



PLANNING COMMISSION MEETING PACKET CONTENTS

Thursday, December 4, 2025 – 5:45pm

1. Agenda
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**CITY OF ZEELAND
PLANNING COMMISSION
AGENDA
DECEMBER 4, 2025
CITY HALL – COUNCIL CHAMBERS**

5:45PM

- Meeting called to order
- Roll Call
- Excuse absent members
- Additional agenda items

VISITORS/PUBLIC COMMENT:

-

COMMUNICATIONS/REPORTS:

-

PUBLIC HEARINGS:

-

ACTION:

- Planning Commission Meeting Minutes of November 6, 2025

UNFINISHED BUSINESS:

- 2026 Capital Improvement Projects List development

NEW BUSINESS:

- Selection of downtown parking system review representatives

PUBLIC COMMENT:

-

OTHER:

- Consider any other business which may lawfully come before the Planning Commission



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MEMORANDUM

DATE: Friday, November 26, 2025

TO: Planning Commission

FROM: Tim Maday, Community Development Director

RE: December 4th Planning Commission meeting – Agenda items and staff update

This memo is being sent to provide an overview of the agenda of the December 4, 2025 Planning Commission meeting, and other information that may be of interest to Planning Commissioners.

Meeting Location

The December Planning Commission meeting will be held at City Hall in the Council Chambers on the second floor.

Planning Commission Membership Changes

As discussed at the most recent meeting, the November Planning Commission meeting was the final meeting for Mayor Klynstra and Councilperson Kass. At the December regular meeting, incoming Mayor Van Dorp will join the Commission. City Council will also appoint a new Council Representative at its December 1st meeting. Depending on that appointment and other post-election changes, the Commission may see one to two new members as part of this transition.

2026 Capital Improvement Projects Recommendations List Development

At the November 6th Planning Commission meeting, the Commission reviewed the status of the items that were included on the 2025 CIP List. Following that meeting, Commissioners were asked to send their ideas to staff for compilation as the basis for the 2026 List.

The ideas received have been compiled into the Compiled Recommendations List that is included in this meeting packet. Staff has also included a copy of the 2025 List, and highlighted items on that list we believe to be incomplete. The Commission may wish to pull some or all of these forward for the 2026 list.

At the December 4th Planning Commission meeting, Commissioners will have the opportunity to discuss the compiled list, and ask any questions that they may have. Staff will also ask Commissioners which items from the 2025 list they would like included for 2026.

Following the meeting, staff will email an assembled list to Commissioners and ask them to rank the items based on their importance. Staff will provide a draft ranked list at the January 2026 Planning Commission meeting for discussion, revision and ultimately adoption. Following the Commission's approval and adoption of the ranked list, it will be forwarded to City Council for review as part of their strategic planning.

Downtown Parking Working Group

In response to recent changes to downtown parking and the community feedback that has followed, staff has been diligently reviewing the City's parking system generally, and all aspects of our parking rules, regulations and leases. To further assist our evaluation, we feel it would be beneficial if we could include two members of the Planning Commission and two members of the Shopping Area Redevelopment Board (SARB) in these discussions and evaluations.

The purpose of bringing these members into the discussions is for them to gain a deeper understanding of the parking challenges, feedback, and pressures associated with ongoing downtown growth. Staff, together with the City's parking consultant, will meet with the group to review current parking conditions, recent changes, and the input received from the public. This process will help the consultant and staff develop strategies to improve parking management and present those recommendations to SARB, the Planning Commission, and City Council. Staff believes that having members of the Planning Commission and SARB with a deeper understanding of the parking pressures and feedback we've received will strengthen future discussions among the larger groups.

At the November 6th Planning Commission meeting, staff asked the Commission to postpone action on appointing members to this working group until the December 2025 regular meeting, to allow for membership changes to occur. At the December 4th Planning Commission meeting, staff will ask the Commission to appoint two members to serve on this working group.

I hope this memo is helpful in explaining the agenda of the December 4th Planning Commission meeting. Please do not hesitate to reach out to me with questions you may have regarding anything referenced in this memo, or anything else.



