



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

Planning Commission Meeting Agenda May 27, 2026 at 5:00 PM

1. Call to Order:
2. Roll Call:
3. Approve Minutes: April 22, 2026 PC Meeting
4. Approve Agenda:
5. Communications:
6. Zoning Administrator Updates:
7. Public Comments:
8. Old Business:
 - a. Discussion - Shooting Range
9. New Business:
 - a. Public Hearing – Zoning ordinance amendment related to Road and Highway Setbacks, Yard Encroachments, Fences and Private Streets
10. Adjournment:

Public Hearing Procedure

A public hearing conducted by the Planning Commission shall be run in an orderly and timely fashion. This shall be accomplished by the following procedure. This procedure may be modified at the discretion of the Chairperson based on the type and character of the hearing.

1. The Chairperson of the Planning Commission shall announce that a public hearing will be conducted on a request.
2. The Chairperson shall read the public hearing announcement as published in the newspaper and also give a brief description of the hearing subject and any history if necessary. This step may be deferred to another member of the Planning Commission.
3. The Chairperson shall announce the following hearing rules
 - a) This is a public hearing designed to receive comments on the above subject. Only comments regarding this subject will be accepted.
 - b) All persons wishing to comment shall be given an opportunity.
 - c) Any person wishing to speak shall first be recognized by the Chairperson.
 - d) This person shall, state their name and address, and make comments directly to the Chairperson.
 - e) Each person speaking shall limit their comments to three (3) minutes.
 - f) Everyone shall have an opportunity to speak before someone is allowed to speak a second time, as time permits.
 - g) If at any time during the hearing, the Chairperson feels no other relevant comments are being stated or the public is out of order, the Chairperson may close the public hearing. The Chairperson may at their discretion, terminate unreasonably repetitive, irrelevant, or lengthy comments which are nonproductive to the purpose at hand.
4. The Chairperson shall officially open the hearing and state the purpose of the hearing is to receive public input regarding the subject. If the chairperson desires to answer questions, or direct someone to answer a question, this may be done at the discretion of the Chairperson.
5. During the hearing, the Chairperson or their designee shall read any correspondence received. This can be worked in between public comments.
6. Once all public comments have been stated, the Chairperson shall close the hearing. Any voting member of the Planning Commission may initiate an action to close the hearing.



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Planning Commission Meeting Minutes April 22, 2026

Call to Order: 5:00 by Steve Grilley

Roll Call: Present: Lori Stump, Del Petroelje, Duke DeLeeuw, Steve Grilley, Patrick Kelderhouse, Nicole Timmer & Bill Monhollon
Absent: None
Staff present: Ryan Capson, Andrew Moore, Cate Wiler

Approve Minutes from March 25, 2026:

Motion: Del Petroelje
Support: Duke DeLeeuw
Motion carried 7-0 via voice vote

Approve Agenda:

Motion to move New Business ahead of Old Business and eliminate item 9b.
Motion: Duke DeLeeuw
Support: Patrick Kelderhouse
Motion carried 7-0 via voice vote

Communications: 1 letter from Cheryl Bellinger expressing concerns about the rezoning application.

Zoning Administrator Updates: None

Public Comments: None

New Business:

9a. Public Hearing - Rezoning Application for Parcel# 70-11-04-200-019 & Parcel# 70-11-04-200-072, from R-1 Residential to Agricultural. Jack VanSlooten spoke regarding the height he needs to store his RV would require a rezoning to AG-1. He explained that he is not interested in having animals within his barn.

1. Public comment –

- a. William Bellinger, 9568 Lakeshore Dr. West Olive, MI 49464 – He does not have a problem with a barn but doesn't want it rezoned because of what it opens for future landowners could be detrimental to property values.

- b. Doug Smith, 9595 Lakeshore Dr., West Olive, MI 49464 – Neighbor expressing his support for the pole barn that meets the needs of their RV Storage.

Public comment closed.

