



# PORT SHELDON TOWNSHIP

16201 Port Sheldon Street, West Olive, MI 49460  
Telephone 616-399-6121 Fax 616-399-7173  
www.portsheldontwp.org | info@portsheldontwp.org

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## BOARD MEETING

### *AGENDA*

**Wednesday – April 15, 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 – March 11, 2026\*
  - b. Approve Financial Report
  - c. Approve Correspondence
  - d. Approve Committee Reports\*
  - e. Approve payment of Bills
9. Public Hearing – Redstone Planned Unit Development (PUD)
10. Consider – Planning commission recommendation for PUD approval\*
11. Consider – MTA Resolution in opposition to State Bills seeking to eliminate local control of lot sizes\*
12. Consider – Partial Right of Way abandonment Lake Ave. on Parcel 70-11-21-200-007\*
13. Consider – ELAN Credit card signup (Macatawa)\*
14. Discuss – Michigan Legislature changes to Land Division Act
15. Additions to Agenda
16. Public Comment
17. Adjourn

**\* Information included in packet**

Next Meeting – May 13, 2026

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

1. Call to order
2. Roll Call

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

Absent: Bill Monhollon

Also present: Attorney Ron Bultje, Assistant Fire Chief Tom Prince, Lieutenant Darien Black, Ottawa County Commissioner Jim Barry, Consumers Energy Representative Rich Houtteman and 34 residents/guests.

3. Pledge of allegiance.
4. Invocation

Luke DeVries offered the invocation.

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

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

7. Public Comment:

- Supervisor Remarks- Supervisor Sabatino explained that the proposed Battery Energy Storage System (BESS) ordinance is being considered to preserve the Township's and residents' ability to have a voice in the siting of renewable energy installations following recent changes in state law.
- Two Residents made public comment and a guest, Commissioner Jim Barry gave an update from the County.

8. Consent Agenda Approval

- a. Approve Minutes-

- i. February 11, 2026 Regular Meeting.
- ii. February 23, 2026 Special Budget Work Session

- b. Approve Financial Report

- c. Approve Correspondence:

- d. Approve Committee Reports

- i. Building – 12 Building permits & 8 Zoning Permits issued with three new home starts.
- ii. Fire Department – Ten calls and two meetings.

- e. Approve payment of Bills

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

9. Budget Public Hearing

Supervisor Sabatino opened the Budget Public Hearing at 5:47 p.m.

**Public Comment-**

Donna Ryzenga, resident on Whitetail Ct commented that she would like to see bike path and something happen for the elderly.

*The millage rates are as follow, these are the previously voter approved millage rates.: .15 mills for the Library Fund, .55 mills for the Fire Department Operating Fund and .65 mills for the Fire*

*Department Equipment/Apparatus Fund.*

**Motion** by DeVries to close the Budget Public Hearing. Supported by Hemmeke and carried. Budget Public Hearing closed at 5:50 p.m.

10. General Appropriations Act Resolution for fiscal year 2026-2027.

**Motion** by Hemmeke to adopt the General Appropriations Act Resolution 2026-08 for the 2026-2027 fiscal year. Supported by DeVries and carried with four yes roll call votes. Yes: DeVries, Sabatino, Hemmeke, and Frantom. Nays: None

11. 2026-2027 Regular Board of Trustees meeting dates.

**Motion** by Frantom to adopt a resolution 2026-09 setting forth regular township board meetings. Supported by Hemmeke and carried with four yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, and DeVries. Nays: None.

12. Budget Amendments.

**Motion** by Hemmeke to amend the Zoning budget increasing it by \$28,000 in the permits line item and the supplies expense line item and amend the Fire budget increasing budget items salary, payroll taxes and pension contributions by \$45,500.00. Supported by Frantom and carried with four yes roll call votes. Ayes: DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.

13. Clerk Continuing Education Conference Approval

**Motion** by DeVries to approve the Township Clerk's attendance at the Year 2 Institute hosted by the Michigan Association of Municipal Clerks and to approve the attendance of the Township Clerk and Deputy Clerk at the Summer Conference hosted by the Michigan Association of Municipal Clerks, scheduled for June 15–19, 2026, in Kalamazoo, to be paid from the Clerk's training and professional development budget. Supported by Frantom and carried with four yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, and DeVries. Nays: None.