2026
CITY OF ZEELAND PLANNING COMMISSION
CAPITAL IMPROVEMENT PROJECTS RECOMMENDATIONS
COMPILED RECOMMENDATIONS

ITEM	RECOMMENDATION
1	Construct a roundabout at Main Ave and Fairview Rd
2	Construct a parking structure on the north side of downtown
3	Plant a native wildflower garden at the old water tank lot (474 W Main Ave)
4	Replace the wetlands boardwalks
5	Install additional bicycle parking downtown
6	Convert all city owned lots covered in turf grass to native wildflower covering
7	Add a four-way stop at East Main Ave and Centennial St
8	Add ornamental street lighting to Lincoln Ave, State St, Church St and Elm St
9	Expand the City's snowmelt system
10	Make improvements to Lawrence St Park
11	Ensure east side industrial developments compliment existing neighborhoods
12	Identify locations for additional multiple family housing
13	Partner with Zeeland Charter Township to develop a recreation center
14	Eliminate gaps in the City sidewalk/pathway system
15	Add a dog park to an existing City park

16	Add more dog waste stations throughout the City
17	Redevelopment of property at the SW corner of Main Ave and State St
18	
19	
20	
21	
22	
23	
24	
25	



2025
CITY OF ZEELAND PLANNING COMMISSION
CAPITAL IMPROVEMENT PROJECTS RECOMMENDATIONS

Note: Highlighted items remain incomplete as of 11/06/25, or were not suggested for inclusion on 2026 list

Rank	Recommendation
1	Support the completion of the 17 E Main Ave redevelopment project
2	Identify the future use of 303 E Main Ave and a developer to redevelop the site in accordance with the Downtown Vision Plan
3	Identify funding sources for a BL 196 elevated pedestrian crossing and begin construction
4	Bury overhead utility lines, prioritizing lines that run through rear yards and along busy streets
5	Review Zoning Map against current land uses and Master Plan Future Land Use Map
6	Fill gaps in sidewalk system
7	Support the development of the parcel at 44 N Elm St
8	Update the parking requirements for downtown development projects
9	Implement the Washington Avenue Visioning Report recommendations between State and Maple
10	Identify areas for affordable and higher density housing construction adjacent to the central business district
11	Install traffic calming measures on Main Ave at Cityside Middle School
12	Determine if boilers should be installed in 17 E Main Ave for snowmelt system expansion
13	Implement the parks master plan
14	Provide fiber internet throughout the City
15	Continue tree replacement
16	Install bike parking stall in City north and south downtown parking lots
17	Install a built-in speaker system on Elm St
18	Complete Hoogland Park update project
19	Purchase property to support the implementation of the Washington Avenue Visioning Report recommendations
20	Add traffic calming measures on Central Ave and Lincoln Ave
21	Develop and implement a long term State Street traffic plan
22	Install bus shelters at most used bus stops
23	Convert W Main Ave water tank properties into a park with natural play and gathering spaces
24	Install improved landscaping on E Washington Avenue
25	Make Improvements to Michigan St Tot Lot
26	Install a permanent community patio at the gazebo park at Church St and Central Ave
27	Improve pedestrian crossing at Main Ave and Fairview Road
28	Expand the City's snowmelt system
29	Add streetlights to Lincoln Ave
30	Install a traffic hump at the Main Ave midblock crossing between Elm St and Church St
31	Make improvements to Huizenga Park
32	Construct noise reduction barrier on Washington Avenue
33	Determine whether bike lanes should be installed on City streets
34	Return Maple Street to two-way traffic where currently one-way



CITY OF ZEELAND
PLANNING COMMISSION MEETING MINUTES
CITY HALL – 21 SOUTH ELM STREET
NOVEMBER 6th, 2025
5:45PM

-5:45PM- 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.

- Moved by Klompmaker to excuse absent members. Supported by Holstege. All voted aye.

Maday confirmed that there are no additional agenda items. However, two pieces of correspondence were received from a resident at 28 S. Sanford regarding the ongoing discussions about Mead Johnson's remediation project at 725 E. Main Avenue. Both letters have been included as part of this record.

Maday noted that Mead Johnson had originally planned to attend this evening's meeting, but later indicated that additional time is needed. The resident who submitted the two letters was informed of Mead Johnson's change in attendance and requested that his correspondence be forwarded to the Commissioners.