2. Andy Moore stated that the request is to rezone back to AG instead of R1. The zoning ordinance doesn't contain specific standards for rezoning. The first consideration would be the master plan and that land designation is AG. The request would be consistent with the recommended land use. Moore said that the Commission must also consider existing and future land uses, and all the land uses that are allowable in the proposed district. Stump asked if this application should have been presented to the ZBA instead for a variance to allow a larger barn. Moore stated that this situation likely would not have shown any kind of hardship or difficulty with compliance to the ordinance, it just limits the ability to have a larger barn.
3. Motion to recommend to the township board to rezone property from R1 to AG.
 - a. Motion: DeLeeuw
 - b. Support: Del Petroelje
 - c. Motion carried 7-0 via voice vote

9b. Public Hearing – SLU application for a Sports Barn larger than is allowed. Parcel# 70-11-02-200-007, Shaun Page asking for permission to build a sports barn that would be taller than the allowed 20 ft, and larger than is permitted in the AG-1 district at 7,000 sq ft. Worked with neighbor on placement and location of the barn and Scott Tonks of 15219 Stanton St, West Olive, MI 49460 wrote a letter stating his support. The barn will include a gym, kitchen, bathroom, office and common area. He owns 20 acres and the home sits in the middle of the parcel. For future sales, it would limit the ability to split the property. He intends for the exterior to match the aesthetics of his home. The height will be 18' walls, 26 height and 32'3' peak. This request is for the height needed for a basketball arc when shooting hoops. There are existing mature trees that will block the view from neighbors.

The public hearing opened. No comments were made., so the public hearing was closed

Moore stated that the request goes beyond the ordinance limitation of a maximum area of 4,000 sq ft and the maximum height limit of 20 ft. They will exceed the sq ft by 3,000 sq ft and 5-10 ft in height. In terms of aesthetics, it will not be visible from the road or neighbors, so this is not a large concern. Moore's memo recommended approval with 4 conditions

Motion to recommend the SLU application with the following 4 conditions:

- 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.
- Prior to the issuance of any Township permits, the applicant shall have paid all application, permit, and other fees related to the request.
- No commercial activities shall occur in the building.
- The building shall not be used as a dwelling unit.

- a. Motion: Kelderhouse
- b. Support: Stump
- c. Motion carried 7-0 via voice vote

9c. Shooting Range Discussion – Moore shared that he talked with Ron Bultje today and there really isn't much out there in terms of zoning changes. There isn't much that we can do enforcement-wise other than contacting the Sheriff for concerns for safety. The Township Board can enact an ordinance but that would not be in the Planning Commission's purview,

1. Dell suggested a reminder in the newsletter to be careful when shooting.
2. Grilley asked about the noise ordinance but Moore said that existing ordinance prohibits noise at nighttime but there is little enforceable outside of that.
3. Moore stated there isn't a great regulatory issue here in terms of zoning, but it may be a good idea to add it to the newsletter as a reminder to have a good backstop and make sure the weapon is sighted in.

Adjourn: Grilley adjourned the meeting at 5:51 pm.

X

Lori Stump
Secretary

ORDINANCE NO. _____

ZONING TEXT AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE PORT SHELDON
TOWNSHIP ZONING ORDINANCE....

THE TOWNSHIP OF PORT SHELDON, COUNTY OF OTTAWA, AND STATE OF MICHIGAN, ORDAINS:

Section 1. Road and Highway Setbacks. Section 4.27 of the Port Sheldon Township Zoning Ordinance (the “Zoning Ordinance”) is deleted in its entirety and marked “Reserved” as follows:

Section 4.27 Reserved

Section 2. Yard Encroachments. Section 4.28.6 of the Zoning Ordinance shall be revised to state in its entirety as follows.

6. Uncovered walks, patios and driveways, and Parking Areas; landscaping; Fences; retaining walls; uncovered stairs providing direct access to the Lake Michigan shoreline; and similar customary and incidental Yard uses and Structures may be located in any required Yard.

Section 3. Fences. Section 4.37.1 of the Zoning Ordinance shall be revised to state in its entirety as follows.

1. No Fence shall be Erected or constructed prior to the issuance of a Zoning Compliance Permit. In order to obtain such a permit, evidence of a survey, and evidence of Existing property stakes must be furnished to the Zoning Administrator. If deemed appropriate by the Zoning Administrator, survey stakes placed by a registered land surveyor may be required when the property line cannot be visually determined using Existing property stakes. This may be required to avoid future conflicts on the location of the proposed Fence.

Section 4. Private Streets. Section 20.04.1 of the Zoning Ordinance shall be revised to state in its entirety as follows:

1. A Private Street shall be located within a Private Street easement and shall be centered within such easement. Such easement shall not be less than sixty-six (66) feet in width. At any dead-end of such easement, the easement shall widen such that there is a minimum radius of sixty (60) feet.

Section 5. 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 _____, 2024, 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.

Michael Sabatino,
Township Supervisor

Meredith Hemmeke,
Township Clerk

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

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Meredith Hemmeke, Clerk
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