales or Rental	UNCHECKED

Adult Foster Care Family Home UNCHECKED
SLU Other UNCHECKED

Request for Waiver UNCHECKED
SLU Amendment No

PROPERTY INFORMATION

What best describes the current use of the property?

Vacant

Briefly describe the current use of the property

The building is empty and waiting for occupancy and reconstruction.

Are there any existing or proposed joint use agreements or easements relating to the property or project?

No

Please indicate the current number of parking spaces

24

Are there existing bicycle racks or other facilities on site?

No

Describe the current environmental conditions

there are no issues

ALCOHOL USE

Will the use include sale or consumption of alcohol?

No

ALCOHOL SALES TYPES

Restaurant

UNCHECKED

Bar/Taproom

UNCHECKED

Production Facility

UNCHECKED

Grocery Store

UNCHECKED

Ethnic/Specialty Grocery Store

UNCHECKED

Convenience Store

UNCHECKED

PROPOSED USE

Please describe the proposed uses in significant detail

We will be doing Bible studies, counseling services, food and clothing pantry for the community. We will also be providing hot showers for those who are homeless. We also provide food for the community that we pickup from local businesses and allow the community to have at no cost. We will have social programs to help with housing and mental health services. Life skill classes will also be available for learning sewing art knitting and eventually parenting classes. We want to make people ready for life's challenges.

Provide the proposed hours of operation, including holidays and special events

We are open Monday through Friday from 8:30 to 4pm

State the estimated number of employees that would be added by the proposed use

6

Will other Federal, State, or local permits and/or approvals be required for the proposed use?

No

Is the proposed use an expansion of the existing use?

No

Please describe expected levels and types of vehicular traffic coming to and from the site

Many of our clients do not have vehicles and walk to our establishment so vehicle traffic would be low. The time it might be higher is when we get food in to hand out.

SITE AND BUILDING LAYOUT

Describe the proposed site or building layout

We are proposing adding more bathrooms to the building at this time there is only one while putting two toilets in each bathroom. We will also be adding off office space for counseling purposes and privacy. We will also be adding a kitchen to warm up the food we serve for lunch. We also will be reconstructing the front window to make it more energy efficient. We also will be having laundry facilities with 6 washers and 6 driers for the community to use during hours of operation.

Describe the proposed building and structure design

We will be using the existing building while remodeling some of the interior to accommodate the kitchen and bathroom while adding showers. We need to add the office space also with out changing the exterior of the building. We also will be putting smaller more energy efficient windows in the front of the building.

Describe the floor plan

The south east corner of the building is for the propose kitchen . The southwest corner would be laundry with a hallway to the bathrooms and showers. The north east corner is for one the offices and the north west corner is another office for multi purposes and west center for clothing pantry east center for drop in center tables and services.

Provide Parking Calculations

There are 24 spaces that are currently a part of the build behind off the ally

Are you proposing any landscaping?

No

Will any fencing be added?

No

Are any bicycle facilities being proposed?

No

MASTER PLAN - ZONING ORDINANCE

Describe how the proposed use will be consistent with the purpose and intent of the Master Plan and any area specific plans

We are replacing a thrift store that was at the current location many of the services we offer are very similar with what was being done with the building prior to being purchased.

Describe how the proposed use will be consistent with the purpose and intent of the Zoning Ordinance, including the Zone District

It is zoned for commercial (retail, office, services) with our proposed use of the building would fit into these categories and will meet the needs. Many of our services will be well received by the community.

SITE PLAN REV STANDARDS

Describe how the project will meet the Site Plan Review standards of Section 5.12.08.E including site design, environment; vehicular, bicycle, and pedestrian circulation; and public facilities. Additional information may be required for projects involving significant earthmoving or site changes

We are not changing any of the site plans other than remodeling the interior of the existing build that has been in place for many years so nothing should be changing environmentally or vehicular, bicycles or pedestrian.

