



# PORT SHELDON TOWNSHIP

16201 Port Sheldon Street, West Olive, MI 49460  
Telephone 616-399-6121 Fax 616-399-7173  
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## Planning Commission Meeting Minutes June 28, 2023

1. **Call to Order:** DeLeeuw at 6pm.

**Roll Call:** Commissioners present were Duke DeLeeuw, Del Petroelje, Lori Stump, Nikki Timmer, Pat Kelderhouse, Bill Monhollon. Steve Grilley was absent. Also present were Mike Sabatino, Township Supervisor, Ryan Capson, Zoning Administrator, Diane Jansen, Recording Secretary and Nathan Mehmed from Williams & Works. Also, in attendance; one township resident and Redstone Land Development Representative David Stebbins

2. **Approve Minutes from May 24, 2023:**

- a. Motion by Nikki Timmer to Approve Meeting Minutes from May 24, 2023. Seconded by Bill Monhollon with all commissioners voting Yes, and carried.

3. **Agenda Discussion:**

- a. Changes to agenda were to add Solar Ordinance discussion and move the Supervisor Update to Item 5 and Zoning Administrator updates to Item 6.

4. **Communication:** None

5. **Township Supervisor Updates**

- a. Consumers Energy Stakeholder update report.  
b. Board of Trustees' request to update the Township Master Plan.

6. **Zoning Administrator Updates:**

- a. Solar Ordinance has been sent back by the Board of Trustees to the Planning Commission for revisions.

7. **Public Comments:** None

8. **Unfinished Business**

- a. Redstone final site plan review.  
b. Motion by Bill Monhollon to approve the final site plan with the 6 conditions from the planner's memo. Seconded by Del Petroelje with all commissioners voting Yes, and carried.  
c. Conditions per the planner's memo.



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- i. Prior to the issuance of any Township permits, the applicant shall have paid all application, permit, reimbursable escrow, and other fees related to the request.
- ii. The applicant shall comply with requirements from the Township's Engineer, Fire Department, Attorney, or other officials deemed necessary.
- iii. The planned unit development shall comply with all applicable federal, state, and local requirements, and copies of all permits shall be submitted to the Township.
- iv. The applicant shall continually comply with applicable ordinances, codes, standards, and requirements of Port Sheldon Township.
- v. All landscaping, street trees, open spaces, sidewalks, trails, fences, playgrounds, and other site improvements shall be continuously maintained to ensure that the planned unit development will be adequately buffered from surrounding public and private property.
- vi. The applicant shall submit a performance guarantee pursuant to Section 21.07 of the Zoning Ordinance in the amount of \$1,190,000. This amount is based on the estimated total cost of all site work provided by the applicant dated April 4, 2023, plus approximately 15% to account for administrative costs in case the Township is required to complete the required improvements.

### 9. New Business

#### a. Solar Ordinance

- i. Motion by Duke Deleeuw to have Williams & Works revise the ordinance for review at next meeting. Seconded by Patrick Kelderhouse with all commissioners voting Yes, and carried.

#### b. Short Term Rental Ordinance

- i. Motion by Del Petroelje to have Williams & Works draft a regulatory and a zoning ordinance for review at next meeting. Seconded by Bill Monhollon with all commissioners voting Yes, and carried.

### 10. Meeting Adjourned at 6:43pm by Duke DeLeeuw

Lori Stump 7/26/23 Date