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
September 23, 2026, at 5:00 PM

1. Call to Order:
2. Roll Call:
3. Approve Minutes: Regular Meeting - August 26, 2026*
4. Approve Agenda:
5. Communications:
6. Zoning Administrator Updates:
7. Public Comments:
    a. Old Business:
        1. The Township Board passed a motion to redirect the Proposed Zoning Amendments sections 4.27, 4.28.6, 4.37 and 20.04 back to the Planning Commission for further review.
        2. The Township Board passed a motion to direct the Planning Commission to work on amending the Zoning Ordinance to match the Master Plan.
8. New Business:
9. 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.

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 Minutes
August 26, 2026

Call to Order: 5:00 by Patrick Kelderhouse

Roll Call: Present: Lori Stump, Del Petroelje, Duke DeLeeuw, Patrick Kelderhouse, Nicole Timmer & Bill Monhollon
Absent: Steve Grilley and Andy Moore (with notice)
Staff present: Ryan Capson, Cate Wiler, and Tricia Anderson, of Williams & Works

Approve Minutes from June 24, 2026:
Motion: Duke DeLeeuw
Support: Nicole Timmer
Motion carried 5-0 via voice vote

Approve Agenda: Motion: Duke DeLeeuw
Support: Bill Monhollon
Motion carried 5-0 via voice vote

Communications: None

Zoning Administrator Updates: None

Public Comments:

1. Opened and closed without comment

Old Business: None

New Business:

9a. Annual review of Kiekintveld Sand Mine Parcel # 70-11-24-100-024

1. Tricia Anderson summarized the SLU details and noted that the original expiration of the mining activity was anticipated to be on June 1, 2025.
2. Ryan Capson performed a site visit and found the mine to be compliant with the special land use stipulations that have been approved previously. There were no

DRAFT

complaints from the community registered this year. The EGLE permit is valid through 2027.

3. Ron Kiekintveld presented that the project is over half done. He has removed 58,000 yards of sand. He doesn't know how many more years it will take to complete.

Motion to extend the mining permit for 1 year and approve the annual review.

Motion: Duke DeLeeuw
Support: Del Petroelje
Motion carried 5-0 via voice vote

9b. Annual review of R & D Resources Sand Mine Parcel# 70-11-02-200-010

1. Dan Leeuw presented that they are 85% towards completion. The mining is on hold because they are waiting to complete until there is clarification on the new split rules from the state. He does not want to remove sand that has to stay for property splits.
2. He anticipates that by March of 2027, they will know how to proceed with property splits. Ryan Capson performed a site visit and found the mine to be compliant with the special land use stipulations that have been approved previously. There were no complaints from the community registered this year.

Motion to extend the mining permit for 1 year and approve the annual review.

Motion: Bill Monhollon
Support: Timmer
Motion carried 5-0 via voice vote

9c. The Township Board passed a motion to redirect the Proposed Zoning Amendments sections 4.27, 4.28.6, 4.37 and 20.04 back to the Planning Commission for further review.

1. Tricia reviewed the few changes being requested and highlighted the bulleted items from Andy's memorandum.
2. Tricia is going to go back to discuss with Andy the need for more discussion and work on providing language on how to measure the front yard setback, particularly as it relates to parcels that extend to the center of the road-right-of-way. Changes to Section 4.10.5.D were discussed with regard to the definition of front lot line and keeping the lot area so it isn't deducted from the private street parcels, and how any new language may impact that
3. Section 4.37.1.B the amendment removes the word above ground as it pertains to fences.
4. Sections 5-10 are all new and they direct the chapters to remove the reference to Section 4.27, which is proposed for removal.

DRAFT

5. ThePlanning Commission discussed the height of fences in AG, Industrial and commercial districts. It was mentioned that many parcels in the AG district contain residential uses, and it is common for fences associated with residential uses to have a maximum height of six feet. Tricia stated that there are other townships that will set a upper limit for height but this is another item that Tricia will take back to Andy for some discussion and recommendations. Ryan noted that the Planning Commission will often set a maximum fence height at the time of site plan review, and that perhaps it may not be necessary.

9d. The Township Board passed a motion to direct the Planning Commission to work on amending the Zoning Ordinance to align with the Master Plan.

1. Potential changes to the zoning map to better reflect the future land use map. Discussion for how the planning commission wants to enact some of these changes.
2. Looking at ways to protect better agricultural land from divisions that are not consistent with the plan, particularly in light of Act 58 of 2025.
3. Consider increasing the required minimum lot size in the Ag-1 district and/or consider implementing a "sliding scale" for residential development in the AG-1 district. This can permit single-family residential land uses on smaller lot sizes, while requiring the preservation of remaining open space or agricultural land.
4. Discouraging or prohibiting private roads in the Agricultural Preservation Future Land Use category.
5. Develop a new cluster residential zoning district.
6. Ryan explained that the path forward if we are going to be starting to create zoning ordinances and definitions to address the changes proposed in the Master plan.
7. Andy could audit our entire ordinance and see what sections need to be updated/changed in order to reflect the goals of the master plan.
8. Tricia indicated that she would relay to Andy the desire for a review of the zoning district chapters to propose changes to the intent and the permitted land uses. She noted that some zoning districts may need to be created in order to fully implement parts of the Plan.

DRAFT

Adjourn: Kelderhouse adjourned the meeting at 5:52 pm.

