

**Minutes of a Public Hearing and Regular Meeting of the  
Port Sheldon Township Board  
May 10, 2023 – 5:30 P.M.**

1. Call to order
2. Roll Call

Present: Lucas DeVries, Rachel Frantom, Bill Monhollon and Michael Sabatino.

Absent: Teresa De Graaf

Also present: Attorney, Ron Bultje, Fire Chief, Brad Dirkse, Deputy Clerk, Meredith Hemmeke, Building and Zoning Administrator, Ryan Capson, Redstone Land Development representative, David Stebbins, Moore+Bruggink Engineering Consultants representative, Zach Voogt and fourteen township residents and guests.

3. Pledge of allegiance.
4. Invocation

Lucas DeVries offered the invocation.

5. Additions to Agenda: None

6. Approval of Agenda.

**Motion** by Monhollon to approve the agenda. Supported by Frantom and carried.

7. Consent Agenda Approval

- a. Approve Minutes

- April 12, 2023 Regular Board Meeting

- b. Approve Financial Report

- c. Approve Correspondence:

- Teresa De Graaf email regarding board agenda items for May 10, 2023.

- d. Approve Committee Reports

- Building & Zoning – April – fifteen permits issued with three new house starts.
- Fire Department – April – twenty calls and three meetings.

- e. Approve payment of Bills

**Motion** by DeVries to approve the consent agenda. Supported by Frantom and carried.

8. Consumers Energy Decommissioning Update.

Supervisor Sabatino gave an update shared the results of the future use study.

9. Pigeon Lake Channel Dredging Update

Supervisor Sabatino shared the plans.

10. CL Landscaping Contract/Estimates.

**Motion** by Frantom to approve the 2/1/23 contract estimate from Complete Lawn and Landscaping LLC for grounds upkeep of the township properties for the 2023 season. Supported by Monhollon and carried with four yes roll call votes. Ayes: DeVries, Frantom, Monhollon and Sabatino. Nays: None.

**Motion** by Frantom to approve the 4/13/23 estimate from Complete Lawn and Landscaping LLC for bark and mulch installation at township properties for the 2023 season. Supported by DeVries and carried with four yes roll call votes. Ayes: DeVries, Frantom, Monhollon and Sabatino. Nays: None.

**Motion** by DeVries to approve the 4/13/23 estimate from Complete Lawn and Landscaping LLC for bike path mowing and trimming for the 2023 season. Supported by Monhollon and carried with four yes roll call votes. Ayes: DeVries, Frantom, Monhollon and Sabatino. Nays: None.

11. Supervisor Appointment to Planning Commission.  
**Motion** by Frantom to approve the Supervisor’s appointment of Patrick Kelderhouse to the Port Sheldon Planning Commission contingent on receiving his letter of resignation from the Zoning Board of Appeals. Supported by DeVries and carried.
12. Board Appointment to Zoning Board of Appeals.  
**Motion** by DeVries to appoint Donald Curry as a full member of the Zoning Board of Appeals Supported by Monhollon and carried.
13. Public Hearing for PUD application 70-11-01-300-021.  
 Supervisor Sabatino opened the Public Hearing at 5:46 p.m.  
 The PUD application from Redstone Land Development for the project to complete a multi-family residential development to be known as Ventura Townhomes was explained.  
 Public Comment:  
 David Stebbins and Zach Voogt explained details of the proposed development and answered board questions.

<u>Name</u>	<u>Address</u>	<u>Comment/Concern</u>
Roch DePerro	Alaskan Pipeline	Supported the project for the community growth
Brad Dirkse	Port Sheldon Fire Chief	Against the approval due to lack of public parking

- Motion** by Monhollon to close the Public Hearing. Supported by Frantom and carried.
14. Planning Commission PUD Recommendation Consideration.  
 Attorney Bultje questioned the revised report and the change in housing density.  
 Several board members suggested conditional approval because of the lack of visitor/public parking.  
**Motion** by Frantom to accept the Planning Commission’s recommendation and approve Redstone Land Development LLC’s PUD for Parcel 70-11-01-300-021 based on the Andy Moore memo of February 15, 2023 and the Planning Commission minutes of March 22, 2023, with the following conditions: compliance with the conditions recommended by the Planning Commission; compliance with the revised plans of March 15, 2023 and the reduced number of dwelling units; and subject to the Township’s right to require additional parking in the PUD if determined necessary after a Planning Commission public hearing. Supported by DeVries and carried with four yes roll call votes.  
 Ayes: DeVries, Frantom, Monhollon and Sabatino. Nays: None.
  15. Planning Commission – Solar Ordinance Discussion.  
 The draft Solar Ordinance was discussed. The restriction against utility-sized solar construction on Ag property was voiced as a concern. Ryan Capson clarified the agricultural and utility scale industrial districts.  
 The need for a public hearing was addressed.  
**Motion** by DeVries to table approval and set June 14, 2023 for a Solar Ordinance public hearing. Supported by Frantom and carried.
  16. Planning Commission – Short Term Rental Report Discussion.  
 Andy Moore’s memo dated April 19, 2023 was discussed at length. The board discussed the various approaches available for consideration. Attorney, Ron Bultje, shared a synopsis of neighboring lakeshore communities’ ordinances. No short-term rentals in the Township are grandfathered as prior nonconforming uses unless they were in existence before the Township had any zoning ordinance at all. Permitting, registration and regulation were discussed. The board consensus was not to ban short-term rentals but rather pursue a recommendation and send back to the Planning Commission.

**Motion** by DeVries to direct the Planning Commission to consider a Zoning Ordinance Amendment and request the Planning commission to consider working on a coordinating Regulatory Short-Term Rental Ordinance and make a recommendation. Supported by Frantom and carried with four yes roll call votes. Ayes: DeVries, Frantom, Monhollon and Sabatino. Nays: None.

17. Kouw Park – Camera System Update.

Current cameras are serviced and provided by Engineered Protection Services. Ottawa County currently provides service for Windsnest Park and the township hall properties and provides outstanding service.

**Motion** by Frantom to approve Ottawa County’s 4/11/23 Statement of Work proposal. Supported by DeVries and carried with four yes roll call votes. Ayes: De Vries, Frantom, Monhollon and Sabatino. Nays: None.

18. Windsnest – No Parking Safety Zone Discussion.

Supervisor Sabatino has contacted Ottawa County and MSP. To address numerous safety concerns surrounding vehicle parking, the need exists to adopt “No Parking” areas.

**Motion** by Sabatino requesting township attorney to draft an ordinance restricting Windsnest Park parking; including no parking on Polk Street and no parking on Margaret on the east side of the road. Supported by DeVries and carried with four yes roll call votes. Ayes: DeVries, Frantom, Monhollon and Sabatino. Nays: None.

19. Township Trash Program Discussion.

Supervisor Sabatino gave an update regarding the township residential trash service and the future logistical and financial concerns presented by the change in ownership of our previous service provider. He presented detail research findings and cost breakdowns regarding alternate means of handling the trash collection, including the possibility of a compactor on township property. The board would like more time to review this information, and revisit the discussion in the future.

20. Additions to the Agenda:

None

21. Public Comment:

Resident thanked the board for helping facilitate repair of the streetlighting at the intersections of 152<sup>nd</sup> and Blair; however, it is now out again.

22. Adjourn

**Motion** by Monhollon to adjourn. Supported by Frantom and carried.

The meeting adjourned at 7:02 p.m.

Meredith Hemmeke, Deputy Clerk  
Teresa De Graaf, Clerk