14. Consider- Planning Commission Approved Zoning Ordinance Amendment-Battery Storage

**Motion** by Sabatino to table the Zoning Ordinance Amendment for Battery Storage until a future date for further review from the attorney. Supported by DeVries and carried.

15. Consider- Planning Commission Approved Zoning Ordinance Amendment-Rezoning Ordinance Parcel 70-11-01-300-020

**Motion** by DeVries accept the Planning commission's recommended ordinance amendment regarding Z2026-01 for rezoning parcel 70-11-01-300-020. Supported by Hemmeke and carried with four yes roll call votes. Ayes: DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.

16. Public Hearing Dates for PUD-Rezoning Ordinance Amendment for Parcel 70-11-01-300-020

**Motion** by Frantom to set the PUD Public Hearing for April 15, 2026 at 5:30 p.m. during the scheduled board meeting. Supported by DeVries and carried.

17. Siegfried/Crandall Annual Audit-Letter of Engagement.

**Motion** by Frantom to approve the services of Siegfried Crandall for the Fiscal year ending March 31, 2026 Annual Audit dated February 23, 2026 and authorize supervisor to sign. Supported by Hemmeke and carried with four yes roll call votes. Yes: DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.

18. Additions to Agenda: None

19. Public Comment.

- Consumers Energy Representative Rich Houtteman, spoke about an upcoming meeting giving an update for residents that live in the area that has been losing power, postcards will go out to those residents.
- Three Residents gave public comment.

20. Adjourn

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

The meeting adjourned at 6:16 pm.

Respectfully submitted  
Meredith Hemmeke, Clerk

# PORT SHELDON FIRE DEPARTMENT

March 2026 - 33 calls plus 2 meeting

## March

Medical - 10

Good Intent - 4

Lift Assist - 4

Cancelled Enroute - 3

Service Call - 2

Down Powerline - 2

Building Fire - 2

Authorized Burn - 1

Smoke/Odor Investigation - 1

Chimney Fire - 1

Brush Fire - 1

CO Alarm - 1

Gas Leak - 1



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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 # [REDACTED] (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) [REDACTED] (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>
		Total	<b>1,500.00</b>

CHECK                      18573                      1,500.00

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

# 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.

## EXCERPT OF MINUTES

A regular meeting of the Township Board of Trustees of the Township of Port Sheldon, Ottawa County, Michigan, was held on Wednesday, April 15, 2026 at 5:30 p.m. The meeting was held at the Township Hall at 16201 Port Sheldon St, West Olive, Ottawa County, Michigan.

PRESENT:

ABSENT:

After certain matters of business had been discussed, Supervisor Sabatino announced that the next item of business was the consideration of a resolution to oppose the following Michigan State House Bills: HB 4583, HB 4584, HB 5529, HB 5530, HB 5531 and HB 5532. Following discussion of this matter, the following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**PORT SHELDON TOWNSHIP  
OTTAWA COUNTY, MICHIGAN**

**RESOLUTION # 2026-10**

**RESOLUTION OPPOSING MICHIGAN STATE HOUSE BILLS HB 4583, HB 4584, HB5529,  
HB 5530, HB 5531 AND HB 5532**

**WHEREAS**, Port Sheldon Township is a local unit of government that relies on property taxes to operate and provide quality services to our residents; and

**WHEREAS**, Port Sheldon Township is a local unit of government that relies on local zoning regulations to guarantee a high quality of life for our residents; and

**WHEREAS**, House Bill 4583 limits property tax millages to only November elections; and

**WHEREAS**, House Bill 4584 limits school millages to only November elections; and

**WHEREAS**, House Bill 5529 would amend the Land Division Act to significantly restrict the ability of local governments to impose minimum parcel size requirements when reviewing proposed land divisions; and

**WHEREAS**, House Bill 5530 would amend the Michigan Zoning Enabling Act to mirror the minimum parcel size limitations imposed by House Bill 5529, but in the zoning context rather than land division review; and