500 N Centennial St. – Redlum 12:2 LLC – Resolution for the application to rezone a portion of the property from I-1, the Light Industrial Zone District to I-2, the General Industrial Zone District.

Maday explained that tonight's resolution would be the Planning Commissions final action in the rezoning a portion of the property at 500 N Centennial St. If the resolution is adopted, it would then be forwarded to City Council for approval at their regular scheduled meeting of November 17th, 2025. Maday further noted that this application is to allow for consistent zoning & transfer of ownership to occur, adding that nothing visually nor operationally is expected to change. Additionally, he highlighted that staff would recommend the approval.

Motion 2025.26

Moved by Klompmaker to approve the resolution to recommend the 0.48 acre portion of the property at 500 N Centennial be rezoned into the I-2 General Industrial zoned district.

Supported by Holstege

Roll Call Vote on Motion 2025.26

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 October 2nd, 2025 meeting. Supported by Commissioner Holstege. All Commissioners voted aye.

2026 Capital Improvement Project List Discussion – Staff Liaison Tim Maday

Maday reminded the Commissioners of the recent City bus tour that took place during their last meeting on October 2, 2025. He explained that the Capital Improvement Plan (CIP) list is developed annually by the Commissioners and serves as a key resource for City Council during goal setting, strategic planning, and allocation of City funds.

Maday then reviewed the compiled 2025 CIP list with the Commissioners, noting that several projects are either ongoing or have not yet begun. He encouraged Commissioners to consider including those projects, along with any new ideas, as they develop the 2026 CIP list. Following the review, Maday informed the Commissioners that they would soon receive a blank worksheet to record their proposed projects and ideas, and he requested that they return the completed worksheets by November 21, 2025, so staff can compile the new list.

Downtown Parking System Representative Review – Staff Liaison Tim Maday

Maday informed the Commissioners that the City continues to work diligently to address parking challenges in the Central Business District. Staff are currently evaluating potential lease opportunities, reviewing all available public and private parking options, and exploring partnerships with local businesses. As part of these efforts and ongoing discussions with a parking consultant, the City believes it would be beneficial to establish an internal parking group composed of representatives from both the Planning Commission and the Shopping Area Redevelopment Board (SARB).

Maday noted that, following the recent election, there will likely be some changes to the makeup of the commission in the coming months. Therefore, staff recommend waiting until the new Commission and Council representative are officially in place before selecting members for the parking group. Maday noted the intention is to appoint two Commissioners to the group at the next scheduled Planning Commission meeting on December 4, 2025. Commissioners agreed to postpone the discussion until their next meeting.

Mayor Klynstra Recognition

Maday took a moment to express appreciation and congratulations to Mayor Klynstra for his exceptional leadership and dedication to the City's major development and community projects. He thanked the Mayor for his significant involvement, guidance, and oversight in these initiatives, noting the positive and lasting impact of his contributions both during his time as a Planning Commissioner and as Mayor. Maday extended sincere gratitude for the Mayor's commitment and service to the community.

Councilman Kass Recognition

Maday also expressed appreciation to Councilman Kass for his many years of dedicated service to the City. He noted that Councilman Kass's involvement has had a meaningful impact on the community and its future, and that his thoughtful contributions over the years have helped support the City's continued growth and success. Maday shared that both staff and residents are sincerely grateful for his time, commitment, and steady dedication to the community.

Both Mayor Klynstra and Councilman Kass expressed heartfelt gratitude for the opportunity to serve on the Commission and for the experiences they've shared throughout their years of service. They reflected on how meaningful it has been to contribute to the City's growth and to work

alongside dedicated staff and fellow Commissioners. Both shared their appreciation for the collaboration and friendships built along the way and expressed their confidence in the new Mayor and incoming Commissioners to continue moving the community forward. They noted that they will deeply miss the experience and the privilege of serving the residents of Zeeland in this capacity.

-6:22 PM Moved by Commissioner Klompmaker to adjourn. Supported by Mayor Klynstra. All voted aye.

Respectfully submitted,

Nadine Hopping
Recording Secretary

DRAFT