



PORT SHELDON TOWNSHIP

16201 Port Sheldon Street, West Olive, MI 49460
Telephone 616-399-6121 Fax 616-399-7173
www.portsheldontwp.org | info@portsheldontwp.org

Planning Commission Meeting Minutes September 27, 2023

1. **Call to Order:** 6pm
2. **Roll Call:** In attendance, Steve Grilley, Lori Stump, Duke DeLeeuw, Nikki Timmer, Bill Monhollon, Ryan Capson, Building and Zoning Administrator, Diane Jansen, Recording Secretary, Andy Moore, Township Planner. Several residents and guests. Absent were, Del Petroelje and Patrick Kelderhouse.
3. **Approve Meeting Minutes from August 23, 2023:**
 - a. **Motion** by Lori Stump to approve the meeting minutes from August 23, 2023, Seconded by Bill Monhollon, with all commissioners voting in favor and passed.
4. **Approve Tonight's Meeting Agenda:**
 - a. **Motion** by Nikki Timmer to approve agenda, Seconded by Bill Monhollon, with all commissioners voting in favor and passed.
5. **Communications:** None
6. **Zoning Administrator Updates:**
 - a. Setback variance for 4985 Rosabelle Beach.
 - b. Fence variance for Taller fence for inground pool in LSR for 4951 Rosabelle Beach.
7. **Public Comments:** None
8. **Unfinished Business:**
 - a. Short Term Rental Ordinance summer by Andy Moore. The proposed ordinances will allow for STRs in 3 districts, AG-1, R-1 and LSR. It would permit them as a homeowner right, as well regulating STR rental in Port Sheldon Township. The State has ruled that STRs are a commercial enterprise and under our current ordinances would not be allowed. STRs that have operated in the past would not be covered under a grandfather clause as currently they are a non-permitted use in all residential areas. The ordinance will allow for annual registration, basic standards, address parking, safety and occupancy limits. The ordinance will also address any issues that arise with STRs. The Township Board of Trustees has requested the ordinance and the Planning Commission is complying with that request.



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b. Public Hearing Opened,

- i. James & Janette Turner, 9425 Whispering Sands Drive, Letter dated. September 20, 2023. Written concerns about the impact of STRs in the community and increased saturation**
- ii. Kate Christensen, 5871 Lakeshore Drive, voiced concern regarding noise.**
- iii. Matt Haverdink, 5547 Lakeshore Drive, voiced concern regarding future implications and saturation.**
- iv. Jerry Cox, 7709 Margaret Ave, has rental property and agrees with the need for an ordinance.**
- v. Curt, Vicki and Nicole Carini, 14944 Port Sheldon Street, have several rentals in the township and would like to see an increase to the number of complaints before enforcements start.**
- vi. Susan Gursky, 7541 Margaret Ave, concerned about the occupancy cap should be established by size on house, not an arbitrary number.**
- vii. Linda Highstreet, 17133 Lake Ave, question on owners with multiple rentals, will each rental have its own application or will all properties owned be on one. Concern regarding occupancy of units.**
- viii. Dawn Kragt, 17325 Ottawa Trail, maintains strict rules for their rental property and have many repeat renters yearly.**
- ix. Preston Kragt, 17325 Ottawa Trail, increase the number of infractions before enforcement.**
- x. Ann VanHuis, 5865 Lakeshore Drive, appreciated the work put into the ordinance and the intent of being fair as possible.**
- xi. Mary Anne Dawson, 7543 Margaret, concerned the occupants under the age of 24 months are not counted in the total occupancy. Appreciate the work to structure STRs in the Township.**
- xii. Chris Frey, 17296 Hidden Treasure Dr, appreciates the work going into the ordinance and would like to see the neighborhoods maintain the residential creator of the area, with a cap on the number of STRs and avoid over saturation.**



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- xiii. **Tammy Varvatos, 17296 Hidden Treasure Dr, commented that both groups on each side of the STR issue should offer more understanding of each position.**
 - xiv. **Onder Ors, 9433 Whispering Sands Dr, appreciates the work the commission is putting into the STRs. Concerns regarding occupancy limits and if they are strict enough.**
 - xv. **Curt Gruenler, 17300 Sheldon Dunes Dr, appreciates the process of putting a STR ordinance in together. Concerns regarding density and the occupancy levels. With the Campbell plant closing and the eventual development of the property its good to put something in place that would address STR issues. Would also like to see mandatory inspections to set occupancy levels.**
 - xvi. **Jim Casemier, 6355 Whispering Trails, comments the Township needs to put residents before renters. A violation policy is needed.**
 - c. **Public Hearing Closed.**
 - d. **Commissioner discussion. Andy Moore to review the recommendations by Ron Bultje, Township Attorney.**
 - e. **Motion by Bill Monhollon to table until the next planning commission meeting. Seconded by Steve Grilley with all commissioners voting yes and carried.**
- 9. New Business:**
- a. **Private Street Application – Sarah Romine 8710 160th Ave.**
 - i. **Private street to allow for 4 splits and 3 future single-family homes.**
 - b. **Public hearing opened.**
 - i. **Lucas Renkema, 8660 160th Ave, concerned about the high-water table in that area. However, it was noted that the lots did perk and water & septic were approved by the county.**
 - c. **Motion by Bill Monhollon to approve the private street application provided the 4 stipulations noted in the Williams & Works memorandum dated September 20, 2023 as follows.**
 - i. **No 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, including approvals from the Ottawa County Road Commission.**



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- ii. **Prior to the issuance of any Township permits, the applicant shall have paid all application, permit, and other fees related to the request.**
 - iii. **The proposed easement shall be reviewed by the Township Attorney prior to final approval by the Zoning Administrator. A copy of the final recorded easement shall be provided to the Township.**
 - iv. **The applicant shall comply with all requirements from the Township fire department and any other officials or consultants deemed appropriate.**

Supported by Steve Grilley with all commissioners voting in favor and passed.

10. Adjournment: 7:37pm

Lori Stump

10-25-23

Lori Stump-Secretary

Date