**WHEREAS**, House Bill 5531 would substantially revise the statutory framework governing site plan submission, review, and approval under the Michigan Zoning Enabling Act. For instance, local units of government would be required to approve, reject, or conditionally approve a site plan within 60 days of receipt; and

**WHEREAS**, House Bill 5532 would revise the requirements for protest petitions filed in response to proposed zoning ordinance amendments by increasing the radius for calculating protest eligibility from 100 feet to 300 feet beyond the boundary of the land subject to the proposed zoning change. If the zoning amendment would increase the authorized number of dwelling units, the proposed legislation if passed would require a greater number of petition signatures, increased from 20% of owners in the affected area to 60%.

**THEREFORE, LET IT HEREBY BE RESOLVED**, that the Port Sheldon Township Board strongly opposes House Bills 4583-84 and House Bills 5529-32 as they greatly impact our ability to provide quality services to our community; and

**THEREFORE, LET IT HEREBY BE FURTHER RESOLVED**, that the Port Sheldon Township strongly opposes any measure that reduces local control and our ability to service our residents.

AYES:

NAYS:

ABSENT AND NOT VOTING:

Dated: April 15, 2026

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Meredith Hemmeke, Township Clerk

**Certificate**

I, Meredith Hemmeke, the duly elected and acting Clerk of Port Sheldon Township, hereby certify that the foregoing resolution was adopted by the township board of said township at the regular meeting of said board held on April 15, 2026 at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

Dated: April 15, 2026

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Meredith Hemmeke, Township Clerk

**7135 Lakeshore, 70-11-21-200-007 & 70-11-21-200-032**

EXISTING ROAD RIGHT OF WAY (note centered from Lake Ave Right of way **66' wide**, so it overlays parcel 200-008 (proposed to say as is), and parcel 200-032 which is proposed to be partially abandoned. *\*\* Dimensions are supposed to be 66' wide ( 66.12' was as close as the program would allow me to draw with the mouse)*



