



**CITY OF ZEELAND
PLANNING COMMISSION MEETING MINUTES
CITY HALL – 21 SOUTH ELM STREET
JANUARY 8, 2026
5:45PM**

-5:45PM – Chairman Elhart called the meeting to order and requested a roll call of Planning Commissioners.

Present: Commissioners CJ Otteman, Bob Blanton, Rebecca Perkins, Dan Klompmaker, Rick VanDorp, Tim Klunder, and Chairman Bill Elhart.

Absent: Commissioners Amanda Cooper, and Sheri Holstege.

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

- Moved by Klompmaker, Supported by Klunder to excuse absent members. Motion carried unanimously by voice vote.

Maday confirmed that there are no additional agenda items. However, noted that he'd like to review a few potential 2026 meeting conflict dates with Commissioners at the end of tonight's meeting.

Maday then introduced the newly appointed Planning Commissioner, CJ Otteman. Maday noted that Otteman is a lifelong Zeeland resident. Otteman stated that he is looking forward to leaving a positive impact on his community in his role as a Commissioner.

-Motion by Klompmaker to approve the Planning Commission meeting minutes from the December 4th, 2025 meeting. Supported by Commissioner Blanton. Motion carried unanimously by voice vote.

2026 Capital Improvement Project (CIP) List Discussion – Staff Liaison Tim Maday

Maday stated that at tonight's meeting, approval of the Commission's 2026 CIP List was on the agenda. This process began with a bus tour of the City in October, and the most recent step was the Commissioner's ranking CIP items in priority order. The list that was distributed to Commissioners was developed based on those rankings. Maday stated that the Commission could reorder or revise the list as it wished, but approval of the proposed or a revised list at the January meeting would allow it to be forwarded to City Council for consideration during their upcoming strategic planning sessions.

Maday highlighted that the City engaged with Moore & Bruggink to study the City's ROW in regard "Adding on street parking to Cherry Ave." to (#16 on the Capital improvement Project (CIP) List) He noted that without acquiring additional Right-of-Way or additional property, this item is not technically feasible. However, Commissioners may choose keep or remove this item from the list, as it is still a desire in the future.

Chairman Elhart inquired whether there had been any discussion regarding overnight on-street parking on Main Avenue within the Central Business District. Maday responded by reminding the Commissioners that the 2022/2023 Parking Study identified on-street parking in the Central Business

District as an item for consideration when evaluating opportunities for additional parking. Maday also noted that the Parking Working Group is scheduled to meet on Monday, January 12, 2026, and that this topic, along with other parking-related matters within the City, will be discussed.

Commissioner Perkins asked Maday to clarify the direction the Commission would be moving forward with respect to implementation of the Washington Avenue Visioning Report. Maday responded that the report includes several items for the Commission's consideration and potential implementation to improve Washington Avenue. Maday further noted that recommending approval of this item would demonstrate to City Council the Commission's support for the beautification of Washington Avenue.

Commissioner Perkins then questioned Item #10 on the list and asked whether public parking could be utilized at 303 E Main Avenue, formerly known as Main Street Auto Repair. Maday responded that parking has already been implemented at this location for interim overnight parking for tenants and that it is currently being regulated by the Zeeland Police Department through the use of overnight and interim long-term parking permits.

Regarding Item #11, Commissioner Klunder noted that the intersection of East Main Avenue and Centennial Street has been studied on multiple occasions, specifically from a traffic warrant perspective for the potential installation of a four-way stop. The studies determined that the intersection does not meet the applicable standards. Although explained that keeping this item on the list allows the issue to remain part of ongoing discussion.

Chairman Elhart asked whether the study was conducted before or after the roadway improvements. Klunder responded that the study took place after the improvements were implemented. Commissioners then discussed their desire to keep the item on the list for further discussion in hopes of identifying an alternative solution for the intersection.

Motion 2026.01

Moved by Klompmaker to approve the recommendation of 2026 Capital improvement List (CIP) List as presented.

Supported by Perkins

Roll Call Vote on Motion 2026.01

Ayes: CJ Otteman, Bob Blanton, Rebecca Perkins, Dan Klompmaker, Rick VanDorp, Tim Klunder, and Chairman Bill Elhart

Nays: None.

Absent: Cooper.

Motion Passes.

Election of Officers

City Attorney Donkersloot reminded the Commissioners of their annual obligation to elect officers to serve as Chair, Vice Chair, Secretary, and Site Plan Review Committee Member of the Planning Commission. Donkersloot then called for nominations for each position.

Commissioner Klompmaker nominated Bill Elhart to serve as Planning Commission Chair. The nomination was supported by Commissioner Perkins. With no further nominations, nominations were closed, and the motion carried unanimously by voice vote.

Chairman Elhart nominated Dan Klompmaker to serve as Planning Commission Vice Chair. The nomination was supported by Commissioner Perkins. With no further nominations, nominations were closed, and the motion carried unanimously by voice vote.

Commissioner Klunder nominated Amanda Cooper to serve as Secretary to the Planning Commission. The nomination was supported by Mayor VanDorp. With no further nominations, nominations were closed, and the motion carried unanimously by voice vote.

Chairman Elhart nominated Rebecca Perkins to serve as Site Plan Review Committee Member to the Planning Commission. The nomination was supported by Mayor VanDorp. With no further nominations, nominations were closed, and the motion carried unanimously by voice vote.

Additional Business

Maday reviewed potential scheduling conflicts related to several upcoming 2026 Planning Commission meeting dates. An updated calendar reflecting all scheduled 2026 Planning Commission meetings was provided and attached to the record.

Maday also outlined the procedures for calling a Special Planning Commission meeting, noting an increase in the number of special meetings over the past year. He reviewed the application process, associated fee structure, and internal procedures required to successfully schedule and conduct a Special Planning Commission meeting.

Maday further updated the Commissioners that nine responses had been received to the Master Plan Rewrite RFP and that staff is currently conducting interviews with select candidates, with the goal of bringing a recommendation to City Council at its next scheduled meeting on Monday, January 20, 2026. He also noted that the Internal Parking Working Group will meet for the first time on Monday, January 12, 2026, to discuss various parking concerns within the Downtown Commercial Business District.

Commissioners then discussed Ottawa County's recent release of "small footprint homes" and whether such housing types are permitted within the City of Zeeland. Maday noted that City ordinances require a minimum of 600 square feet on the main level and a total of 1,000 square feet overall in the R-1 zone district. While these homes meet applicable Building Codes, Maday stated that it would be beneficial to further review these housing types against the City's ordinances.

6:13 PM – Moved by Klompmaker, supported by Blanton, to adjourn. Motion carried unanimously by voice vote.

Nadine Garza
Recording Secretary