



**CITY OF ZEELAND
PLANNING COMMISSION MEETING MINUTES
CITY HALL – 21 SOUTH ELM STREET
OCTOBER 2ND, 2025
5:45PM**

-5:45PM -Bus tour of the City to view potential Capital Improvement Project locations.

-6:15PM– Chairman Elhart called the meeting to order and requested a roll call of Planning Commissioners.

Present: Commissioners Rebecca Perkins, Sheri Holstege, Glenn Kass, Dan Klompmaker, Kevin Klynstra, Tim Klunder, and Chairman Bill Elhart.

Absent: Commissioners Amanda Cooper, and Bob Blanton.

Also Present: City Attorney Jim Donkersloot, Zoning Administrator Timothy Maday, and Recording Secretary Nadine Hopping.

- Staff confirmed there were no additional agenda items.

-6:15PM Chairman Elhart opened the public hearing regarding the rezoning request for a portion of the property located at 500 N Centennial Ave.

John DePoy of Nederveld explained that the narrow strip of property on the north side of the 500 N Centennial parcel is owned by ODL Inc. and is currently leased by Gentex. The portion of property is integrated into their parking lot at the adjacent 600 N Centennial Street parcel. He noted that Gentex leased the property for the parking lot use in 2000, and 25-year lease is due for renewal. Rather than continuing the lease, Gentex has proposed a parcel line adjustment that would allow them to acquire ownership of that portion of the property. DePoy added that an application for the parcel line adjustment has already been submitted and that, to maintain consistent zoning, they are requesting that the area in question be rezoned to I-2, consistent with the adjoining parcels owned by Gentex.

Tim Maday explained that the parcel located at 500 N Centennial St is currently zoned I-1 Light Industrial, while the adjacent campus to the north is zoned I-2 General Industrial. He further noted that although the zoning ordinance allows I-1 Light Industrial and I-2 General Industrial districts to share parking without a lot line setback, the transfer of this portion of property cannot be approved as it is presently zoned I-1 Light Industrial. Maday clarified that the purpose of the current application is to rezone the portion of property between 500 N Centennial (I-1 Light Industrial) and 600 N Centennial (I-2 General Industrial) to I-2 General Industrial, thereby allowing the parcels to be combined.

He added that, if the recommendation to rezone is approved, a resolution formally recommending the zoning change will be presented to the Commission at its regular meeting in November. Following final action by the Commission on November 6, the request will be forwarded to City Council for consideration and approval. Maday concluded his statement by noting that staff did not receive any written correspondence regarding the request, nor were

any comments received from department heads. Maday noted that staff recommends approval of the application.

-6:21 PM moved by Commissioner Klompmaker to close public hearing. Supported by Commissioner Klynstra. All voted aye.

Motion 2025.23

Moved by Klompmaker to recommend the rezoning of the approximately 0.48 acres portion of 500 North Centennial (70-17-18-100-104) from I-1 Light Industrial to I-2 General Industrial zone district.

Supported by Klynstra

Roll Call Vote on Motion 2025.23

Ayes: Perkins, Holstege, Kass, Klompmaker, Klynstra, Klunder, and Chairman Elhart.

Nays: None.

Absent: Cooper, Blanton.

Motion Passes.

-6:25PM Chairman Elhart opened the public hearing regarding the Temporary Land Use Application for 633, 637, 641, 649, 658, 701, & 725 E Main Ave, proposed construction of a 54,000 square foot, 175-space temporary parking lot.

Andrew Smith of Mead Johnson explained that the proposed temporary parking lot is part of their preparations for a future project at the facility. He noted that the lot is necessary to relocate some of the existing on-site parking currently situated within the footprint of a possible proposed new building. Smith added that their goal is to construct the temporary parking lot this year, before asphalt plants close for the season, so that the site is prepared for additional underground utility work next year, pending site plan and project approval.