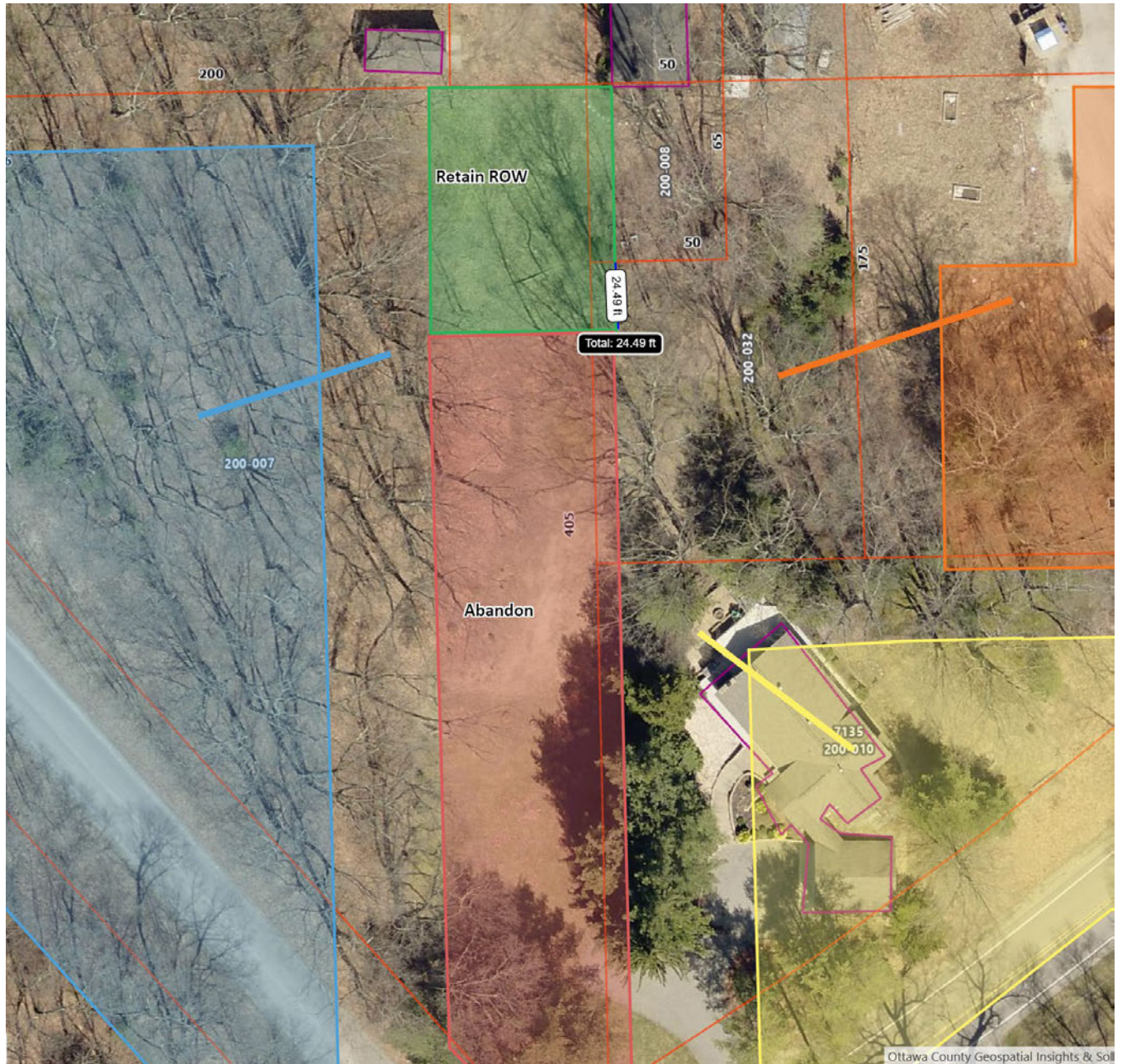
## Drawing #1

### PARCELS AND OVERLAY OF RIGHT OF WAY ABANDONMENT

Note: Yellow, Orange, Blue parcel overlays are “pulled back” for better visibility of the right of way.

This version has Right of Way overlapping frontage of 200-032 twenty-four feet, allowing for a potential driveway (with county permit) to the northwest corner of the parcel. This could provide access to a potential stand-alone buildable lot if desired.

This also allows for potential access from the north to 200-007 less sloped areas.



## **Summary of Right-of-Way Abandonment Process (Township Perspective)**

### **1. Landowner Request**

The landowner clarifies the desire for a specified portion of County right-of-way (ROW) to be abandoned.

### **2. Township Acknowledgment**

The Township reviews the request and relays to the County that it has no objection to the abandonment being pursued.

### **3. County Conveyance to Township**

Upon approval, the County issues a quit claim deed conveying the abandoned portion of the right-of-way to the Township.

### **4. Township Board Action**

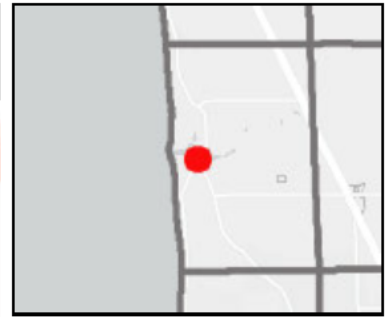
The Township Board considers the matter at a public meeting and may authorize the Township to quit claim deed the abandoned portion of the right-of-way to the adjacent parcel(s).

- a. Where the abandoned ROW is bordered solely by commonly owned parcels and no other properties are affected, a single quit claim deed may be issued to the property owner.

### **5. Zoning and Parcel Adjustment Requirement**

The Township requires, through the zoning office, that the remnant "parcel" created by the abandoned right-of-way be formally combined with the adjacent parcel(s) through a property line adjustment or similar process, in order to conform with the current zoning ordinance.

