



# PORT SHELDON TOWNSHIP

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## BOARD MEETING

### *AGENDA*

**Wednesday – March 11, 2026**

5:30 P.M.

1. Call to order
2. Roll Call
3. Pledge of allegiance
4. Invocation
5. Additions to Agenda
6. Approval of Agenda
7. Public Comment
8. Consent Agenda Approval
  - a. Approve Minutes- Regular meeting – February 11, 2026, and Special Budget Work Session – February 23, 2026\*
  - b. Approve Financial Report
  - c. Approve Correspondence
  - d. Approve Committee Reports
  - e. Approve payment of Bills
9. Budget Public Hearing\*
10. Appropriations Resolution\*
11. Set 2026/2027 Board Meeting dates\*
12. Consider – Budget Amendments (zoning, fire) \*
13. Consider – Clerk Continuing Ed. conference approval\*
14. Consider – Planning Commission Zoning Ordinance amendment – Battery Storage\*
15. Consider – Planning Commission Zoning Ordinance amendment  
Rezoning Parcel 70-11-01-300-020\*
16. Consider – Planning Commission Zoning Ordinance amendment – P.U.D. extension\*
17. Consider – Annual Audit Engagement Letter\*
18. Additions to Agenda
19. Public Comment
20. Adjourn

**\* Information included in packet**

Next Meeting – **April 15, 2025 (tentative)**

**Minutes of a Regular Meeting of the  
Port Sheldon Township Board  
February 11, 2026 – 5:30 P.M.**

1. Call to order
2. Roll Call

Present: Michael Sabatino, Meredith Hemmeke, Rachel Frantom, Bill Monhollon, and Luke DeVries.

Absent: None

Also present: Attorney Ron Bultje, and 5 residents/guests.

3. Pledge of allegiance.
4. Invocation

Meredith Hemmeke offered the invocation.

5. Additions to Agenda: None
6. Approval of Agenda.

**Motion** by Monhollon to approve the agenda. Supported by Frantom and carried.

7. Public Comment:

- Kurt Van Koeving from Ottawa County Road Commission gave an update on the projects that they will be working on. Also thanked the residents for the support for the millage.
- One resident made public comment.

8. Consent Agenda Approval

- a. Approve Minutes-

- i. January 14, 2026 Regular Meeting.

- b. Approve Financial Report

- c. Approve Correspondence:

- i. Letter from Justin Roebuck in support of the township clerk.

- ii. Letter from Building & Zoning Administrator requesting board consideration of adding an escrow account for certain land use applications.

- d. Approve Committee Reports

- i. Building – Six permits issued with two new house starts.

- ii. Fire Department – Twenty-five calls and two meetings.

- iii. Wage and Compensation Committee- Letter

- iv. Planning Commission-Annual Report submitted to the board by the chair of the commission.

- v. Supervisor Update-

- Gave an update on meetings attended during the month. A notable highlight was research into winter snow removal costs for the Township's bike paths. Multiple estimates were received, most reflecting extremely high seasonal costs. A lower estimate was provided by Park Township; however, due to long-term sustainability concerns, the Board requested additional research before taking further action. Also noted is that the Township remains in discussions with Consumers Energy regarding Windsnest parking.

- e. Approve payment of Bills

**Motion** by DeVries to approve the consent agenda. Supported by Monhollon and carried.

9. Salary Resolutions

The 2026 COLA rate of 2.8%, the wage and compensation committee recommendations and rate of inflation were discussed.

**Motion** by DeVries to adopt resolution 2026-02 increasing the Supervisor's statutory wage by 2.8% and reflecting office hours for auxiliary duties for the 2026-2027 fiscal year. Supported by Monhollon and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None.

**Motion** by Frantom to adopt resolution 2026-03 increasing the Trustees' wage by 2.8% for the 2026-2027 fiscal year. Supported by Hemmeke and carried with five yes roll call votes. Ayes: Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.

**Motion** by DeVries to adopt resolution 2026-04 increasing the Treasurer's statutory wage by 2.8% and reflecting office hours for auxiliary duties for the 2026-2027 fiscal year. Supported by Monhollon and carried with five yes roll call votes. Ayes: Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.

**Motion** by Sabatino to adopt resolution 2026-05 increasing the Clerk's Salary Justification Letter for the 2026-2027 fiscal year. Supported by DeVries and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None.

**Motion** by Monhollon to approve the expansion of job responsibilities for the Building Inspector/Zoning Administrator, including supervisory authority over the Building Administrative Assistant, and to approve an increase in the annual salary, effective April 1, 2026, in recognition of added supervisory responsibilities. Supported by Frantom and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None.

**Motion** by DeVries to approve the 2026-2027 township office and custodial employee's COLA increase of 2.8%. Supported by Hemmeke and carried with five yes roll call votes. Ayes: Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.

10. Set Budget Workshop

**Motion** by Hemmeke to set the Budget Workshop for February 23, 2026 at 1:00 PM. Supported by DeVries and carried.

11. Budget Public Hearing Dates

**Motion** by Hemmeke to set the Budget Public Hearing for March 11, 2026 at 5:30 p.m. during the scheduled board meeting. Supported by DeVries and carried.

12. Request from Grand Haven Public Schools to collect the 2026 Summer Tax Levy.

**Motion** by Frantom to approve annual summer tax resolution to collect the Grand Haven Public Schools 2026 Summer Tax levy. Supported by DeVries and carried.

13. Request from West Ottawa Public Schools to collect the 2026 Summer Tax Levy.

**Motion** by Frantom to approve memorandum dated November 21, 2025 to collect the West Ottawa Public Schools 2026 Summer Tax levy and direct Supervisor to sign. Supported by DeVries and carried.

14. Request from OAISD to collect the 2026 Summer Tax Levy.

**Motion** by Frantom to approve memorandum dated November 20, 2025 to collect the OAISD 2026

Summer Tax levy. Supported by Hemmeke and carried.

15. Ottawa County GIS Partner Agreement.

**Motion** by Frantom to approve Ottawa County GIS Partner Agreement Version 8/2025 and 12/2025 and authorize the clerk to sign. Supported by DeVries and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None.

16. Planning Commission Escrow Request.

**Motion** by Hemmeke to approve the updated fee schedule as presented with corrections and approved date. Supported by DeVries and carried.

**Motion** by Frantom to approve the updated township permit fee worksheet as of February 11, 2026. Supported by DeVries and carried.

17. Additions to Agenda: None

18. Public Comment.

Two Residents made public comment.

19. Adjourn

**Motion** by DeVries to adjourn. Supported by Monhollon and carried.

The meeting adjourned at 6:21 pm.

Respectfully submitted  
Meredith Hemmeke, Clerk

**Minutes of a Special Budget Work Session of the  
Port Sheldon Township Board  
February 23, 2026 – 1:00 P.M.**

1. Roll Call

Present: Meredith Hemmeke, Rachel Frantom, Bill Monhollon, Michael Sabatino and Luke DeVries

Absent: None

Also Present: 1 resident

The budget report was discussed in detail, allowing questions for each line item and cost center.

2. **Motion** by Frantom to increase the Assessor's wage by 2.7% effective April 1, 2026 and accept the assessor's contract. Supported by Hemmeke and carried with five yes roll call votes. Ayes: DeVries, Frantom, Monhollon, Hemmeke, Sabatino, and DeVries. Nays: None

3. Adjourned

**Motion** by Frantom to adjourn. Supported by DeVries and carried.

The meeting adjourned at 2:36 p.m.

Respectfully submitted  
Meredith Hemmeke, Clerk

## **MEMORANDUM**

**Re:** Early Voting Responsibilities and Budget Implications for Local Clerk Operations

### **Purpose**

The purpose of this memorandum is to outline the rationale for returning Early Voting administration to local clerks and to explain how this responsibility directly supports the need for increased budget allocations for election administration and clerk staffing.

### **Background**

Following the passage of Proposal 2 in 2022, local clerks are constitutionally required to provide a minimum of nine (9) days of Early Voting prior to each state and federal election. During the initial implementation of this requirement, the County Clerk's Office piloted a centralized model in which the County contracted with local jurisdictions to manage Early Voting sites. After conducting this pilot and reviewing both operational data and voter outcomes, the decision was made to return Early Voting site management to local clerks beginning with the 2026 election cycle.

This decision was driven by two primary factors, both of which have direct budgetary implications for local clerk offices.

#### **1. Impact on Voter Access and Turnout**

Data and operational experience demonstrated that the centralized, county-run Early Voting model unintentionally reduced voter participation. Fewer Early Voting locations and longer wait times created barriers for voters, particularly when compared to counties that utilized municipally operated Early Voting sites.

