



PORT SHELDON TOWNSHIP

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Planning Commission Meeting Minutes February 25, 2026

Call to Order: 5:00 by Steve Grilley

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

Approve Minutes from December 3, 2025:

Motion: Del Petroelje
Support: Nicole Timmer
Motion carried 4-0 via voice vote

Approve Agenda:

Motion to move New Business ahead of Old Business.
Motion: Petroelje
Support: Lori Stump
Motion carried 4-0 via voice vote

Communications: None

Zoning Administrator Updates: None

Public Comments: Grilley opened public comment. No comments were heard, so Grilley closed public comments.

New Business: Applicant Dave Stebbins stated that they submitted the new drawings for phase 2 of Ventura Townhomes.

9a. Public Hearing - Rezoning Application for Ventra Woods Phase 2. Parcel# 70-11-01-300-020, from Commercial to R-1 Residential. Dave Stebbins explained that they are purchasing a portion of this parcel and are requesting the zoning be changed to Residential from Commercial. Moore provided an overview of the process and why the rezoning is proposed. Grilley opened the public hearing.

1. Public hearing –

- a. Shirley Anderson, 9150 Stillwater - Question regarding the numbers of units and road access, if it is off US 31. Additionally, expressed concerns about the groundwater usage as a lot of water was pumped from the ground during the first phase of construction..
- b. Rocco Depiro, 9104 US 31 – Alaskan pipeline they are in favor of the development and are happy with the life it is bringing to the area.

Grilley closed the public hearing.

2. Andy Moore – They want to make this area an extension of the existing Ventura Townhomes development. Some of the property along US 31 would remain commercial and they would divide the property to rezone to R1 for the split. Rezoning to R-1 is needed to establish the underlying density for the PUD. He recommended that the township move forward with the rezoning.
3. Motion to recommend approval of the rezoning of the property from commercial to R1 to the Township Board.
 - a. Motion: Patrick Kelderhouse
 - b. Support: Petroelje
 - c. Motion carried 5-0 via voice vote

9b. Public Hearing - PUD Application for Ventura Woods Phase 2. Parcel# 70-11-01-300-020, Proposed townhomes including two 4-plex and two 6-plex units at the end of the existing Redstone development cul-de-sac – Stebbins spoke about four buildings for a total of twenty units with the addition of a fire lane for emergency access off US 31 connecting to the Dollar General parking area. Additionally, the detention basin will be increased, and additional parking is planned near along the street for guests. He acknowledged that a lot of dewatering occurred with the construction of water and sewer infrastructure in the first phase but did not think that would occur in the second phase.

1. Grilley opened the public hearing.
 - a. Shirley Anderson 9150 Stillwater – Posed a question about the fencing and trees in phase 1 and wanted to know if it was still going to happen. Stebbins responded that the screening will be installed this spring.

Grilley closed the public hearing.

2. Moore outlined the PUD process. After the Board meeting in March to consider the R-1 rezoning, the Board must also hold a public hearing in April on the PUD rezoning. After that, the PUD application will return to the PC for final review, assuming both are approved. Redstone Development has proposed extension of the screening fence line, but not the landscaping. He suggested that the township request more landscaping

from the developer similar to what was done in phase 1, adjacent to the houses in The Corners. The final site plan review would happen at the May Planning Commission meeting. The next step would be moving forward with a recommendation of approval to the Board.

3. Motion to recommend the PUD to the Township Board with the applicant to provide additional landscaping along the easterly property line, similar to phase 1, adjacent to the houses in The Corners.
 - a. Motion: Kelderhouse
 - b. Support: Petroelje
 - c. Motion carried 5-0 via voice vote

9c. Public Hearing - Special Land Use Application for Parcel# 70-11-12-200-057, 8655 W. Olive Rd., West Olive, MI 49460, Proposed construction of Barn to store equipment/implements.

1. Grilley opened the public hearing.
 - a. Karl Grundeman 14838 Croswell St. - Urged the township to approve the application and provided a written letter stating his support.

Grilley closed the public hearing.