- a. Property line adjustment, or combination (form available from the township)

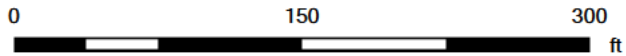


### Legend

Parcels

Parcels

### Notes



WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

1:1,200



THIS MAP IS NOT TO BE USED FOR NAVIGATION



2026-0008145  
FILED/SEALED FOR RECORD IN  
OTTAWA COUNTY, MI  
JUSTIN F. ROEBUCK  
COUNTY CLERK/REGISTER OF DEEDS  
03/26/2026 AT 04:06 PM  
30.00

**QUIT CLAIM DEED**

**KNOW ALL MEN BY THESE PRESENTS THAT: The Board of County Road Commissioners of the County of Ottawa,** whose address is 14110 Lakeshore Drive, Grand Haven, Michigan, 49417,

**Quit Claims to Port Sheldon Township,** with offices located at 16201 Port Sheldon Street, West Olive, Michigan, 49460,

the following described premises situated in the Township of Port Sheldon, County of Ottawa, and State of Michigan, to-wit:

All that portion of Lake Avenue, a 66 foot wide public right-of-way conveyed by the McNitt Act (1936), from the north ROW lines of Lakeshore Drive and Inland Drive north to a point that is 86 feet south of and parallel to the Section Line between Sections 16 & 21, also being the south line of the Plat of Port Sheldon Beach, part of the NE ¼ of Section 21, T6N, R16W, Port Sheldon Township, Ottawa County, Michigan

The above-described public right-of-way being conveyed to Port Sheldon Township as the Board of County Road Commissioners, County of Ottawa have abandoned their public right-of-way rights, for the sum of less than (\$100.00).

Dated this 19<sup>th</sup> day of March, 2026.

**GRANTOR:**

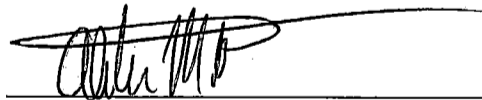


Name: Brett A. Laughlin

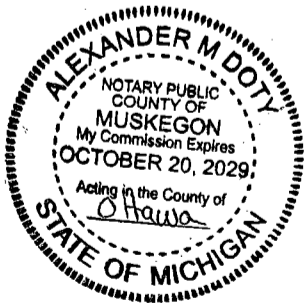
Title: Managing Director

STATE OF MICHIGAN     )  
  )ss  
COUNTY OF OTTAWA     )

The foregoing instrument was acknowledged before me in Ottawa County, Michigan, on this 19th day of March, 2026 by Brett A. Laughlin, Managing Director, of the Ottawa County Road Commission.



Alexander M. Doty, Notary Public  
Muskegon County, State of Michigan  
My Commission Expires: October 20, 2029  
Acting in Ottawa County



Prepared by and after recording, return to:

John H. Gutierrez  
Ottawa County Road Commission  
14110 Lakeshore Drive  
Grand Haven, Michigan 49417

# Commercial Rewards Card

Streamline payments, expense management and travel with this simple payment solution.

More than a way to pay, the Commercial Rewards Card offers an all-in-one card, expense and travel management solution. The Commercial Rewards Card is ideal for organizations that need more than a small business card to improve efficiency and manage growth but want simplicity and savings.

## A modern spend management solution

By integrating card payments, expense management and travel into one platform, the Commercial Rewards Card makes your payments process more productive:

- Improve working capital management by paying invoices with a card to extend payment terms and maintain greater liquidity.
- Connect the Commercial Rewards Card platform to your finance, ERP or HRIS systems, with API integrations for QuickBooks Online, NetSuite, Xero and more.
- Simplify travel or purchasing expense submission, approvals and reconciliation.
- Enhance control with built-in expense and travel policies and customized spend limits, cash access and category controls.
- Increase spend visibility with real-time insights and dashboard analytics.

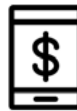
With a straightforward application, no personal guarantee and streamlined digital onboarding, the Commercial Rewards Card is one of the easiest ways to upgrade your commercial card.



## Key benefits



**Simplicity:** Intuitive platform to handle card administration, execute expense management, book and manage travel through a single interface



**Easy spend management:** Card transactions flow directly to the platform, enabling digital expense management that streamlines submissions and approvals for employees and reconciliations for finance.



