

# **Planning Commission Meeting Minutes**

## **August 23, 2023**

1. Call to Order: Duke DeLeeuw – 6pm.
2. Roll Call:
  - a. Absent, Del Petroelje
  - b. Present, Duke DeLeeuw, Lori Stump, Steve Grilley, Nikki Timmer, Bill Monhollon, Pat Kelderhouse. Also, Present Ryan Capson-Zoning Administrator, Diane Jansen-Recording Secretary, Andy Moore-Township Planner and several residents and guests.
3. Approve Meeting Minutes from July 26, 2023:
  - a. Motion by Bill Monhollon to approve the meeting minutes from July 26, 2023 with correction of typo on page 2. Seconded by Nikki Timmer with all commissioners voting yes, and passed.
4. Approve Tonight's Meeting Agenda:
  - a. Motion by Nikki Timmer to approve agenda with changes. Seconded by Pat Kelderhouse with all commissioners voting yes and passed.
5. Communications:
  - a. Lori Stump advised of email from Township Clerk Teresa DeGraaf regarding actions taken affecting the Planning Commission items during the August 9, 2023 Board Meeting as follows: Tyler Street No-Parking Request Discussion.  
This item was tabled at the July board meeting.  
The board further discussed the request and north-side street parking does not seem routine or a safety concern.  
Motion by Sabatino to take no action on Tyler Street No-Parking request. Supported by De Graaf and carried.
6. Zoning Administrator Ryan Capson Updates: None
7. Public Comments on Items not on Tonight's Agenda: None
8. New Business:
  - a. Kiek's Excavating Special Land Use-Sand Mine Annual Review. Ryan Capson had done a site visit; the Township has not received any complaints or concerns from residents. Ron Kiekintveld advised he still has a couple of years left of mining and that he has not yet reached the water table level. No public comments were given and

the commission agreed the review was completed. Next review will take place at the August 2024 Commission meeting.

**b. Joseph Frye Special Land Use Permit Application for Major Home Occupation. 15127 Stanton Street, 70-11-01-100-018.**

1. Joe advised this is a family tax preparation business. Operating for tax season only. Most customer traffic is from dropping or picking up documents. He has no plans of expanding in clientele or employees.
2. Public Hearing-No public comments
3. Motion by Pat Kelderhouse to Approve the Special Land Use Application subject to the following conditions:
  - a. Prior to exercising the special land use permit, the applicant shall have paid all application, permit, and other fees related to the request.
  - b. Not more than three employees who do not live on the property shall be permitted.

Seconded by Bill Monhollon with all commissioners voting yes, and passed.

**9. Unfinished Business:**

**a. Solar Ordinance Revised Draft:**

1. Public Hearing-No Public Comments
2. Motion by Bill Monhollon that approved draft be forwarded to the Board of Trustees with a recommendation for approval.

**b. Short Term Rental and Regulatory Ordinance Review:**

1. Amend zoning ordinance to add a new definition of short-term rentals. To allow permitted use in R-1, LSR and AG-1 districts.
2. Ordinance to regulate short-term rentals in Port Sheldon Township.
3. Public hearing to be held at the next Planning Commission Meeting on September 27, 2023.

**10. Adjournment: 7.01pm.**

 9-27-23  
Lori Stump-Secretary      Date