Counties operating municipally run Early Voting locations consistently experienced higher Early Voting turnout, indicating that voters are more likely to participate when polling locations are closer to home and lines are shorter. Returning Early Voting responsibilities to local clerks allows jurisdictions to tailor site locations, staffing levels, and hours of operation to the needs of their communities, improving voter access, customer service, and overall election confidence.

However, this localized approach requires sufficient funding to support additional staffing, facility use, election worker recruitment, and operational oversight during the Early Voting period.

#### **2. Administrative and Staffing Demands**

The centralized Early Voting model placed a significant and unsustainable administrative burden on county staff, particularly related to coordination, staffing, and compliance oversight. While material and consumable costs were largely predictable, the true cost driver was human capital.

The level of administrative effort required to manage Early Voting precincts exceeded expectations and would have resulted in substantial long-term staffing and contract costs if continued.

By returning Early Voting administration to local clerks—who already possess the statutory authority, local knowledge, and infrastructure to manage elections—the workload is more appropriately aligned with existing election administration responsibilities. However, this shift also increases demands on local clerk offices, requiring adequate staffing capacity, overtime coverage, and administrative support to ensure compliance with constitutional and statutory requirements.

### **Conclusion**

Returning Early Voting responsibilities to local clerks was a data-driven decision intended to enhance voter access, reduce wait times, and improve overall election administration. This responsibility, while appropriate and effective at the local level, carries measurable staffing and operational costs.

An increase in the local clerk's budget for elections and clerk staffing is necessary to responsibly administer Early Voting, maintain high standards of customer service, and ensure secure, accessible, and legally compliant elections. Adequate funding will allow the clerk's office to meet constitutional mandates while continuing to serve voters efficiently and effectively.

# Early Vote Cost Considerations

	3 Election Year	4 Election Year	
Per Election	2 EV Election Year	3 EV Election Year	
EV Election Worker Pay	\$9,000.00	\$18,000.00	\$27,000.00
Emergency Worker Pay	\$450.00	\$900.00	\$1,350.00
Election Day Pay	\$7,350.00	\$22,050.00	\$29,400.00 Includes Training
Receiving Board	\$300.00	\$600.00	\$900.00
Total for Election	\$17,100.00	\$41,550.00	\$58,650.00
Sally time per election	\$5,000.00	\$15,000.00	\$20,000.00
Sally possible extra time during election	\$2,205.00	\$4,410.00	\$4,410.00
<b>Total for Sally with Early Vote</b>	<b>\$7,205.00</b>	<b>\$19,410.00</b>	<b>\$24,410.00</b>
Deputy Clerk Additional Time for Elections	\$3,500.00	\$10,500.00	\$14,000.00
Deputy Clerk Early Vote	\$2,250.00	\$4,500.00	\$6,750.00
<b>Total for Deputy Clerk with Early Vote</b>	<b>\$5,750.00</b>	<b>\$15,000.00</b>	<b>\$20,750.00</b>
<b>Total Election Salary</b>	<b>\$30,055.00</b>	<b>\$75,960.00</b>	<b>\$103,810.00</b>
Lost Revenue from Township Hall Rental (all 9 days)	\$900.00	\$1,800.00	\$2,700.00
Notices	\$1,000.00	\$3,000.00	\$4,000.00
EV Post Card			
Election Day Food	\$300.00	\$900.00	\$1,200.00
			Activity 2024-2025
2024 Budgeted Salary			\$32,000.00
Supply cost for elections			\$16,200.00
Additional Maintenance for equipment			\$575.00
Contracted Services			\$8,000.00
<b>Election Budget</b>			<b>\$1,844.00</b>
			<b>\$56,775.00</b>
			<b>\$39,719.89</b>

## One time Cost

- Laptop
- Flags
- Stickers
- Ballot Bags
- 1 ballot rolling tote

## Things to Look Into

- State Pays for Presidential Primary
- Ubikley
- Grid Cards
- EV Poll Book
- Question about if EV would use the board room and let the hall be rented.
- Need Worker pool of at least 20 additional people

State may kick in a little

5400

Election Worker Pay  
Hours to Work

\$25 Per Hour  
90

Election Assistant Pay  
Possible hours for election Assistant Normal Election  
Additional Hours for 9 early days  
Normal Hours for 9 early days  
Normal Hours for per election

25  
90  
90  
44

**Resolution 2026-08  
Port Sheldon Township  
General Appropriations Act**

**EXCERPTS OF MINUTES**

At a regular meeting of the Port Sheldon Township Board held on the 11th day of March, 2026 it was moved by \_\_\_\_\_ and supported by \_\_\_\_\_ that the following resolution be adopted:

A resolution to establish a General Appropriations Act for Port Sheldon Township; to define the powers and duties of the Port Sheldon Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Port Sheldon Township resolves:

**Section 1: Title**

This resolution shall be known as the Port Sheldon Township General Appropriations Act.

**Section 2: Chief Administrative Officer**

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

**Section 3: Fiscal Officer**

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

**Section 4: Public Hearings on the Budget**

For general law townships: Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in the Holland Sentinel, a newspaper of general circulation, on February 19, 2026 and a public hearing on the proposed budget was held on March 11, 2026.

**Section 5: Estimated Revenues**

Estimated township revenues for fiscal year 2026-2027, including an allocated millage of 1.00 mills; voter-authorized millage of 1.3500 mills; and various miscellaneous revenues shall total \$3,102,104.

**Section 6: Millage Levy**

The Port Sheldon Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township to support this budget at the following estimated millages (subject to change based on the Headlee or Truth-in-Taxation rollbacks):

General Operating Fund (non-voted)	1.0000 mills (actual rate)
Fire Operating (expires 12/31/2031)	0.5500 mills (actual rate)
Fire Equipment/Apparatus (expires 12/31/2029)	0.6500 mills (actual rate)
Library Fund (expires 12/31/2028)	0.1500 mills (actual rate)

**Section 7: Estimated Expenditures**

Estimated township General Fund expenditures for fiscal year 2026-2027 for the various township activities or cost centers are as follows:

Township Board	\$ 8,200
Supervisor	\$ 70,781
Clerk	\$ 92,240
Accounting/Audit	\$ 9,700
Board of Review	\$ 2,600
Building Department	\$ 151,600
Treasurer	\$ 58,501
Assessor	\$ 99,257
Insurance/Bonds/Fringes	\$ 310,000
Elections	\$ 117,700
Township Hall & Grounds	\$ 108,500
Legal Fees	\$ 40,000
General	\$ 263,945
Public Safety	\$ 44,900
Zoning	\$ 66,292
Drains & Hydrants	\$ 120,000
Roads	\$ 456,200
Cemetery	\$ 33,950
Parks & Recreation	\$ 315,300
Library	<u>\$ 15,000</u>
General Fund Total	<b>\$2,384,666</b>

Other estimated expenditures for the fiscal year 2026-2027 are as follows:

Fire Fund	\$328,812
Fire Equipment and Apparatus Fund	\$175,057
Library Fund	<u>\$100,000</u>
Total Other Funds	<b><u>\$603,387</u></b>
Grand Total Expenditures	<b>\$2,988,553</b>

**Section 8: Adoption of Budget by Reference**

The general fund budget of Port Sheldon Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

**Section 9: Adoption of Budget by Cost Center**

The Board of Trustees of Port Sheldon Township adopts its 2026-2027 fiscal year fund budgets by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

**Section 10: Appropriation not a Mandate to Spend**

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any town order for expenditures that exceed appropriations.

**Section 11: Transfer Authority**

The Chief Administrative Officer and the Fiscal Officer shall have the authority to make transfers among the various cost centers without prior board approval, if the amount to be transferred does not exceed \$1,000. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

**Section 13: Periodic Fiscal Reports**

The Fiscal Officer shall make available to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. a summary statement of the actual financial condition of the general fund;
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous quarter;
- c. a detailed list of:
  - i. expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
  - ii. for each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter (month) for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

**Section 14: Limit on Obligations and Payments**

No obligation shall be incurred against, and no payment shall be made from any appropriation

account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

**Section 15: Budget Monitoring**

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

**Section 16: Violations of This Act**

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978).

**Section 17: Board Adoption**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the foregoing resolution.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAINED: \_\_\_\_\_

The Supervisor declared the motion carried and the resolution duly adopted on the 11th day of March, 2026.