Smith stated that without the temporary parking lot, the project would face delays due to a lack of available parking for incoming employees. He further explained that the existing employee entrance would be used for access to the temporary lot. While final details with Ottawa County have not yet been confirmed, Mead Johnson plans to utilize the former Bennett Wood Specialties property at 109 N Calton St to access the site's interior, helping to reduce additional traffic along Main Ave.

He added that the parking lot would be visually screened with silk screen fencing, which would remain in place for the duration of the temporary use. Mead Johnson intends to submit several renderings for the silk screen design for the City's review and approval prior to installation. Smith mentioned that, in addition to Mead Johnson's logo, they would like to include the "Feel the Zeel" logo, as the site is prominently located along Main Ave. Smith also noted that the lighting design would feature zero-candela fixtures to prevent light spillage beyond the property boundary and minimize light pollution for both Main Ave and nearby townhomes. He further explained that Mead Johnson plans to submit a 50% design plan for conceptual and general feedback, with the intent of potentially incorporating the temporary lot into the final site plan if no major issues are identified.

Smith clarified that the lot would not be constructed in a way that would be detrimental to future development. It would include all necessary underground stormwater management and concrete curbing, with only a base asphalt layer applied for the temporary phase. If design changes become necessary later, they will be incorporated during that stage of the project.

Maday explained that the proposed parking lot would constitute a Temporary Land Use, which is not otherwise permitted under the ordinance. He noted that such a use may be approved by the Planning Commission, if desired, for a period of one year, with the possibility of a one-year extension. Maday further stated that if a site plan were to be approved for the overall project, staff's interpretation has typically been that temporary use of unpaved areas for parking during the construction period is allowable once a site plan is approved and a permit has been issued. Therefore, if the project is approved, the duration of the temporary parking lot may extend beyond one year. He added that while approval for the temporary parking lot may be granted at this meeting, should a site plan for a larger redevelopment project be approved in the interim, the site could continue to be used during that construction period. Maday then reviewed Section 9.170(f) of Volume II of the Zeeland City Code, which outlines the standards by which the lot will be evaluated. He noted that decisions pertaining to setbacks, land coverage, off-street parking, lighting, and other requirements are made at the discretion of the reviewing entity, in this case, the Planning Commission.

Maday highlighted that, at recent Planning Commission meetings, Mead Johnson has presented conceptual plans illustrating their vision for the site and continues to work toward developing a detailed site plan. He explained that Mead Johnson has informed staff that, until the rezoning of certain properties is finalized, they are unable to fully complete their site plan. Maday acknowledged that the rezoning was listed as a separate agenda item and that the Commission had approved the recommendation to rezone the properties at 515, 549, and 553 E Main Avenue. He added that, given the level of discussion surrounding screening, landscape buffers, greenspace, and building placement, Mead Johnson has expressed interest in conducting a similar review process to that presented at the June 5, 2025, Planning Commission meeting—bringing forward a site plan concept to receive feedback and collaborate with the Commission to ensure all requirements are met. Maday concluded by reviewing the current request for Temporary Land Use approval. He stated that staff believes it is appropriate to allow Mead Johnson to proceed with site preparation and installation of the proposed screening for the temporary use. He noted that no formal site plan has yet been submitted or approved.

Commissioner Holstege directed a question to Maday, asking whether a 20-foot setback would be required if the lot were to become a permanent parking area.

Maday confirmed that a 20-foot setback would be required and noted that the current layout meets that standard, as the lot extends up to the 20-foot setback line.

Chairman Elhart questioned what landscaping requirements have been met for this project.

Maday explained that the ordinance requires parking lots to include buffer areas consisting of both a greenbelt and landscaping, with 50 percent of the required landscaping located within the interior of the lot and 50 percent along the exterior perimeter. He noted that the proposed lot would not meet ordinance requirements if parking were to be established on a permanent basis. Maday further stated that while the request does not comply with the City's landscaping and

screening standards, it may be approved at the Planning Commission's discretion as a Temporary Land Use on a temporary basis.