**Savings:** A choice of rebates with a lower spend threshold than many commercial cards, or points – and no annual fee



## The value of expense management with the Commercial Rewards Card

A comprehensive and scalable commercial card program that delivers significant efficiency benefits:

- **Improve visibility:** An intuitive dashboard lets you view all spend data; core insights reports help identify spend optimization opportunities.
- **Enhance control:** Built-in expense and travel policies stop spend exceptions before they happen; set card limits and restrict merchant category codes to protect against fraud and misuse.
- **Save time:** Replace time-consuming manual matching and accounting with integrated end-to-end expense submission and reconciliation.
- **Increase accuracy:** Eliminate error-prone rekeying of data by integrating Commercial Rewards Card data directly into your finance systems.

### Expense Management features

Standard expense policies built into the platform

Mobile receipt auto-matched with card transaction data

Digital expense report submission built into the platform

Digital expense reports routing for approval, with standard approval hierarchy

Six Core Insights reports

## How integrating travel spend drives savings with the Commercial Rewards Card

When employees book travel through the Commercial Rewards Card travel booking platform, your organization saves both time and money:

- Centralize your travel spend through the platform and benefit from negotiated rates, saving an average of 10%.<sup>1</sup>
- Motivate employees to save on travel by comparing booking options to policy guidelines, with the option of sharing cost savings with them through a gift card program.
- Earn multipliers for eligible travel spending if you choose to receive Commercial Rewards Card points – 4x for car rentals, 3x for lodging and 2x for air travel.
- Save time for employees and finance staff. Receipts are automatically added to expenses with mobile upload to reduce paper and manual matching. Expenses are submitted, tracked and routed for approval electronically.

### Travel Solution features

Sync travel bookings with the Commercial Rewards Card automatically.

Includes a standard travel policy built into the platform.

Access negotiated rates and savings with major air carriers, hotels and car rental agencies.

Incentivize employees with rewards for booking less expensive travel than policy allows.

Receive 24/7 travel agent support via email, chat or phone.

Generate total bookings report

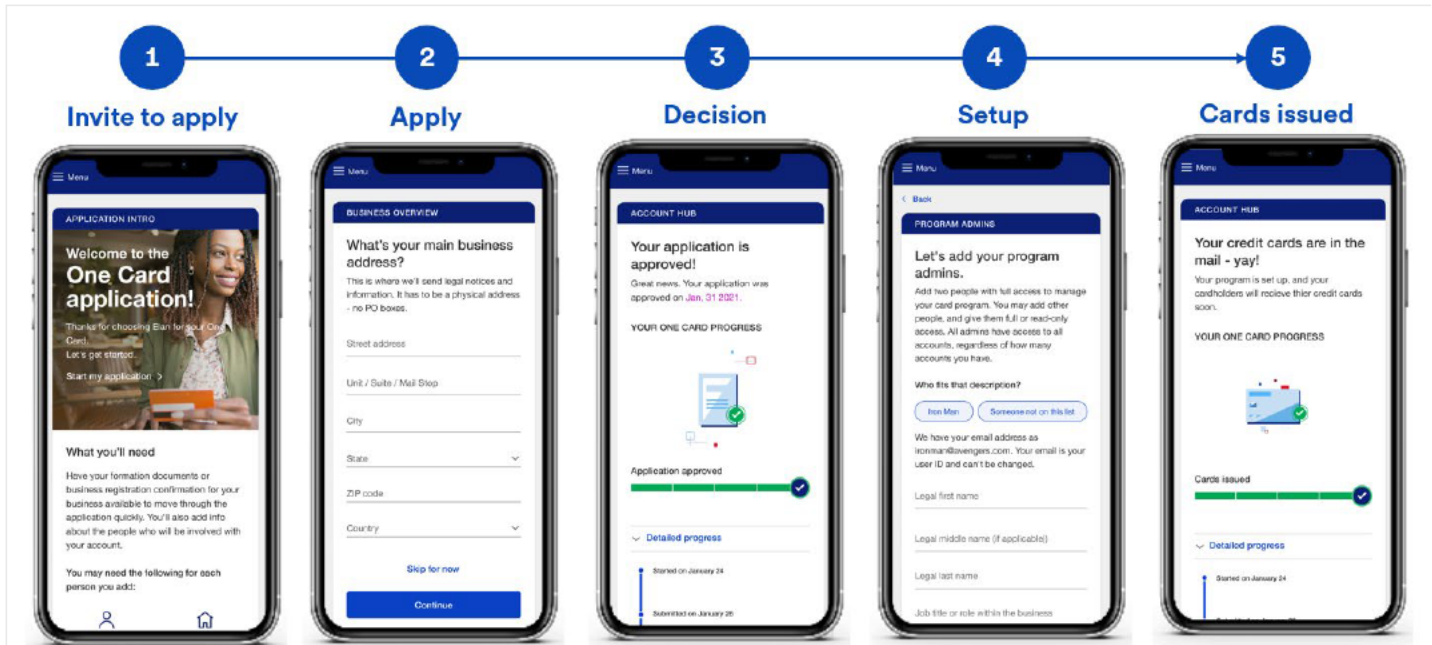
<sup>1</sup> ["The Total Economic Impact™ of TravelBank."](#) Forrester, February 2024.