\_\_\_\_\_  
Meredith Hemmeke  
Port Sheldon Township Clerk

I hereby certify that the foregoing is a true copy of Resolution No. 2026-08 adopted by the Port Sheldon Township Board of Trustees at a regular meeting held on the 11<sup>th</sup> day of March, 2026.

\_\_\_\_\_  
Meredith Hemmeke  
Port Sheldon Township Clerk

\_\_\_\_\_  
Date

**Meeting Resolution  
2026-09**

RESOLVED: That the Township of Port Sheldon does hereby establish that there will be one (1) regular monthly meeting, held by the Township Board as follows:

1. All regular meetings will be held at the Port Sheldon Township Hall, 16201 Port Sheldon Street, West Olive, Michigan.
2. Meetings will be held on the dates listed below and will commence promptly at 5:30 p.m.
3. Dates of the meetings mentioned in paragraph two above will be as follows:

April 15, 2026

May 13, 2026

June 10, 2024

July 8, 2026

August 12, 2026

September 9, 2026

October 14, 2026

November 11, 2026

December 9, 2026

January 13, 2027

February 10, 2027

March 10, 2027

4. Special meetings will be called and held at the discretion of the Port Sheldon Township Board with due and proper notice of such special meetings.

The above resolution was adopted at a Regular Meeting of the Port Sheldon Township Board held on Wednesday, March 11, 2026.

Meredith Hemmeke  
Port Sheldon Township Clerk

## **MEMO**

**To:** Township Board

**From:** Meredith Hemmeke, Clerk

**Date:** February 26, 2026

**Subject:** Budget Amendment – Zoning/Building Department

### **Purpose:**

Requesting approval for a budget amendment for the Zoning/Building Department to properly account for permit-related expenses and departmental supplies.

### **Details:**

1. **Permits Expense:** Increase by **\$24,000**
  - This line is a pass-through (“in and out”) account. The Township collects fees for electrical, plumbing, and mechanical permits and remits payments to contracted inspectors for these services.
2. **Supplies Expense:** Increase by **\$4,000**
  - To cover general operational supply needs for the Zoning/Building Department.

**Total Amendment: \$28,000**

### **Recommendation:**

Approval of this budget amendment to ensure proper accounting and funding for permit payments and departmental supplies.

### **Prepared by:**

Meredith Hemmeke  
Clerk

## MEMO

**To:** Township Board

**From:** Meredith Hemmeke, Clerk

**Date:** March 3, 2026

**Subject:** Budget Amendment – Fire Department

### **Purpose:**

Requesting approval for a budget amendment for the Fire Department due to the transition of fire payroll from a semi-annual pay schedule to a monthly pay schedule. This change affects the timing and distribution of payroll expenses within the current fiscal year.

This amendment does **not** represent an increase in overall compensation, but rather an adjustment to ensure proper accounting alignment as a result of the payroll schedule transition.

### **Details:**

1. **Salaries:** Increase by **\$36,000.00**
  - Reflects timing adjustments caused by the change to monthly payroll processing.
2. **FICA (Payroll Taxes):** Increase by **\$4,500.00**
  - Adjusted to correspond with salary timing changes.
3. **Pension Contributions:** Increase by **\$5,000.00**
  - Adjusted to align with salary timing changes and required pension obligations.

**Total Amendment: \$45,500.00**

### **Recommendation:**

Approval of this budget amendment to ensure accurate budgeting and compliance with payroll and pension obligations following the payroll schedule change.

### **Prepared by:**

Meredith Hemmeke  
Clerk

**To:** Township Board Members

**From:** Meredith Hemmeke, Township Clerk

**Date:** February 26, 2026

**Subject:** Request for Approval – Attendance at MAMC Summer Conference (June 15–19, 2026, Kalamazoo, MI)

Township Board Members,

I am respectfully requesting board approval for **Amy Flowers and myself** to attend the **Michigan Association of Municipal Clerks (MAMC) Summer Conference**, scheduled for **June 15–19, 2026**, in **Kalamazoo, Michigan**.

This conference offers a variety of educational sessions and professional development opportunities specifically designed for municipal clerks and their staff. Attendance will enhance our knowledge of best practices in clerk operations, election administration, records management, governance updates, and other topics directly applicable to township functions.

If approved, the township will directly cover the necessary costs for **hotel accommodations and meals** in accordance with the township's Policies. We will also request reimbursement for **mileage** at the current IRS rate for travel to and from Kalamazoo upon submission of appropriate documentation.

All expenses will be paid from the approved training and professional development budget.

Thank you for your consideration. We look forward to your approval and are happy to provide any additional information or cost estimates as needed.

Respectfully,

**Meredith Hemmeke**

Township Clerk

**To:** Township Board Members

**From:** Meredith Hemmeke, Township Clerk

**Date:** February 26, 2026

**Subject:** Request for Approval – Attendance at MAMC Institute Year 2 March 15-20, 2026 (Mt Pleasant, MI)

Township Board Members,

I am respectfully requesting board approval to attend the Year 2 Institute offered by the Michigan Association of Municipal Clerks (MAMC), scheduled for March 15–20, 2026.

This institute is part of the professional development track for municipal clerks and provides advanced training in statutory duties, election administration, records management, and township governance. Attendance will support continued compliance with state requirements and strengthen the efficiency and accuracy of the Clerk's office.

If approved, the township will directly cover the necessary costs for hotel accommodations and meals in accordance with the township's Policy. All expenses will be paid from the approved clerks' expenses and mileage budget.

Thank you for your consideration. I look forward to your approval and will be happy to provide any additional details regarding the program or anticipated costs.

Respectfully,

Meredith Hemmeke  
Township Clerk

Port Sheldon Township  
Planning Commission Meeting Minutes Synopsis  
Wednesday, February 25, 2026

The following actions were taken:

1. Approved the agenda.
2. Approved the meeting minutes from January 28, 2026.
3. Open public comment.
4. Closed public comment.
5. Motion passed to recommend to the board to rezone Parcel# 70-11-01-300-020 from Commercial to Residential.
6. Motion to recommend to the board to approve the PUD application for Parcel# 70-11-01-300-020 with additional landscaping.
7. Motion passed to Approve Special Land Use Application for Parcel# 70-11-12-200-057 with 2 recommendations from the planner.
8. Discussed Ordinance Petition to amend sections 2.18 and 7.03 of the zoning ordinances. Andy Moore will work with Sikkel on updates to the ordinance.
9. Reviewed changes to the Planning Commission By-Laws. Andy Moore will draft the changes for review in March.
10. Tabled zoning ordinance review to the next meeting.
11. Motion passed to recommend sending Battery Energy Storage System Ordinance to the township board for approval.
12. Discussed adding Adu's back to the agenda for the March PC meeting.
13. Adjourned.

Prepared by Recording Secretary Cate Wiler.

**PORT SHELDON TOWNSHIP  
OTTAWA COUNTY, MICHIGAN**

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE TO AMEND THE PORT SHELDON TOWNSHIP ZONING ORDINANCE; TO AMEND SECTION 2.04 TO INCLUDE A DEFINITION FOR “BATTERY ENERGY STORAGE SYSTEM”; TO AMEND SECTION 3.05 TO INCLUDE BATTERY ENERGY STORAGE SYSTEMS AS A SPECIAL LAND USE IN THE INDUSTRIAL DISTRICT; TO AMEND SECTION 9.03 TO INCLUDE BATTERY ENERGY STORAGE SYSTEMS AS A SPECIAL LAND USE; AND TO AMEND ARTICLE XVIII TO INCLUDE A NEW SUBSECTION RELATED TO “BATTERY ENERGY STORAGE SYSTEMS”

PORT SHELDON TOWNSHIP, OTTAWA COUNTY, MICHIGAN, ORDAINS:

**Section 1. Amendment of Section. 2.04.** Section. 2.04 of the Port Sheldon Township Zoning Ordinance is amended to add the following definition in alphabetical order:

***BATTERY ENERGY STORAGE SYSTEM (BESS):*** A system that absorbs, stores, and discharges electricity. Battery energy storage system does not include Fossil fuel storage or power-to-gas storage that directly uses fossil fuel inputs.

