



PORT SHELTON 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 Wednesday, August 28, 2024

1. **Call to Order:** 5pm by Steve Grilley.
2. **Roll Call:** Present were Steve Grilley, Lori Stump, Del Petroelje, Duke DeLeeuw, Nikki Timmer, Bill Monhollon, Ryan Capson-Zoning Administrator, Diane Jansen-Recording Secretary, Andy Moore-Township Planner. Patrick Kelderhouse was absent.
3. **Approve Minutes from June 26, 2024**
Motion by Duke DeLeeuw to approve the minutes from the June 26th meeting.
Seconded by Del Petroelje, with all members voting in favor and the motion passed.
4. **Approve Agenda:**
Motion by Duke DeLeeuw to approve agenda with a change of moving New Business to item 8. Seconded by Del Petroelje with all members voting in favor and the motion passed.
Motion by Bill Monhollon to table Old Business. Seconded by Del Petroelje with all members voting in favor and the motion passed.
5. **Communications:**
 - a. Holland Charter Township Letter, regarding the rezoning of parcel 70-16-36-300-015 from low density residential to medium density residential.
 - b. Robinson Township Letter, advising they have adopted the 2024 Master plan.
6. **Zoning Administrator Updates:** Ryan Capson advised he has completed the yearly inspection of the sand mine at 14935 Blair St, parcel 70-11-24-100-024 and that the formal review will be on the September meeting agenda.
7. **Public Comments:** None
8. **New Business:**
 - a. **Special Land Use:** Private Street application from Dan Raak for 15108 Van Buren Street, parcel 70-11-36-100-022. For the purpose of creating a private street to then request a land split. No additional driveways will come off of Van Buren Street. They will also permit for a pond.
 - b. **Public Hearing:** Opened by Steve Grilley at 5:11pm.
 1. **Beth Michielsen** of 5736 152nd Ave wanted to know how many lots are possible. Dan Raak confirmed this will request 7 lots, which will mean there will be 6 additional possible houses.



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2. **William Christianson** of 15247 Silver Fox Run expressed his concerns regarding traffic and the Township allowing a subdivision and is against the project.
 3. **Nancy Penna** of 5487 Mary Jo Lane asked if a lot could be purchased and no house be built. If two lots can be purchased and one house be built. The commission confirmed that both are possible.
 4. **Public Hearing:** closed at 5:17pm
 - c. **Commissioners discussion:** The pond will be 50-60 feet from the road and there will be landscaping as a buffer. Sand from the pond will be used in construction of the new homes. Township Planner Andy Moore advised that this is not a subdivision as it does not meet the criteria. The request follows The Michigan Land Division Act. Ottawa County Road Commission may require the driveway for the existing house be moved to the new private street.
 - d. **Motion** by Bill Monhollon to approve the request with 4 conditions listed below
 1. 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.
 2. Prior to the issuance of any Township permits, the applicant shall have paid all application, permit, and other fees related to the request. The road commission permits will be applied for and paid.
 3. The proposed maintenance provisions reviewed and deemed acceptable by the Township Attorney before final approval by the Zoning Administrator. A copy of the final recorded easement and maintenance agreement shall be provided to the Township.
 4. The applicant shall comply with all requirements from the Township Fire Department and any other officials or consultants deemed appropriate.Seconded by Duke DeLeeuw with all members voting in favor and the motion passed.
9. **Danielle Bouchard from McKenna Group** presented the Township Framework Draft and offered an update on the Township Master Plan & Economic Resiliency Plan. Key items were:
- a. Phase one of the community outreach as been completed. The second open house will take place in the fall.



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- b.** Work on the future land use which will include transportation, coastal resiliency and other environmental considerations. A full draft is expected in November with a comment period in December. A final draft expected in March/April 2025.

10. Adjourned at 6:30pm by Steve Grilley.

Lori Stump

Lori Stump, Secretary

9-25-2024

Date