Commissioner Kass asked for confirmation that construction traffic would be directed through the former Bennett Wood property at 515 E Main Avenue rather than using Division Avenue for access. Kass further noted that he had received concerns from nearby residents regarding tandem gravel trucks delivering materials while utilizing Division Avenue.

Smith clarified that during previous Planning Commission meetings, it was specified that contractors parking in the lot would access the site through the security gate. He stated that there was no intention to imply that construction activities related to building the lot would not utilize Division Avenue. Smith acknowledged that concerns regarding construction traffic had been heard and addressed, and noted that they are currently working with Ottawa County to explore options for accessing the site through the former Bennett Wood property at 109 N Carlton St, where wetlands are present.

Chairman Elhart asked Smith to confirm that the construction will be done during normal business hours.

Smith confirmed that construction hours would be from 7:00 a.m. to 6:00 p.m., noting that the hours may be reduced as daylight decreases during the winter months. He also stated that weekend work would be limited.

Commissioner Klompmaker asked if the silk screening would block the light coming from the site from shedding onto the surrounding neighborhood.

Smith explained that the primary purpose of the silk screening is to contain construction activities occurring within the site. He noted that the screening will be double-lined to help prevent site lighting from impacting the surrounding neighborhood. Additionally, Smith stated that the screening is being installed in place of landscape buffers, as a formal site plan has not yet been developed to determine the specific screening requirements.

Commissioner Perkins questioned the height of the fence.

Smith replied that they are proposing a 6ft fence.

Commissioner Holstege questioned Smith on what the intended use for the temporary lot would be?

Smith explained that the proposed lot would be designated for employee parking, while the existing gravel lot would continue to be used by external contractors performing the remediation work. He added that employees are still parking at 109 N Carlton Street and 515 E Main Avenue and that the employee turn lane has been temporarily converted into parking for approximately 25 spaces. Smith stated that, given the other ongoing work on site, there is no additional available space for parking without implementing an alternative arrangement.

Commissioner Perkins noted that she had heard concerns from residents at the previous meeting regarding construction trucks operating after hours but stated that the issue was promptly addressed.

Smith explained that approximately eight to ten trucks delivered gravel and equipment to and from the site over a two-day period. He noted that Division Avenue had been used for access because the volume of traffic was expected to be minimal and there was no intention for truck activity to continue throughout the month. Smith confirmed that, for the proposed lot, they plan to utilize Washington Avenue instead, in order to alleviate traffic impacts on Division Avenue and nearby residents.

The City Attorney confirmed that Smith would serve as the primary point of contact should any concerns arise during the duration of the project. Smith affirmed that he would be the appropriate person to contact.

Commissioner Kompmaker expressed appreciation for Mead Johnson's consideration of incorporating the temporary lot into the final site plan to reduce the amount of site rework. He then asked whether there was any opportunity to move the setback farther from Main Avenue to avoid the need for reconstruction should the lot be considered for permanent placement in the future.

Dan Lewis, Civil Engineer with VK Civil, explained that the overall site layout is constrained but noted that the curb island shown on the current plan could be removed on a temporary basis, potentially creating a setback of approximately 25 to 28 feet from Main Avenue. He added, however, that some landscaping design work has already begun and that the existing 20-foot setback appears to be ideal for accommodating the mature landscaping currently present on the site.

Maday noted that approval of plan like this tonight would not bind the Planning Commission to anything permanent regarding this site.

Commissioners and staff discussed that the 50% conceptual master site plan review would allow the Planning Commission to provide feedback and help guide the project's development in a manner that benefits the City of Zeeland, its residents, and Mead Johnson. Maday noted that for a project of this scale, with numerous interconnected elements, conducting a 50% conceptual review would enable Mead Johnson to identify and address specific concerns early in the process. This approach would ensure that, by the time a full site plan is submitted, the Planning Commission will have already reviewed key aspects and contributed to shaping a project that supports both community goals and Mead Johnson's objective.

Maday noted that staff has heard the desire for mature landscaping through public comment and wanted to acknowledge Mead Johnson's team for incorporating that into their plan.

