



PORT SHELDON TOWNSHIP

16201 Port Sheldon Street, West Olive, MI 49460
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PORT SHELDON TOWNSHIP PLANNING COMMISSION

Meeting Minutes

Wednesday, April 26, 2023, 6:00 pm

1. **Call to Order:** Duke DeLeeuw 6:00pm
2. **Roll Call:** Present were Duke DeLeeuw, Del Petroelje, Lori Stump, Steve Grilley, Nikki Timmer and Bill Monhollon
 - a. Also present:
 - i. Zoning Administrator Ryan Capson, Recording Secretary Diane Jansen, Township Planner Andy Moore, Nathan Lee and Ryan Beere representing Michigan Gas Utilities, Kristy Nyhoff from Roundabouts Playschool
 - ii. Many residents and guests were also present.
3. **Approval of Agenda with changes.**
 - a. Motion by Del Petroelje
 - b. Supported by Nikki Timmer
 - c. All members voting Yes and Carried.
4. **Approval of Minutes from March 22, 2023**
 - a. Motion by Bill Monhollon to approve with correction of date.
 - b. Supported by Nikki Timmer
 - c. All Member voting Yes and Carried.
5. **Communications:**
 - a. Olive Township letter notifying they are updating their master plan.
 - b. Holland Charter Township letter notifying they are working on Zoning changes.
6. **Zoning Administrator Updates:** Board of Trustees has approved the building departments request for funding for Technology for the Planning Commission Meetings with a large-scale monitor with stand and a laptop for plan review.
7. **Public Comments:** No Public Comments were made.
8. **Unfinished Business:**
 - a. **Andy Moore:** solar ordinance intended for supplementing residential. Solar farms are only allowed in industrial zoned property.
 - b. **Solar Ordinance Public Hearing:**
 - i. **John Westra, 9100 Winterbury Dr.** In favor of promoting solar energy growth.
 - ii. **Mike Pokorski, 9120 Stillwater Drive.** Does this fall under building and electrical codes? Ryan Capson: yes, all installation would need Building and Electrical permits and follow Michigan Building Codes. That is also spelled out in the ordinance.
 - iii. **Laura Judge, 6510 Oakwood Lane. Laketown resident.** Questioning what neutral in color and what that means. Andy Moore: This is added to keep colors not associated in the natural spectrum from becoming an issue.



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- iv. **Commissioner Comments:** Leave utility scale for industrial district only. To address as needed issues that come up.
 - v. **Public Hearing Closed:**
 - c. **Motion:** to send the solar ordinance to the Board of Trustees with the Planning Commission's recommendation to approve with changes
 - i. Section 1, Item B. Change square footage from 1,500 to 10,000
 - ii. Section 2, item A 1. Zoning Compliance Permit Section to reference 18.32 not 21.04(9). By Del Petroelje
Second by Lori Stump All commissioners voting Yes and motion passed unanimously.
9. **New Business:**
- a. **Site Plan Review for MGU Easement for Natural Gas Regulation Station.**
 - i. Parcel Number 70-11-01-400-002.
 - ii. Plan details from Ryan Beere of MGU. Moving current regulation station to this location from Filmore to comply with Federal Regulations due to changing land use in the area that came out in 2019. Currently there is an interconnect where gas is received from TC Energy. There will be landscaping around the station and a chain link fence. The current interconnect has natural landscaping, as it is in a wooded area. Just by driving past it you really don't see it. They have the ability to put a building around the regulation station.
 - b. **Public Hearing:**
 - i. **Jessica Hunt, 14645 Winterbury Ct.** Concern with noise increasing with a second station added to the area.
 - ii. **John Westra, 9100 Winterbury Dr.** Also concerned about noise.
 - iii. **Nathan Lee, Manager of Engineering at Michigan Gas:** They are limited to that intersection. The reason they have to move it there is that the gas coming from TC is not odorized. Because the neighborhoods have grown up around have gas line it is now required to be odorized. The slab is built to be ready to had a building if needed. It is not proposed but is ready if needed. They would need to be approved to add a building to the location, but it is a possibility. There are also noise reducing fences coverings that can be screen printed to match surrounding area. The noise comes from removing pressure as well as gas moving through the pipes. It is louder in high use seasons. Summer time there would be less noise, in the winter there would be more. Decibels in the 55 range, which is a like a normal conversation level and is consistent in the winter. The location we took those levels does not have any screening. Trees are planted are 6ft high. We need to have this done this summer.
 - iv. **Public Hearing Closed.**



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- c. **Commission Discussion:** Decibels are far lower than expected. It is harder to go back to MGU to have them add a building. The decibel readings are also influenced by the rustlings of trees, the wind, the passing traffic. So, the readings on apps on phones is not accurate. Construction is ongoing for 2-3 months. One of the reasons we have a public hearing is to hear the concerns of the neighbors and make our decisions accordantly.
- i. **Motion** by Duke DeLeeuw to Table the review until next meeting to allow site visits and sound solutions to be presented at the next meeting by MGU Second by Steve Grilley. All commissioner voting Yes and motion passed unanimously.
10. **Site Plan Review for Roundabouts Playschool addition to existing daycare center.**
- i. Parcel Number 70-1101-100-023 Located at 9370 West Olive Rd.
- ii. Addition will be 421sqf total. 136sqf for infant room and 285sqf for garden garage. Plan details from Kristy Nyhoff. Additional square footage needed and advancements in the building are require in order to receive grants. They are at compacity at this point and the area is need of additional day care solutions.
- iii. Parking is sufficient for the added space. They currently have 78 parking spaces.
11. **Public Hearing:** No Comments: Public Hearing Closed
12. **Commission Discussion:** They apricate the work they do at Roundabouts and are happy they are in the area.
13. **Motion** by Steve Grilley to approve Site Plan with 5 conditions listed below:
- a. The applicant shall correct the parcel number indicated on page 1 of the site plan review from “07-11-01-100-023” to “70-11-01-100-023”.
- b. No demolition or earthwork shall be undertaken on the site until all appropriate permits have been secured consistent with this site plan approval and copies of such permits have been submitted to the Township.
- c. Prior to issuance of any Township permits, the applicant shall have paid all application, permit, and other fees related to the request.
- d. All outdoor lighting fixtures shall be downward facing and fully cut-off to the satisfaction of the Zoning Administrator.
- e. The applicant shall comply with the requirements of all local, state, and federal agencies having jurisdiction, including the Ottawa County Water Resources Commissioner, Ottawa County Health Department, and LARA
- Seconded** by Nikki Timmer. All commissioner voting Yes and motion passed unanimously.
14. **Short-term Rental Continued Discussion:**
- a. Review of Andy Moore’s memorandum regarding options. Covers everything from doing nothing to not allowing.



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- b. The township did a FOIA request for known short term rental addresses in Sheldon Dunes. The span was 2005 to end of 2022. There were two noteworthy calls to addresses of short-term rentals while being rented in the off season to long term rentals. Once a theft and once a noise complaint. The noise complaint was taken care of when the officer addressed the issue with the renter. Opinion is that there is no data that supports that short-term rentals are an issue in the township in comparison to other properties. Keeping in mind that with in the 18 years properties could have changed ownership. Even with regulations, they will be required to call in a complaint.
15. **Motion:** by Del Petroelje to send short-term rental memorandum with supporting documents to the Board of Trustees. Second by Nikki Timmer. All members voting Yes and motion passed unanimously.
16. **Meeting was adjourned:** 7:41pm

_____ Date, _____
Lori Stump – Secretary