X

Lori Stump
Secretary

ORDINANCE NO. ____

ZONING TEXT AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE PORT SHELDON TOWNSHIP ZONING ORDINANCE; TO AMEND SECTION 4.10.5.D RELATED TO ACCESSORY BUILDINGS; TO AMEND SECTION 4.27 RELATED TO ROAD AND HIGHWAY SETBACKS; TO AMEND SECTION 4.28 RELATED TO YARD ENCROACHMENTS; TO AMEND SECTION 4.37 RELATED TO FENCES; AND TO AMEND SECTION 20.04 RELATED TO PRIVATE STREETS.

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

Section 1. Accessory Buildings. Section 4.10.5.D of the Port Sheldon Township Zoning Ordinance (the "Zoning Ordinance") shall be revised to state in its entirety as follows:

D. Any Accessory Building housing animals shall be located a minimum of 75 feet from the front lot line, a minimum of one hundred twenty five (125) feet from Existing adjacent residential Buildings, and a minimum of fifty (50) feet from any property line.

Section 2. Road and Highway Setbacks. Section 4.27 of the Zoning Ordinance is deleted in its entirety and marked "Reserved" as follows:

Section 4.27 Reserved

Section 3. 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 4. Fences. Section 4.37 of the Zoning Ordinance shall be revised to state in its entirety as follows.

Section 4.37 Fences

1. The following regulations shall apply to all Fences Erected, constructed or modified in Township:

A. 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.

B. Fences shall not contain barbed wire, electric current, or charge of electricity except when used as part of a Farm operation.

C. No Fences in the Township shall be located outside or beyond the property or Lot Lines of the Lot for which said improvement is placed.

D. No Fence in the Township shall be Erected, constructed, located, or maintained which constitutes a traffic hazard because of obstruction of visibility.

E. No Fences in the Township shall be Erected in any public Right-of-Way.

F. All Fences in the Township shall be maintained to retain their original appearance, shape, and configuration. Elements of a Fence that are missing, damaged, destroyed, or deteriorated shall be replaced and repaired to maintain conformity with the original Fence appearance and design.

G. Except as permitted or required elsewhere in this Ordinance, a Fence may not be Erected, constructed, located or maintained in a waterside Front Yard or a Side Yard of a Waterfront Lot.

H. In all zoning districts, due to the design or construction of a Fence, one side of the Fence has a more finished appearance than the other, the side of the Fence with the more finished appearance shall face the exterior of the Lot. The Zoning Administrator shall determine the finished side of the Fence based on the situation and the type of Fence. If an adjoining property owner or resident disputes what the finished side is, they may file an appeal with the Zoning Board of Appeals to review the decision.

I. A privacy Fence or obscuring Fence may be Erected in any zoning district not to exceed a height of six (6) feet to enclose a Swimming Pool or hot tub, provided the location of the Fence meets the Setback requirements applicable to the area to be enclosed. The privacy Fence may be a solid Fence and all other provisions of this Section shall apply.

J. On Lots with an area of at least ____ acres, a~~A~~ Fence up to ten (10) feet in height may be Erected ~~in the AG-1 district only, not to exceed a height of ten (10) feet,~~ to enclose a sports court such as a tennis court, basketball court, or pickleball court. Such Fence shall not be located in a Front Yard unless it is setback at least one hundred (100) feet from the Front Lot Line and ___ feet from any other property line.

K. A Fence used on a seasonal basis, such as a snow Fence, may be Erected in any zoning district no earlier than November 1 and shall be removed no later than April 15 of the immediately following year. Any temporary open wire Fence less than thirty (30) inches in height such as a garden Fence, may be Erected without a permit provided it complies with the above regulations.

L. An existing nonconforming Fence shall be maintained in a safe condition.

~~2. The following regulations shall apply to all Fences Erected, constructed, or modified in the R-1 or LSR districts:~~

~~A~~M. In the AG-1, R-1, or LSR districts, no Fence in excess of six (6) feet in height shall be Erected, constructed, located or maintained in the Rear or Side Yards of any zoning district, unless otherwise allowed by this Ordinance.

N. In the C or I districts, no Fence in excess of ten (10) feet in height shall be Erected, constructed, located or maintained in the Rear or Side Yards of any zoning district, unless otherwise allowed by this Ordinance.

O~~B~~. No Fence in excess of forty-eight (48) inches in height and more than fifty (50) percent opacity shall be Erected, constructed, located, or maintained in a Front Yard.

P~~C~~. The height of a Fence shall be measured from the average grade elevation within thirty (30) inches of each side of the proposed Fence.

Section 5. R-1 Single Family Residential District. Section 5.04.1 of the Zoning Ordinance shall be revised to state in its entirety as follows:

1. 35 feet.

Section 6. LSR Lakeshore Residential District t. Section 6.04.1 of the Zoning Ordinance shall be revised to state in its entirety as follows:

1. 35 feet.

Section 7. C Commercial Residential District. Section 7.04.1 of the Zoning Ordinance shall be revised to state in its entirety as follows:

1. 55 feet.

Section 8. I Industrial District. Section 9.04.1 of the Zoning Ordinance shall be revised to state in its entirety as follows:

1. 75 feet.

Section 9. AG-1 Agricultural District. Section 10.04.1 of the Zoning Ordinance shall be revised to state in its entirety as follows:

1. 35 feet.

Section 10. OS Open Space District. Section 11.04.1 of the Zoning Ordinance shall be revised to state in its entirety as follows:

1. 50 feet.

Section 11. 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 situated such that the shoulder shall be at least ten (10) feet from the edge of the Private Street 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 12. 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.

_____	_____
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