**Section 2. Amendment of Section 9.03.** Section 9.03 of the Port Sheldon Township Zoning Ordinance is amended such that the list of Special Land Use includes the following land use, which is inserted in alphabetical order:

- Battery Energy Storage System (BESS)

**Section 3. Amendment of Section 3.05.** Section 3.05 of the Port Sheldon Township Zoning Ordinance, “Table of Permitted and Special Land Uses,” is amended to include the following row, which is inserted in alphabetical order and reads as follows:

Land Use	Zoning Districts					
	AG-1	R-1	LSR	C	I	OS
Battery Energy Storage System (BESS)					S	

**Section 4. Amendment of Article XVIII.** Article XVIII (“Special Land Uses”) of the Port Sheldon Township Zoning Ordinance is amended to add a new Section 18.08, which reads in its entirety as follows, with the following existing Sections 18.08 through 18.12 renumbered commensurately as follows:

**Section 18.08 Battery Energy Storage Systems (BESS)**

1. Regulations and Conditions. The Planning Commission may exempt any application for a BESS with a nameplate capacity of 50 MW or greater from any requirement of the zoning ordinance in order to enable and facilitate the review of the proposed BESS by the Township in accordance with the standards of this Section.

A. Setbacks. The following minimum setback requirements, with setback distances measured from the nearest edge of the perimeter fencing of the facility, shall apply:

<u>Setback Description</u>	<u>Setback Distance</u>
Occupied community buildings and dwellings on nonparticipating properties	330 feet from the nearest point on the outer wall
Public road right-of-way	100 feet measured from the nearest edge of a public road right-of-way
Nonparticipating properties	100 feet measured from the nearest shared property line
Property owned by a public utility company	10 feet from the nearest shared property line
Lake Michigan, Pigeon Lake, Pigeon River, or another navigable waterway.	330 feet from the water's edge measured at the lake's legal level or ordinary high water mark

B. The setback provisions for nonparticipating properties in subsection (A) above may be modified by the Planning Commission if the applicant demonstrates that one or more of the following factors exist:

- 1) Existing and/or proposed landscaping, berming, or screening on the site will provide equivalent or superior protection to adjacent property(ies).
- 2) That the proposed BESS cannot reasonably comply with the required setbacks above due to unique characteristics of the site such as the presence of wetlands, woodlands, sensitive natural areas, or other feature of the land that encumbers the placement of the BESS in conformance with the above requirements, or if the public health, safety, and welfare would still be preserved if the setbacks distances were reduced.
- 3) That the Township emergency services personnel finds that the proposed modification in setback distances will not increase hazards to adjacent properties.

C. The BESS shall comply with the version of NFPA 855 "Standard for the Installation of Stationary Energy Storage Systems" in effect on the date the site plan application is submitted or any applicable successor standard, and shall comply with the most recent fire code adopted by Port Sheldon Township.

- D. The BESS shall not generate a maximum sound in excess of 50 average hourly decibels as modeled at the nearest outer wall of the nearest dwelling located on an adjacent nonparticipating property. Decibel modeling shall use the A-weighted scale as designed by the American National Standards Institute. The Planning Commission may require berms, fences, sound-absorbing paneling, or other measures be constructed to further minimize sound impacts on neighboring properties.
  - E. A company proposing to construct a BESS shall enter into a host community agreement or development agreement with Port Sheldon Township that, at a minimum, complies with the requirements of Section 227 of Act 233 of 2023, as amended. The agreement shall be acceptable to the Township Attorney and shall be fully executed prior to construction.
  - F. The Planning Commission may require reasonable measures to minimize visual impacts by preserving existing natural vegetation, requiring new vegetative screening or other appropriate measures. The Planning Commission shall determine such visual screening measures as may be required on a site specific basis pursuant to the standards for Special Land Use approval as specified in Article XVIII and/or the standards for site plan review as specified in Article XIX of this Ordinance, as most applicable to the circumstances. In making this determination the Planning Commission is specifically authorized to consider whether additional visual screening measures are appropriate where a system is proposed to be located on property adjacent to a residential use and/or a residential zoning district. All screening/landscaping shall be properly maintained throughout the life of the project including replacement of any dead landscaping within six months.
  - G. The Planning Commission may require the applicant to install a reasonably proportioned containment liner or pad consisting of a nonporous material at or below ground level to prevent the contamination of groundwater from potential spills or other accidents on site.
2. Site Plan Required. A site plan for an Battery Energy Storage System shall be submitted in accordance with the requirements of Chapter XIX, and, in addition to the information required for site plan approval in Section 19.04, the following information shall be provided:
- A. The planned date for the start of construction and the expected duration of construction.
  - B. A description of the BESS and its expected use.
  - C. Expected public benefits of the proposed BESS.
  - D. The expected direct impacts of the proposed BESS on the environment and natural resources and how the applicant intends to address and mitigate these impacts.
  - E. Information on the effects of the proposed BESS on public health and safety.
  - F. A statement and reasonable evidence that the proposed BESS will not commence commercial operation until it complies with applicable state and federal environmental laws, including, but not limited to, the Natural Resources and Environmental Protection Act, 1994 PA 451, MCL 324.101 to 324.90106, along with any additional requirements

- of the Ottawa County Water Resources Commissioner, Road Commission, or other agency having jurisdiction.
- G. Evidence of consultation, before submission of the application, with the Department of Environment, Great Lakes, and Energy and other relevant state and federal agencies before submitting the application, including, but not limited to, the Department of Natural Resources and the Department of Agriculture and Rural Development.
  - H. The soil and economic survey report under section 60303 of the Natural Resources and Environmental Protection Act, 1994 PA 451, MCL 324.60303, for the county where the proposed BESS will be located.
  - I. Interconnection queue information for the applicable regional transmission organization.
  - J. If the BESS is reasonably expected to have an impact on television signals, microwave signals, agricultural global position systems, military defense radar, radio reception, or weather and doppler radio, a plan to minimize and mitigate that impact.
  - K. A stormwater assessment and a plan to minimize, mitigate, and repair any drainage impacts at the expense of the applicant. The applicant shall make reasonable efforts to consult with the county drain commissioner before submitting the application and shall include evidence of those efforts in its application.
  - L. A fire response plan and an emergency response plan acceptable to the Township Fire Chief or their designee.
  - M. A decommissioning plan that is consistent with agreements reached between the applicant and other landowners of participating properties and that ensures the return of all participating properties to a useful condition similar to that which existed before construction, including removal of above-surface or underground facilities and infrastructure that have no ongoing purpose. The decommissioning plan shall include, but is not limited to, financial assurance in the form of a bond, a parent company guarantee, irrevocable letter of credit, or other instrument acceptable to the Township. The amount of the financial assurance shall not be less than the estimated cost of the complete decommissioning the energy facility, as calculated by a third party with expertise in decommissioning, hired by the applicant. The financial assurance shall be posted in its entirety prior to any construction activity occurring on the property and shall be reviewed and adjusted every five (5) years to account for inflation or other applicable factors.
3. Standards for Review and Approval. In making a decision on whether to grant a special land use permit for a proposed BESS, the Planning Commission shall consider the following:
- A. Whether the proposed BESS meets the Special Land Use Review Standards of Section 18.03.
  - B. If the host community agreement developed under Section 18.08(1)(E) provides for valuable public improvements or benefits to the Township.

- C. If the applicant has reasonably demonstrated that it will make a continued good-faith effort to maintain and provide proper care of the property where the energy facility is proposed to be located during construction and operation of the facility.
- D. If the applicant has, to the satisfaction of the Planning Commission, considered and addressed potential impacts to the environment and natural resources, including, but not limited to, sensitive habitats and waterways, wetlands and floodplains, wildlife corridors, parks, historic and cultural sites, and threatened or endangered species.
- E. Whether the facility presents an unreasonable threat to public health or safety.
- F. Whether the facility's proposed stormwater assessment plan, fire response plan, emergency response plan, decommissioning plan, and other relevant plans and information have been determined to be acceptable to the Township by individuals or departments having the jurisdiction and expertise to make such a determination.

**Section 18.09 Bed and Breakfast Establishments**

[unchanged]

**Section 18.10 Child Care Home, Group**

[unchanged]

**Section 18.11 Churches**

[unchanged]

**Section 18.12 Construction and Contractor Yards**

[unchanged]

**Section 4. Severability and Captions.** This Ordinance and the various parts, sections, subsections, sentences, phrases and clauses thereof are hereby declared severable. If any part, section, subsection, sentence, phrase, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby. The captions included at the beginning of each Section are for convenience only and shall not be considered a part of this Ordinance.

**Section 5. Repeal.** Any existing ordinance or resolution that is inconsistent or conflicts with this Ordinance is hereby repealed to the extent of any such conflict or inconsistency.

**Section 6. Effective Date.** This Ordinance is ordered to take effect eight (8) days following publication of adoption in the *Holland Sentinel*, a newspaper having general circulation in the Township, under the provisions of 2006 Public Act 110, except as may be extended under the provisions of such Act.