To find out how the Elan Commercial Rewards Card can make your payments process more productive, contact your Relationship Manager.



# Preparing for digital onboarding



## Collaborators

Within the digital onboarding solution, you can assign yourself or others on your team to any of the collaborator roles listed below to ensure the right people from your organization are involved. Once assigned, we'll send login credentials to each collaborator when they need to complete their roles.

Collaborator roles:

- Account Opener – A person responsible for filling out the application.
- Authorized Signer – An officer authorized to sign and submit the application.
- Program setup owner – A person who will set up the program and cardholder permissions.



## Applying for your program

To make things as smooth as possible, we recommend having the following information available when you begin the application.

### Business overview

- Legal business name
- Physical business address
- Business web address
- Country of main business operations
- State where business was formed
- Date entity was formed (MM/YYYY)
- Industry type
- Involved in hemp growing industry (Y/N)
- Involved in marijuana industry (Y/N)
- Involved in money services businesses (Y/N)

### Business structure

Requirements may vary based on legal structure selected

- Federal tax ID
- Gross annual revenue
- Legal structure (Government, Public, Private, LLC, etc.)
- Month and year business started
- Beneficial owners demographics – up to 4
- Business Control Person demographics

### Business financials

- Dun & Bradstreet number
- Expected annual spend on this program
- Based on your program the following may be required some or all of the below:
  - Annual financial statements (income statement, balance sheet and statement of cash flows) for the last three fiscal years
  - Current interim financial statements (income statement, balance sheet and statement of cash flows) for current year-to-date period (quarterly or monthly)
  - Comparable prior year-to-date interim financial statements (quarterly or monthly)
  - Line of credit details

### Verify and submit

- Attest to the accuracy of the submission
- Review and digitally acknowledge the terms and conditions
- Once submitted, a confirmation email will be sent to the account opener and authorized signer.
- Account opener and authorized signer have the ability to download copies of the application data as well as the terms and conditions.



## Setting up your program

Your program setup will take you through the following steps.

### Rebate payment registration

If your program qualifies for a rebate, register to receive your payments via ACH.

- Routing/DDA
- Remittance contacts

### Program admins

Identify individuals within your organization who will receive user IDs to Access Online and have the authority to inquire and/or maintain the program.

- Program Admin demographics
- Authority type – full access or view only

### Billing Accounts

Use billing accounts to determine how your billing statements are issued. Billing statements can be accessed online by designated program admins.

- Billing account name – should contain your business name
- Billing contact
- Billing account address
- Cycle date
- Payment method – depending on your program specifics, choose from autopay, ACH, wire or check
- Card delivery method – choose to send new cards directly to cardholders or to a central address

### Cardholders

Create accounts one by one or through an import process

- Individual or department – choose to build an account for an individual or a department
- Account legal name
- Account demographics (includes DOB for individuals)
- Credit limit
- Activation code
- Issue plastic (Y/N)

### Verify and submit

- Review and submit settings
- Download a copy of your program settings for your records

### Preparing to launch your program

Within 10 business days user IDs and accounts are issued.

- Request a consultation with our advisor team for training or additional support in the launch of your program
- Receive ongoing support team relationship manager and account coordinator

As always, we're here to help. If you have any additional questions about our process, email our advisor team at [apply@elansales.com](mailto:apply@elansales.com) or call 866-930-2189.