2. Moore stated SLU application is needed because the proposed building exceeds the size of the current ordinance. The proposed building design looks good aesthetically and recommended that the request be approved with a couple of stipulations.
 - a. No demolition or earthwork shall be undertaken on the site until all appropriate permits have been secured consistent with this site plan approval and copies of such permits have been submitted to the Township.
 - b. Prior to issuance of any Township permits, the applicant shall have paid all application, permit, and other fees related to the request.
3. Motion to approve the application with the 2 recommendations made by the planner.
 - a. Motion: Petroelje
 - b. Support: Stump
 - c. Motion carried 5-0 via voice vote

The commission discussed moving agenda item 9e. in front of 9d.

9e. Ordinance petition to amend sections 2.18 and 7.03 of the Port Sheldon Township zoning ordinances to allow personal and commercial storage suites in the commercial district. - Bill Sikkel spoke on behalf of Ryan Stygstra's petition to amend sections 2.18 and 7.03 of the zoning ordinances to allow personal and commercial storage suites in the commercial district. Sikkel found an ordinance from Saugatuck that has based the wording on.

PERSONAL AND COMMERCIAL STORAGE SUITES. *A building or group of buildings that contain individual storage warehouse suites for personal or business purposes. Suites may include accessory office and bathroom facilities. Suites may be rented, or owned individually if part of a condominium project.*

1. Kelderhouse questioned if Saugatuck limited the amount of items stored.
2. Moore – question for the petitioner what is different from self-storage which already exists? Sikkel explained that these units are bought to give people extra space that they don't have in their homes for hobbies, gyms, extra item storage or pickleball court. They are not used just for storage and can be sold as condos. Moore said that he doesn't have any issues with this change but suggested that the term "storage" be removed to avoid confusion with self-storage units, which are already addressed in the zoning ordinance. The Township would have to draft an amendment and hold a public hearing before making a recommendation to the board. He suggested having Stygstra submit a complete application form. This application would trigger the public hearing to make a recommendation for the change.

Capson suggested that we make sure the wording for personal use be more specific because we need to make sure the use is enforceable. The definition must be in place before the units are built and advertised.

Moore suggested a number of conditions be added, such as a prohibition on the storage of hazardous or combustible materials, dwellings, and others.

3. Capson stated that we do not have an application, nor the fee structure established too so that's why he asked to make petition to the planning commission. So, the planning commission may want to look at changing that zoning ordinance to clarify that process.
4. Moore suggested that he work directly with Sikkel, and they will come back before the commission with the updated draft amendment for the commission's consideration.

9d. Revisions to the planning commission bylaws

- a. The Commission made changes to the bylaws regarding the meeting agenda, training requirements, and how the agenda is delivered. Moore will provide a redline document that will be included in next meetings packet for approval.

9f. Item tabled to the next meeting.

Old Business:-

8a. Battery Energy Storage Systems – Revised Ordinance - Moore shared the workable ordinance that addresses the battery energy storage systems. Act 233 enables companies to bypass the townships and go directly to the MPSC for approval. Our ordinance is written similar to the MPSC standards but adds additional requirements in a few places. The purpose of this is to have an ordinance in place to encourage the companies to work with the township.

1. Petroelje asked Lori what she learned at the battery meeting hosted by Ottawa County. Stump said the Blendon township manager and fire chief were at the conference. They indicated the biggest mistake they made was not communicating with the public sooner

about Act 233 and what it allows. They feel that they missed the opportunity to get the support of the community up front and this has hampered progress in getting an application reviewed.

2. Capson suggested issuing a press release once the board approves the ordinance or posting something online.
3. Motion to recommend sending to township board for approval
 - a. Motion: Timmer
 - b. Support: Kelderhouse
 - c. Motion carried 5-0 via voice vote

Discussion: Timmer stated that she thinks the topic of ADU's needs additional discussion because the topic continues to come up and we cannot ignore it. It is important to have the conversation and see what the community wants and how it can be regulated and enforced.

Adjourn: Grilley adjourned the meeting at 6:42 pm.

X

Lori Stump
Secretary