ROLL CALL VOTE:

YES:

NO:

ABSENT/ABSTAIN:

Declared adopted on:

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Mike Sabatino, Supervisor

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Meredith Hemmeke, Clerk

DRAFT

# williams&works

engineers | surveyors | planners

## MEMORANDUM

**To:** Port Sheldon Township Planning Commission  
**Date:** February 17, 2026  
**From:** Tanya DeOliveira, AICP  
Andy Moore, AICP  
**RE:** Rezoning from C to R-1 – Redstone Land Development, LLC

Mr. David Stebbins of Redstone Land Development, LLC, has submitted an application for the rezoning of parcel number 70-11-01-300-020 from C Commercial to R-1, Single Family Residential. The subject parcel is located just east of US-31 on the south side of Stanton Street at Shoreway Drive (see Figure 1). The purpose of this memorandum is to evaluate the request pursuant to the Port Sheldon Township Zoning Ordinance.



**Background.** The subject property has an area of approximately 3.07 acres and is currently vacant. The applicant requests the R-1 zoning district in order to establish an underlying zoning district to facilitate an application for a PUD that would consist of two 4-plex buildings and two 6-plex buildings for a total of 20 new market-rate townhome-style units on the parcel. This would be the second phase of the “Ventura Townhomes” residential PUD that was approved just to the north of this site on a private road named Camino Drive. The intention is that the Phase 1 and Phase 2 developments will comprise a single cohesive development.

The proposed PUD concept plan provided by the applicant shows the proposed 20 units in Phase 2. Phase 1 included 52 units that were housed within 12 individual buildings located on two cul-de-sac streets south of Stanton Street and west of The Corners. With the addition of this second phase, there would be a total of 72 units in this development.

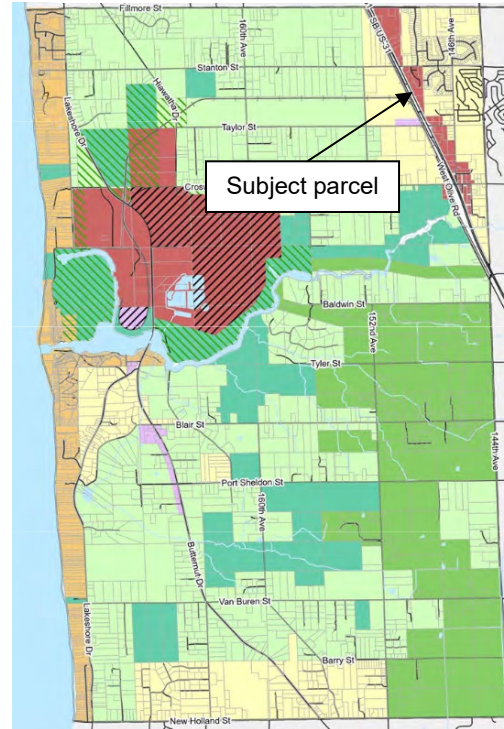
Residential density in a PUD is based on the residential density of the underlying zoning district. Since the C district does not allow dwellings, the applicant must first rezone to a residential district. This was the same process that was followed for the first phase and for the other subdivisions in this area. At the February meeting, the Planning Commission is tasked with consideration of the proposed amendment and forwarding a recommendation to the Township Board. The applicant has concurrently sought preliminary PUD approval pursuant to Article XVII of the zoning ordinance as well, which is addressed in a separate memorandum.

**Review.** The Port Sheldon Township Zoning Ordinance does not contain any specific review standards for a rezoning request; however, good planning practice generally reviews the following factors to guide the Planning Commission in making a sound recommendation. These factors are below, along with our remarks related to the request:

1. *If the proposal is consistent with the Township Master Plan.*

**Remarks:** The 2025 Port Sheldon Township Master Plan is the policy document that guides the Planning Commission when it evaluates rezoning requests and other land use decisions. According to the Future Land Use Map, the subject property falls within the Rural Enterprise (RE) future land use designation. “The purpose and intent of the Rural Enterprise Future Land Use category is to provide parameters for the continued development of the US-31 Corridor. This category sets a foundation for appropriate land uses and elevated building and site design requirements for larger-scale commercial facilities. The Future Land Use map is shown in Figure 2. The zoning plan within the Master Plan indicates that C Commercial and I, Industrial are the zoning districts that best align with the Rural Enterprise future land use designation.

Figure 2. Future Land Use Map



We also note that the subject property also abuts the Neighborhood Residential designation, which is considered compatible with the R-1 and PUD zoning districts. Past practice has consisted of a somewhat flexible approach to determining Master Plan compatibility; where one or more future land use designations adjoin, it may be reasonable for the Planning Commission to deem either designation appropriate in consideration of other relevant factors of the Master Plan and Zoning Ordinance. Thus, the goals and objectives found in the Master Plan should also be considered. The housing and neighborhood goal states:

*Maintain and support the Township’s place in Ottawa County that provides safe, attractive, and vibrant neighborhoods that can accommodate residents at all stages of life.*

And subsequent notable objectives under this master plan goal state:

1. *Support a system of organized land use to provide greater housing choices, where new and redevelopment areas respect and integrate with existing neighborhoods.*

2. *Encourage residential developments which are needed by persons of all ages, incomes, and household sizes.*

The Master Plan also includes a discussion on housing in its future land use plan which contemplates residential and commercial development in areas that are able to connect to public water and sewer utilities. It also states that “the Township should continue to encourage larger housing developments to use cluster housing or residential planned unit developments (RPUD) in order to reduce development impacts.” Based on the above and taking the totality of circumstances into account, we believe that it would be appropriate for the rezoning to be considered consistent with the Master Plan.

2. *If the range of land uses permitted under the new zoning district is appropriate for the subject site.*

**Remarks:** R-1 PUD zoning district is found on parcels adjacent to the subject parcel. Understanding that there will be a future request for PUD zoning allows for the Township to approve a variety of land uses, including those that are permitted by the underlying district, when appropriate. The most notable difference between R-1 and PUD zoning districts is the maximum density allowed per Section 17.04.3. Given that public water, sewer, and transportation infrastructure is available, it is our opinion that the range of uses in the requested zoning district is generally appropriate for the subject property.

3. *If there are other, more appropriate areas of the community where the proposed zoning is more compatible.*

**Remarks:** The Township’s zoning, subdivision, and site condominium ordinances require that all new residential developments (condominium developments, plats, and PUDs) be served by public utilities. The subject parcel is adjacent to the Phase 1 The Corners subdivision, which is served by public utilities (public water, sanitary sewer, storm sewer), so the infrastructure is in place to serve the proposed development. The northeast corner of the Township is the most suitable location for higher-density development, as this area is served by public utilities. Other areas within the Township that are not served by public utilities would be less appropriate for a multiple-family development. It has been a longstanding policy of the Township that intense development should be guided to this area due to the presence of these utilities.

Because of the presence of public utilities in the immediate vicinity and the adjacent residential land use, we feel that the subject site is more appropriate for the proposed zoning district compared to other areas in the Township. The Township should confirm with Ottawa County that the water and sewer system serving this area has adequate capacity to accommodate the proposed development.

The only other zoning district that could be considered appropriate for the property is commercial. However, such a designation could bring higher-intensity commercial uses

farther to the east given the shape of the parcel, which would be more intrusive to residents in phase 1 and in The Corners. Therefore, the proposed rezoning would represent a more appropriate transitional use between the commercial uses along US-31 (Dollar General) and the residential areas in The Corners.

4. *If the proposed rezoning and any resultant land uses could constitute a substantial detriment to neighboring properties in the vicinity.*

**Remarks:** Since neighboring parcels are R-1 (to the east and north), C-1 (also to the north), and AG-1 (to the south), having more residential land uses on the subject parcel would not cause a detriment to neighboring parcels in the vicinity. R-1 permits residential uses, and knowing that an R-1 PUD is the final intended zoning district for the parcel, two-family and multi-family dwellings, subject to 17.04.3.B, are also permitted. As the applicant stated, the proposed development are townhouses that include two 4-plex and two 6-plex buildings. These are compatible land uses with the adjacent parcels and zoning districts. Furthermore, the application also states that “extend[ing] existing private road and public utilities, construct[ing] stormwater management features, buildings, related sidewalks and parking” are also expected with this development, further supporting an enhanced environment for existing residents in the neighborhood.