Chairman Elhart questioned who would approve the imagery that would be printed on the silk screening.

Maday commented that the City's marketing team has an excellent eye for the creative aspects of the City and its downtown. He added that, if they are willing, staff would appreciate having them involved in the creative process.

-6:52 PM moved by Commissioner Klompmaker to close public hearing. Supported by Commissioner Holstege. All voted aye.

Motion 2025.24

Moved by Klompmaker to approve the Temporary Land Use Application for 633, 637, 641, 649, 658, 701, & 725 E Main Ave for the construction of a 54,000 square foot, 175 – space, temporary parking lot. Finding that the requirements outlined in Section 9.107 (f) of Volume II of the Zeeland City Code have been met.

Supported by Klynstra

Roll Call Vote on Motion 2025.24

Ayes: Perkins, Holstege, Kass, Klompmaker, Klynstra, Klunder, and Chairman Elhart.

Nays: None.

Absent: Cooper, Blanton.

Motion Passes.

-Moved by Commissioner Klompmaker to approve the Planning Commission meeting minutes from the September 23rd, 2025 meeting. Supported by Commissioner Holstege. All Commissioners voted aye.

Maday presented the resolutions to rezone the properties located at 515, 549, and 553 E Main Avenue and reviewed the actions previously taken by the Planning Commission at its last meeting. He noted that two actions were taken: approval of the rezoning of the PF zoned property at 515 E Main Ave and approval of the residentially zoned properties at 549 and 553 E main Ave. That initial action was to direct the City Attorney to prepare resolutions recommending approval to City Council. Maday stated that those resolutions have been completed and are being presented to the Commission for consideration this evening.

He further explained that, if approved by the Commission, the resolutions will be forwarded to City Council for review at its regular meeting on October 20, 2025. Maday concluded by noting that staff finds the proposed rezonings appropriate, based on the factors outlined by City Planning Consultant Mr. LeBlanc and supported through staff analysis.

Motion 2025.25

Moved by Klompmaker to adopt the resolution to recommend the parcel at 515 E Main Ave be rezoned into the I-2 General Industrial zoned district.

Supported by Klynstra

Commissioner Perkins stated that, in reference to her previous comments, she is in favor of the proposed expansion but would like to see a portion of the parcel zoned as Public Facilities. She acknowledged that this option was not supported at the last meeting but noted that both the general public and several commissioners have expressed concerns regarding the need for additional greenspace. Perkins added that she is hesitant to support rezoning the property to I-2 General Industrial without assurance that the inclusion of greenspace will be guaranteed.

Roll Call Vote on Motion 2025.25

Ayes: Holstege, Kass, Klompmaker, Klynstra, Klunder, and Chairman Elhart.

Nays: Perkins.

Absent: Cooper, Blanton.

Motion Passes.

Motion 2025.25

Moved by Klompmaker to adopt the resolution to recommend the parcel at 549 & 553 E Main Ave be rezoned into the I-2 General Industrial zoned district.

Supported by Klynstra

Roll Call Vote on Motion 2025.25

Ayes: Perkins, Holstege, Kass, Klompmaker, Klynstra, Klunder, and Chairman Elhart.

Nays: None.

Absent: Cooper, Blanton.

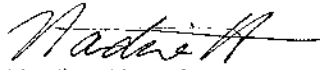
Motion Passes.

Maday discussed the Capital Improvement Projects bus tour that took place prior to the meeting and directed Commissioners to review the 2025 Capital Improvement Projects list to identify items they believe should be carried forward or added to the 2026 list. He encouraged Commissioners to bring new ideas for discussion at the upcoming Planning Commission meeting scheduled for November 6, 2025.

Additionally, Maday highlighted that City Council will be holding a public hearing on October 20th, 2025 regarding Sunday Alcohol Sales.

-7:02 PM Moved by Commissioner Klompmaker to adjourn. Supported by Commissioner Holstege. All voted aye.

Respectfully submitted,



Nadine Hopping
Recording Secretary