



PORT SHELDON TOWNSHIP

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Planning Commission Meeting Minutes

March 25, 2026

Call to Order: 5:00 by Patrick Kelderhouse

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

Approve Minutes from February 25, 2026:

Motion to accept as presented.
Motion: Duke DeLeeuw
Support: Lori Stump
Motion carried 5-0 via voice vote

Approve Agenda:

Motion to accept as presented.
Motion: Del Petroelje
Support: Nicole Timmer
Motion carried 5-0 via voice vote

Communications: None

Zoning Administrator Updates: Capson noted that the Township received an application for special land use for an oversized accessory building for the April meeting. He also noted that building is picking up, and they have issued 36 new permits so far this year.

Public Comments: Kelderhouse opened public comments.

- a. Sharon Van Slooten, 14641 Baldwin Street. She owns the property and rents it out. A couple of people have put up a shooting range on Tyler Street, about a mile away. She had a bullet fired from that range go through the picture window and into the couch in the house. The bullet traveled more than a mile to enter the house. She is of the understanding that they are federally regulated so there isn't much they can do. She thinks that the Township should be able to inspect the range. She is familiar with the site, and it is not well designed or run. There was another bullet hole on the same day. The shooting range is just a few friends that have a pond and a building and decided to have a shooting range. The range is on Tyler Street. John Lorenz owns it.

The Commission felt that this should be checked out to see if there are any zoning requirements that can or should be enacted. Moore will do some research for review and discussion at the next meeting.

Kelderhouse closed public comments.

Old Business:

- a. **Planning Commission Bylaws.** Kelderhouse noted that Section 5, subsection 6, should be changed from “unfinished” business to “old” business.

Motion to accept with the above change included.

Motion: Duke DeLeeuw

Support: Del Petroelje

Motion carried 5-0 via voice vote

New Business:

- b. **ADU Discussion.** Moore provided an overview of Accessory Dwelling Units (ADUs). Timmer provided an example ordinance from Holland that was in the packet. Moore indicated that the Planning Commission can choose to permit or prohibit them if they want. Many communities have permitted them subject to various standards, such as requiring a special use permit, enacting size limitations, occupancy restrictions, and other limits. The Commission also noted that there is a bill in the State legislature that is currently pending that would permit ADUs in any residential area. The Commission was hesitant to take action at this time. They agreed to revisit this item in a few months. Capson will add this to the June meeting agenda.

- c. **Township Ordinance Review.**

- i. Fences. Capson noted that 4.37 requires a building permit for fences in the R-1 or LSR district. Moore agreed that 4.37(1) should be modified to require a zoning permit instead of a building permit. The Commission agreed that this should be changed.
- ii. Private Streets. Capson noted that the private road requirements of Chapter 20 do not require the road be centered in the easement. There have been property owners who have pushed the travel surface to one side of the easement. This also impacts drainage and utility accommodations. The Commission discussed whether a requirement should be added that requires the road to be centered. This would be a change to Section 20.04(1). DeLeeuw thought that it should be left as-is to allow builders more flexibility to deal with wetlands, topography, etc. Kelderhouse suggested that a requirement be added stating that the edge of the shoulder cannot be closer than five or ten feet from the edge of the easement. The Commission agreed that it should be required to be centered, and deviations from that would go through the variance process.

- iii. Capson brought forward the requirement that private roads cannot intersect with another private road. After discussion, no change would be made here.
- iv. Setback Requirements. Capson noted that 4.27 is confusing because it requires larger setbacks than otherwise required. Moore stated that this had been in the ordinance for years and is likely intended to accommodate a future widening of the roadway. The Commission agreed that 4.27 should be removed to eliminate confusion.
- v. Uncovered Stairs. Section 4.28(4) requires that uncovered stairs meet the setbacks, which makes beach stairs impossible. Moore suggested adding "uncovered stairs providing direct access to the Lake Michigan shoreline" to Section 4.28(6).

Adjournment: Kelderhouse adjourned the meeting at 6:15 pm.

X

Lori Stump
Secretary

DRAFT