The future request to rezone to PUD leaves the land open to more opportunities, including several non-residential uses. The PUD district is the only district that allows multiple-family developments. The PUD affords the Township a better position from which to regulate the types of land uses permitted in the PUD and additional factors.

Input from the public received at the public hearing will help to determine if there will be any negative impacts. Subject to those comments and additional facts that are presented, the likelihood of the proposed zoning district and any of the associated land uses constituting a substantial detriment to neighboring properties is likely low.

**Recommendation.** At the February 25 public hearing, the Planning Commission should carefully consider comments from the public, applicant, and others as appropriate in reaching its consensus for a recommendation to the Township Board. We recommend that the Planning Commission offer a favorable recommendation to the Township Board for the proposed rezoning of parcel 70-11-01-300-020 from C-1 Commercial District to R-1 Single-Family Residential District.

As always, please feel free to contact me if there are any questions.

**PORT SHELDON TOWNSHIP  
OTTAWA COUNTY, MICHIGAN**

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE TO AMEND THE PORT SHELDON TOWNSHIP ZONING  
ORDINANCE; AND TO AMEND THE PORT SHELDON TOWNSHIP OFFICIAL  
ZONING MAP

PORT SHELDON TOWNSHIP, OTTAWA COUNTY, MICHIGAN, ORDAINS:

**Section 1. Amendment of Zoning Map.** The Official Zoning Map of Port Sheldon Township is amended such that the following described property is included within the R-1 Residential Zoning District:

That part of the Northeast one-quarter of the Southwest one-quarter, Section 1, Town 6 North, Range 16 West, Port Sheldon Township, Ottawa County, Michigan, described as: BEGINNING on the North-South one-quarter line of said Section 1 at a point being South 01°24'58" East 949.92 feet from the center one-quarter corner of said section; thence South 01°24'58" East 380.00 feet along said North-South one-quarter line; thence South 89°58'44" West 378.09 feet; thence North 25°10'02" West 170.87 feet along the Easterly right-of-way line of Highway US-31; thence North 64°49'58" East 178.14 feet perpendicular to said right-of-way line; thence North 01°24'58" West 149.56 feet parallel with said North-South one-quarter line; thence North 89°58'42" East 283.83 feet to the place of beginning.

**Section 2. Effective Date.** The foregoing amendment to the Port Sheldon Township Zoning Ordinance was approved and adopted by the Township Board of Port Sheldon Township, Ottawa County, Michigan on \_\_\_\_\_, 2026, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended. This Ordinance shall be effective on \_\_\_\_\_, 2026, which date is eight days after publication of the Ordinance as is required by Section 401 of Act 110, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

**CERTIFICATE**

I, Meredith Hemmeke, the Clerk for the Township of Port Sheldon, Ottawa County, Michigan, certify that the foregoing Port Sheldon Township Zoning Text Amendment Ordinance was adopted at a regular meeting of the Township Board held on \_\_\_\_\_, 2026. The following members of the Township Board were present at that meeting: \_\_\_\_\_.

The following members of the Township Board were absent: \_\_\_\_\_.

The Ordinance was adopted by the Township Board with members of the Board: \_\_\_\_\_ voting in favor and members of the Board: \_\_\_\_\_ voting in opposition.

The Ordinance or a summary of the Ordinance was published in the \_\_\_\_\_ on \_\_\_\_\_, 2026.

\_\_\_\_\_  
Meredith Hemmeke, Clerk  
Port Sheldon Township

# williams&works

engineers | surveyors | planners

## MEMORANDUM

**To:** Port Sheldon Township Planning Commission  
**Date:** February 17, 2026  
**From:** Tanya DeOliveira, AICP  
Andy Moore, AICP  
**RE:** **Ventura Shores Preliminary PUD Review**

Mr. David Stebbins of Redstone Land Development LLC has applied for preliminary PUD approval for a project called "Ventura Townhomes Phase 2" (Parcel Number: 70-11-01-300-020) located just east of US-31 on the south side of Stanton Street at Shoreway Drive. The proposed Phase 2 PUD would consist of 20 townhomes located in two 4-plex and two 6-plex buildings on the 3.07-acre lot. A public hearing has been scheduled for the February 26, 2026, Planning Commission meeting. The purpose of this memorandum is to evaluate the request according to the Port Sheldon Township Zoning Ordinance.



### Background.

The subject property has an area of approximately 3.07 acres and is currently vacant. The Township is also considering a rezone of this parcel to R-1 as a prerequisite to the decision on the Phase 2 PUD.

In the initial Phase 1 application for the Ventura Townhomes, the application for the PUD indicated that the proposed development would help meet the housing needs in Ottawa County and would provide a transitional land use between the commercial uses along US-31 and the single-family residential uses to the east. Section 17.04 of the Zoning Ordinance adds maximum density language for two-family and multi-family dwelling PUDs, which permits up to 6.5 units per acre or 3 times the underlying residential density. The Township does not have a zoning district that permits multi-family units other than the PUD district. The proposed PUD concept plan provided by the applicant shows the 20 units in Phase 2. Phase 1 included 52 units that were housed within 12 individual buildings located on two cul-de-sac streets south of Stanton Street and west of The Corners. Upon completion of both phases, a total of 72 units would be constructed.

### Procedure

As specified in Section 17.06 of the Zoning Ordinance, the PUD process must adhere to the following steps:

1. A pre-application conference with the applicant. The applicant met with the Planning Commission on January 28, 2026, so we consider this step to be complete.
2. Planning Commission review and recommendation of preliminary PUD.
3. Township Board review and decision on preliminary PUD.
4. If the preliminary PUD is approved, the Planning Commission will review the final PUD. No platting or condominiums are proposed. The final PUD approval would constitute site plan approval, and construction could proceed, assuming that all other local, state, and federal requirements are met.

### Eligibility Requirements

- The Township Zoning Ordinance requires that to be eligible for PUD rezoning, the parcel must have a minimum area of five acres and at least 200 feet of frontage. The subject property contains approximately 3.07 acres and 356 feet of frontage on the private road of Camino Drive, which would be extended to serve this second phase. In Phase 1 of the development, it was noted that there would be 400 feet of frontage on Stanton Street, and the PUD would be extended to include this additional land. Therefore, we consider the lot area and frontage requirements to be satisfied.
- The site is proposed to be served by public water and public sanitary sewer services.

### Regulations and Conditions

Section 17.03 of the Zoning Ordinance requires that PUD meet the following general standards.

- (a) The PUD shall be consistent with the Township Master Plan and the Future Land Use Map.

**Remarks:** The 2025 Port Sheldon Township Master Plan is the policy document that guides the Planning Commission in considering rezoning requests and other land use decisions. According to the Future Land Use Map, the subject property falls within the Rural Enterprise (RE) future land use designation. "The purpose and intent of the Rural Enterprise Future Land Use category is to provide parameters for the continued development of the US-31 Corridor. This category sets a foundation for appropriate land uses and elevated building and site design requirements for larger-scale commercial facilities. The Future Land Use map is shown in Figure 2. The zoning plan within the Master Plan indicates that C Commercial and I, Industrial are the zoning districts that best align with the Rural Enterprise future land use designation.

We also note that the subject property also abuts the Neighborhood Residential designation, which is considered compatible with the R-1 and PUD zoning districts. Past practice has included a somewhat flexible approach to determining Master plan compatibility; where one or more future land use designations adjoin, it may be reasonable for the Planning Commission to deem either designation appropriate. In consideration of other relevant factors of the Master Plan and Zoning Ordinance.

Thus, the goals and objectives found in the master plan should also be considered. The housing and neighborhood goal states:

*Maintain and support the Township's place in Ottawa County that provides safe, attractive, and vibrant neighborhoods that can accommodate residents at all stages of life.*

And subsequent notable objectives under this goal state:

1. *Support a system of organized land use to provide greater housing choices, where new and redevelopment areas respect and integrate with existing neighborhoods.*
2. *Encourage residential developments which are needed by persons of all ages, incomes, and household sizes.*

The Plan also includes a discussion on housing in its future land use plan which contemplates residential and commercial development in areas that are able to connect to public water and sewer utilities. It also states that "the Township should continue to encourage larger housing developments to use cluster housing or residential planned unit developments (RPUD) in order to reduce development impacts." Based on the above and taking the totality of circumstances into account, we believe that it would be appropriate for the proposed PUD to be considered consistent with the Master Plan.

- (b) The PUD shall be compatible with adjacent land use, the natural environment, and the capacities of affected public services and facilities, and that such use is consistent with the public health, safety, and welfare of the residents of the Township and the benefits of the development shall not be achievable under any single zoning classification.

