



# PORT SHELDON TOWNSHIP

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## Planning Commission Meeting Minutes January 28, 2026

**Call to Order:** 5:00 by Steve Grilley

**Roll Call:** Present: Del Petroelje, Duke DeLeeuw, Steve Grilley, Patrick Kelderhouse, Nicole Timmer, & Bill Monhollon  
Absent: Lori Stump  
Staff present: Ryan Capson, Andrew Moore, Cate Wiler

**Approve Minutes from December 3, 2025:**

Motion: Patrick Kelderhouse  
Support: Nicole Timmer  
Motion carried 6-0 via voice vote

**Approve Agenda:**

Motion to move item 9e ahead of 8.  
Motion: Duke DeLeeuw  
Support: Kelderhouse  
Motion carried 6-0 via voice vote

**Communications:** None

**Zoning Administrator Updates:** None

**Public Comments:** None

**9e. New Business:** Preliminary Site Development Plan Review for Ventura Woods Phase 2.

- Dave Stebbins of Redstone Land Development presented the plan to purchase an additional three acres south of their current development, including a road extension and the addition of 4 buildings for a total of 20 more units. The plan includes removing an old cul-de-sac and creating an emergency service drive.
- Andy Moore explained the process of rezoning from commercial to R1 and then applying for a PUD, emphasizing the need for a purchase agreement or consent from the current owner. He outlined the steps involved in the PUD process, including planning commission review, public hearing, and final site plan review.

- Ryan Capson suggests scheduling a public hearing for the initial approval of the rezoning and PUD applications. proposes updating the fee schedule to include an escrow for legal and planning fees, which was agreed upon by the commission.

## 8. Old Business:

- a. **Battery Storage** – The commission reviewed the draft ordinance related to battery energy storage systems. Moore suggested changes related to the host community agreement, decommissioning, and performance guarantees. DeLeeuw wanted to increase the setback from 300 feet to 330 feet, add a fire department training requirement, and have the applicant list any specialized equipment that might be needed. Moore will revise the ordinance and bring it back to the PC at the next meeting.
- b. **ADU** – Discussed not making any changes to allow for ADU's at this time and to remove this item from the Agenda for next meeting.

## 9. New Business:

- a. Election of Officers
  - i. Motion to elect Steve Grilley as Chairman
    - a) Motion: Del Petroelje
    - b) Support: DeLeeuw
    - c) Motion carried 6-0 via voice vote
  - ii. Motion to elect Patrick Kelderhouse as Vice Chairman
    - a) Motion: DeLeeuw
    - b) Support: Bill Monhollon
    - c) Motion carried 6-0 via voice vote
  - iii. Motion to elect Lori Stump as Secretary
    - a) Motion: DeLeeuw
    - b) Support: Timmer
    - c) Motion carried 6-0 via voice vote
- b. 2026 Meeting Dates
  - i. Motion to approve dates listed on insert 9b
    - a) Motion: Kelderhouse
    - b) Support: Timmer
    - c) Motion carried 6-0 via voice vote
- c. Annual Report
  - i. Motion to approve Annual Report and present to Board for review
    - a) Motion: DeLeeuw
    - b) Support: Nicole

- c) Motion carried 6-0 via voice vote
- d. Planning Commission By-law review – Discussed the need to amend the by-laws and ordinances at the next meeting.

**Adjourn:** Grilley adjourned the meeting at 6:43 pm.

X

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Lori Stump  
Secretary

DRAFT