NEIGHBORHOOD

Describe how the proposed use will be compatible, harmonious and appropriate with the existing or planned character and uses of the neighborhood, adjacent properties, and the natural environment

Our intent is to come in and be an asset to the neighborhood help those who are struggling and having an open relationship with the community to help address if there are problems we can help eliminate. We would also like the neighborhood to help us in preventing dumping of unwanted items on the property for us to dispose of.

Describe how potentially adverse effects arising from the proposed use on the neighborhood and adjacent properties will be minimized through the provision of adequate parking, the placement of buildings, structures and entrances, as well as the location of screening, fencing, landscaping, buffers or setbacks

There is plenty of parking with the building and if problems do arise we are very open to talk about it and find ways to reconcile the differences with those who are complaining. We want to have an open door policy for the community to address issues as and if they arise.

Describe how the proposed use will not adversely affect the walkability of the neighborhood, impair pedestrian circulation patterns, disrupt the continuity of the urban street wall or otherwise hinder the creation of a pedestrian-oriented environment

Nothing will be change by us occupying this space in this building . nothing will be outside to block any flow of traffic or pedestrians.

ENVIRONMENT

Describe how the proposed use will retain as many natural features of the landscape as practicable, particularly where the natural features assist in preserving the general character of the neighborhood

There is no landscape because everything around is either concrete or asphalt so it would not change anything in the neighborhood.

PUBLIC FACILITIES

Describe how adequate public or private infrastructure and services already exist or will be provided at no additional cost, and will safeguard the health, safety, morals, and general welfare of the public

The goal of Matthew's House Ministry is to be a Holy Spirit emergency room where we can put the salve of Jesus Christ on the wounds of life helping people to better be citizens of Grand Rapids and be better parents to their children. We also want to meet some of the basic needs of life through food clean clothing and a shower for better hygiene suppling some basic needs.

Describe how the proposed use will comply with all other applicable City ordinances and policies and all applicable State laws

We have been and want to continue to be an asset to the city of Grand Rapids through our different services to the community. We look forward to helping to work on lowering criminal activities by reaching out to those who are in need before they take action and become a problem.

Explain how the proposed use will not be detrimental to the financial stability and economic welfare of the City

Our goal is to be an asset not a detriment to the city of Grand Rapids as we work closely with Grand rapids police to control some of the problem that can arise. We also work with our policies to terminate people from coming when they constantly are causing problems and are not adding but detracting form our work. Our goal is to have a peaceful community we can work together in with an open door policy to address problems.

USE REGULATIONS

Does your proposal comply with all regulations for the proposed use?

Yes

ATTACHMENTS

Required plans message (this is a read-only message you must acknowledge by checking the box below)

After you review the application summary and submit your application, you will be prompted to upload plans and any necessary supporting documents.

Based upon your application, the following plan types will be required, which must be uploaded in PDF format: Site Plan | Building Elevations | Floor Plan(s) | Drainage & Utility Plan | Neighborhood Outreach Documentation (including a summary of activities conducted, any correspondence distributed, meeting sign-in sheets, meeting notes, letters of support, etc.) | Owner Authorization Form.

Check this box to acknowledge that you have read the above information about plan requirements

CHECKED

LOCATION

Zone District	TBA	Zone Neighborhood Class	TN
Historic District	Not Historic	Historic Landmark	NO
Ward	1	Neighborhood	West Grand
Service Area	West Side	Flood Plain	YES
Water Proximity (within 500 ft)	NO		

SIGNATURE

AFFIRMATION: Under penalty of perjury, I declare that I have examined this application, including accompanying statements and attachments, and to the best of my knowledge and belief, the application is true, correct, and complete. **NON-TRANSFERABLE:** I acknowledge that this application is made solely in the name of the applicant and neither the application, nor any permit that may be issued, is transferable. **PUBLIC RECORD:** I understand that the information supplied by me in connection with this application will become a public record and may be subject to disclosure to the public under the Michigan Freedom of Information Act (FOIA) or other authority, and is made available for public purposes through web pages and/or social media.