**Remarks.** The proposed plan will create a multi-family residential development that is in a logical location and of a reasonable intensity given the residential uses to the east and north and the commercial development along US-31 to the north. Furthermore, this is an extension of the Phase 1 PUD development that has been previously approved. The application states that the existing private road, public utilities, storm water management features, and a five-foot sidewalk will be extended and addressed within the site from the existing Phase 1 PUD, along with parking.

Infrastructure serving phase 1 of the project would be extended to serve the proposed development. The northeast corner of the Township is the most suitable location for higher-density development, as this area is served by public utilities. Other areas within

the Township that are not served by public utilities would be less appropriate for a multiple-family development. It has been a longstanding policy of the Township that intense development should be guided to this area due to the presence of these utilities.

Furthermore, as the R-1 PUD will allow two-family and multi-family dwellings, subject to 17.04.3.B, are also permitted. As the applicant stated, the proposed development are townhouses that include two 4-plex and two 6-plex buildings. The Port Sheldon Township Zoning Ordinance does not allow for two-family or multi-family developments except as part of a PUD.

- (c) The PUD and development shall be warranted by the design and additional amenities made possible with and incorporated by the development proposal.

**Remarks:** The townhomes proposed by the applicant add to the mix of housing in Ottawa County and will add to the user base for the utilities found in this area. The Planning Commission should discuss these benefits and determine if they are commensurate with the increase in density and flexibility the applicant would receive by utilizing the PUD.

- (d) The PUD shall consolidate and maximize usable open space.

**Remarks:** The site would contain multi-family buildings, maximizing the use of the land. The amount of open space is noted to be 1.71 acres of the site, according to the applicant. The Planning Commission may ask the applicant for clarification on the landscaping, layout, and general expectations on how this acreage will be used within the site. It is also expected that amenities that serve the first phase will also be made available to residents of this second phase, though this should be confirmed by the applicant.

- (e) Landscaping shall be provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property and to create a pleasant pedestrian-scale outdoor environment.

**Remarks:** Landscaping plans or existing land cover information were not provided by the applicant. Following the application approved for Phase 1, trees were placed for screening and landscaping on the back side of the the parcel, near the proposed fencing. The Planning Commission may ask the applicant for clarification on this matter and if the landscaping provided in Phase 1 will be matched in Phase 2.

- (f) Vehicular and pedestrian circulation, allowing safe, convenient, non-congested, and well-defined circulation within and access to the PUD shall be provided.

**Remarks:** The proposed development will be an extension of the existing private road Camino Drive. Camino Drive connects into Stanton Street, which connects to US-31. Sidewalks are proposed originating from the front of the property along Camino Drive and continue from building to building throughout the development. The Planning

Commission should discuss this with the applicant, especially since this is shown as a replica in what is proposed in Phase 1.

### **Dimensional and Use Standards**

Section 17.04 of the Zoning Ordinance sets forth dimensional and use standards for PUDs. Our comments on these standards are as follows:

- Section 17.04(1) states that land in a PUD can be used for any use permitted in the underlying district, the uses listed in 17.04(1)(A-L), or some combination thereof. Multi-family dwellings are not permitted in the underlying zoning district (R-1) but are permitted by 17.04(1)(I).
- Section 17.04(3)(B) states that the maximum density cannot exceed three times the underlying zoning, or 6.5 dwelling units per acre, whichever is less. The underlying zoning, in this case, would be R-1, which permits single-family residential land uses with a minimum lot area of 20,000 square feet. This density equates to 20 units for this site, and three times this density also results in a maximum of 20 units. The applicant has proposed 20 units.
- Section 17.04(3)(B) also states that the increase in density “shall be justified in the documentation supplied with the PUD application in terms of the design criteria intended for the PUD, including the character of the proposed development, provision of public utilities, community services, and open space and recreational amenities provided as part of the PUD.” This has been addressed in part by the applicant, who states in the narrative that they will “extend existing private roads and public utilities, construct storm water management features, buildings, related sidewalks and parking.” Furthermore, as previously stated, Phase 1 included 52 units that were housed within 12 individual buildings, equating to 72 units between the two phases.

### **Design Considerations**

Section 17.05 requires that the Township review several specific design considerations that are necessary to ensure compliance with the zoning ordinance:

1. Perimeter Setbacks.

**Remarks:** Applicable setbacks for the R-1 district are met. Buildings are generally arranged in the central portion of the property. An open space or common area that is part of The Corners subdivision abuts the site to the east, and the applicant has proposed to maintain a setback of more than 10 feet between the back of the lot and the wooded fence. The total distance from the lot line to the fence is likely 20 feet.

2. Street drainage and utility design with respect to location, availability, ownership, and compatibility.

**Remarks:** Utilities would need to be reviewed and accepted by the Township Engineer and Ottawa County, as applicable.

3. Underground installation of utilities.

**Remarks:** Utilities were proposed to be underground in Phase 1 of the PUD. The Township Engineer should review and confirm this information for Phase 2.

4. Insulation of separate pedestrian ways apart from vehicular streets and ways.

**Remarks:** Five-foot sidewalks are not proposed along the proposed street but are proposed around the rear of each unit throughout the development. While the design seems initially somewhat unusual, it does result in a separation of pedestrian and vehicular circulation and is consistent with the phase for the first design.

5. Achievement of integrated and harmonious development with respect to signs, lighting, landscaping, and construction materials.

**Remarks:** Signage details are not shown and likely not needed for this second phase, which will likely blend seamlessly into phase 1 when complete. In the application for Phase 1, the applicant stated in the application that a ground sign would be located at the entrance to the development. Within Phase 1, 17 trees were proposed along the proposed streets. There is no information provided about landscaping in phase 2. This information should be addressed by the applicant.

6. Noise reduction and visual screening mechanisms from adjoining residential uses.

**Remarks:** As noted within the application materials, a 6' wood fence is proposed as an extension from the fence in Phase 1 of the PUD. This would provide screening from other residential uses to the east.

7. Ingress and egress to the property with respect to automotive and pedestrian safety and convenience, traffic flow and control, street capacity, and emergency access.

**Remarks:** The site appears to be accessible for people and cars. The street is proposed to be 31' wide and is a proposed 20' emergency access easement that connects the entire site from a parcel along the US-31 corridor into Camino Drive. As noted in the phase 1 application, for the buildings, the "rear" faces the proposed private street, and the "front" of the building faces outward, toward the perimeter of the site. Walks that are concrete and 4' wide will provide a connected, dedicated place for pedestrian access along the back of the buildings and will not be along the street. Input from the Ottawa County and Township emergency services personnel may be solicited for further consideration.

8. Off-street parking, loading, refuse, and other service areas with respect to ingress and egress and the potential effects of noise, glare, vibration, and odor emanating from such facilities on adjoining properties and uses.

**Remarks:** Parking would be in front of each unit. It was noted in the application for Phase 1 that dumpsters were not proposed; instead, each unit would have roll-out carts for residential trash service. This should be confirmed.

9. Screening and buffering with respect to dimensions and character.

**Remarks:** A 35-foot buffer is delineated by a 10-foot setback, a proposed fence, and ~25 feet of space between the fence and the sidewalk on the back side of the buildings.

10. Yard areas and other open space.

**Remarks:** Applicable setbacks for the R-1 district are met. There is little open space shown on the plan, but it is assumed that amenities created for Phase 1 will also be available for Phase 2. This should be confirmed.

11. Density and intensity of development expressed in terms of percent of gross and net land area coverage and/or gross and net housing units per acre and the height of buildings and other structures.

**Remarks:** The applicant is proposing 6.5 units per acre, and the maximum density permitted by the Zoning Ordinance is also 6.5 units per acre, or 3 times the underlying density.

12. The preservation of natural resources and natural features.

**Remarks:** The total residential space is 1.01 acres, and the open space is 1.71 acres. There is ample open space in this area. The existing pond will be expanded, which will provide for a water feature for local plants and animals. As noted elsewhere, we assume that open space for the previous phase will be accessible to residents of the second phase. This should be confirmed.

### **Preliminary PUD**

To recommend approval of a PUD, the Planning Commission must find that the five standards in Section 17.07 of the Zoning Ordinance are met. Those standards, along with our remarks, are as follows:

- (a) Granting of the Planned Unit Development rezoning will result in a recognizable and substantial benefit to the ultimate users of the project and to the community where such benefit would otherwise be unfeasible or unlikely to be achieved.

**Remarks:** The purpose of this standard is to ensure that the community, not just the developer, derives a benefit from the flexibility granted by the PUD. After all, PUDs are generally used when conventional zoning is not feasible. This is the case here, as multiple-family units are not permitted in the R-1 district. As this is an expansion of the previously approved Phase 1 PUD, this would be a logical extension for residential development.

- (b) The proposed type and density of use shall not result in a material increase in the need for public services, facilities, and utilities, and shall not place a material burden upon the subject or surrounding land or property owners and occupants or the natural environment.

**Remarks:** The proposed development is in a location where public services are in place and where growth and development of the proposed density are desired. The proposed land uses are not likely to place an unreasonable burden on public services and facilities. Input from Ottawa County should be sought in this regard.

- (c) The proposed development shall be compatible with the Master Plan of the Township and shall be consistent with the intent and spirit of this Article.

**Remarks:** Consistency with the Master Plan was addressed earlier in item (a) of the general standards.

Regarding the Zoning Ordinance, the intent of the objectives of Article XVII of the Zoning Ordinance includes the following:

- (a) To permit flexibility in the regulation of land development.
- (b) To encourage innovation in land use, the potential for mixed land use, and variety in design, layout, and type of structures constructed.
- (c) To achieve economy and efficiency in the use of land, natural resources, energy, and the providing of public services and utilities.
- (d) To encourage useful open space and to provide improved housing, employment, and shopping opportunities particularly suited to the needs of the residents of the State and Township.
- (e) To encourage the innovative use, reuse, and improvement of existing sites and buildings.
- (f) The Planned Unit Development shall not change the essential character of the surrounding area when compared to permitted uses in the underlying zoning district.

The proposed Venture Townhomes phase 2 project appears to meet the intent of Article XVII in most ways; however, the Planning Commission may wish to inquire with the applicant regarding the type of useful open space being proposed. It is possible, if not likely, that the “open space” proposed around the residential buildings will be largely unused by residents of the PUD. As noted elsewhere, it is assumed that open space originally constructed for phase 1 will be available for those residing in phase 2.

- (d) The Planned Unit Development shall not change the essential character of the surrounding area when compared to permitted uses in the underlying zoning district.

**Remarks:** The PUD is proposed in an area that already contains residential development, including multiple-family. This is a phase 2 PUD of the existing Venture Townhomes PUD and is adjacent and connected via Camino Drive to the Ventura Townhomes phase 1 PUD. This is an expected development, especially as there are other residential uses to the north and east of the site.

- (e) The proposed development shall be under single ownership or control such that there is a single person or entity having responsibility for completing the project in conformity with this Ordinance. This provision shall not prohibit a transfer of ownership or control upon due notice to the Building Inspector.

**Remarks:** This standard is satisfied.

**Conclusion and Recommendation**

At the February 25 public hearing, the Planning Commission should carefully consider comments from the applicant, the public, and others as appropriate in reaching its consensus for a recommendation to the Township Board. Subject to the input received from the public, it is recommended that the Planning Commission recommend preliminary PUD approval to the Township Board, contingent upon the rezoning from C-1 to R-1 being adopted by the Township Board and becoming effective.

As always, please feel free to contact us if there are further questions.



# PORT SHELDON TOWNSHIP

16201 Port Sheldon Street, West Olive, MI 49460  
Telephone 616-399-6121 Fax 616-399-7173  
[www.portsheldontwp.org](http://www.portsheldontwp.org) | [info@portsheldontwp.org](mailto:info@portsheldontwp.org)

RECEIVED

JAN 07 2026

Port Sheldon Township

## PUD APPLICATION

Submit at least 28 days prior to desired meeting to:  
Port Sheldon Township  
16201 Port Sheldon Street, West Olive, MI 49460 616-399-6121

Name of Applicant REDSTONE LAND DEVELOPMENT Phone # 231-740-4931 (DAVID STEBBINS)

Mailing Address of Applicant 3330 GRAND RIDGE DR, NE

Name of Owner (if different) DEPIRRO ROGER-KELLEY-ROCCO

Owner mailing address and phone number \_\_\_\_\_

Email addresses david@redstone-group.com (Redstone) rocco.apl@gmail.com (Owner)

Parcel number of subject property Part of 70-11-01-300-020

Address of subject property \_\_\_\_\_

Current zone district of subject property Commercial (C)

Applicants interest in property Purchase Agreement

Present use of site: property and or structure Vacant aside from existing pond

Proposed use of site: property and or structure multi-family

Size of existing and or proposed structure and parcel 3.07 acres

Description of existing or proposed structure Proposed townhomes including two (2) 4-plex  
and two (2) 6-plex buildings

Describe the nature of your request Extend existing private road and public utilities, construct storm water management features, buildings, related sidewalks and parking.

If there has been a previous request involving this PUD, please state the date of filing, the nature of the request and disposition of same \_\_\_\_\_

Ventura Woods Phase 1 PUD was approved in 2023. The proposed project will be an extension of the approved PUD.



Signature of Applicant Owner/Agent (circle one) and date

### FILING FEE \$1,500.00 (each board+)\*

\*(Plus) fees for required engineering, planning or legal fees incurred by the township to offset township expenses. Applicant billed for any additional expenses. The township Supervisor would have the option of requiring an escrow account if deemed necessary. The applicant can appeal to the township board the plus fees that could be changed or waived by majority vote.

**THIS APPLICATION MUST BE ACCOMPANIED BY A SITE PLAN.**



**TRANSMITTAL**

TO: Port Sheldon Township  
16201 Port Sheldon Street  
West Olive, MI 49460

DATE: January 1, 2026

PROJECT: #220169.02  
Ventura Woods II

ATTN: Ryan Capson

WE ARE TRANSMITTING

HEREWITH

UNDER SEPARATE COVER

ISSUED FOR:

REVIEW and COMMENT  
 CONSTRUCTION

APPROVAL  
 FILE/USE

INFORMATION  
 SIGNATURE

REMARKS:

COPIES TO:

BY: Zachary S. Voogt, P.E.

**PORT SHELDON TOWNSHIP**

Receipt: 130073424

01/08/26

16201 PORT SHELDON ST  
WEST OLIVE MI 49460

616-399-6121

Cashier: CATE

Received Of: **REDSTONE LAND DEVELOPMENT**

The sum of: **1,500.00**

SPUSE	PUD APPLICATION VENTURA		<b>1,500.00</b>
		<b>Total</b>	<b>1,500.00</b>

CHECK                      18573                      1,500.00

Signed: \_\_\_\_\_



February 23, 2026

Members of the Township Board  
Township of Port Sheldon  
16201 Port Sheldon Street  
West Olive, MI 49460

We are pleased to confirm our understanding of the services we are to provide the Township of Port Sheldon for the year ended March 31, 2026.

#### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activity, each major fund, the remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Township of Port Sheldon as of and for the year ended March 31, 2026. Accounting principles generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Township of Port Sheldon's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Township of Port Sheldon's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules
3. Schedule of changes in the Township's net pension liability and related ratios
4. Schedule of Township pension contributions

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

#### **Audit Procedures - Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our planning:

1. Improper revenue recognition due to fraud
2. Management override of controls
3. Depreciation schedules are not maintained for the capital assets of the governmental activities
4. Use of cash basis to record revenues in governmental funds

#### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Township of Port Sheldon's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

#### **Other Services**

We will also provide the following nonattest services:

- Preparation of depreciation schedules based on useful lives and depreciation methods determined by you
- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the Township's financial statements, in conformity with GAAP, based on trial balances provided by you
- Preparation of forms F-65 and 5047 that we will submit to the State after your review

We will perform the services in accordance with applicable professional standards. The other services are limited to the nonattest services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

#### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

Joshua H. Gabrielse is the engagement shareholder and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Members of the Township Board  
Township of Port Sheldon  
Page 4  
February 23, 2026

Our fee for these services will be based on the actual time spent at our standard hourly rates, which vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our understanding of the Township's audit requirements, our fee will not exceed \$9,700. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

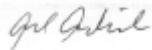
**Reporting**

We will issue a written report upon completion of our audit of Township of Port Sheldon's financial statements. Our report will be addressed to the Township Board of the Township of Port Sheldon. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit, or are unable to form or have not formed opinions, we may decline to express opinions, or we may withdraw from this engagement.

We appreciate the opportunity to be of service to the Township of Port Sheldon and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Sincerely,

SIEGFRIED CRANDALL P.C.



Joshua H. Gabrielse, Shareholder

RESPONSE:

This letter correctly sets forth the understanding of the Township of Port Sheldon.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_