



## **PLANNING COMMISSION MEETING PACKET CONTENTS**

Thursday, March 5, 2026 – 5:45pm

1. Agenda
2. Staff Memo – February 6, 2026 request to vacate N Division St
3. February 6, 2026 request to vacate N Division St – Mead Johnson & Company, LLC
4. Staff Memo – Central Business District parking management report
5. February 6, 2026 Central Business District parking management report – Mission North
6. Draft Planning Commission Meeting Minutes – January 8, 2026

**CITY OF ZEELAND  
PLANNING COMMISSION  
AGENDA  
MARCH 5, 2026  
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 February 5, 2026

**UNFINISHED BUSINESS:**

- 

**NEW BUSINESS:**

- February 6, 2026 request to vacate N Division Street – Mead Johnson & Company, LLC
- Review of February 6, 2026 central business district parking management strategies report

**PUBLIC COMMENT:**

- 

**OTHER:**

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



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MEMORANDUM

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**DATE:** Friday, February 27, 2026

**TO:** Planning Commission

**FROM:** Tim Maday, Community Development Director

**RE:** **March 5<sup>th</sup> Planning Commission meeting agenda – Request to vacate Division Street north of Main Avenue**

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**Background:** In 2025, Mead Johnson, located at 725 E. Main Avenue, presented concepts to the City of Zeeland regarding manufacturing facility modernizations that were being planned. Throughout 2025, Mead Johnson acquired and rezoned additional parcels on the block contiguous to their existing site to accommodate the proposed project. As part of assembling the necessary land area, Mead Johnson purchased two parcels adjacent to North Division Street, in addition to already owning the third parcel that also abuts the street.

To unify their site and facilitate the proposed redevelopment, Mead Johnson formally requested that the City vacate a portion of North Division Street, as outlined in their February 6, 2026 request letter (attached). The portion of North Division Street in question is a dead-end street, and Mead Johnson owns property on all three sides of the segment proposed to be vacated.

**Council Action:** On February 16, 2026, City Council acted in accordance with the City’s established street vacation procedure and referred the request from Mead Johnson, LLC to the Planning Commission for review and recommendation, consistent with the July 13, 2011 memorandum from the City Attorney outlining the City’s process for street vacations.

The March 5, 2026 Planning Commission meeting will be the Commission’s first opportunity to consider this request.

**Procedure Overview:** As outlined in the City Attorney’s July 13, 2011 memorandum, upon receipt of a written street vacation request, City Council refers the request to the Planning Commission for review and recommendation.

The procedure provides that the Planning Commission may determine whether to require a traffic study prior to making a recommendation. The Commission may also schedule and hold a public hearing before forwarding a recommendation to City Council.

Following Planning Commission review and recommendation, the process includes a required City Council public hearing prior to final action by Council.

**Traffic Study Consideration:** In their February 6, 2026 request, Mead Johnson indicated they do not believe a traffic study is warranted, given that the street segment is not a through street and is bordered entirely by property under their ownership.

At this time, staff does not anticipate a need for a traffic study based on the current configuration and limited use of the street. However, the Planning Commission may require a traffic study if it determines one is necessary, or if information presented during the public hearing suggests additional analysis would be beneficial.

**Next Steps / Staff Recommendation:** At the March 5, 2026 meeting, the Planning Commission will need to determine whether to schedule a public hearing on the request to vacate a portion of North Division Street.

Staff supports scheduling a public hearing to allow for public comment prior to making a recommendation to City Council.

**Staff Recommendation:** Staff recommends that the Planning Commission schedule a public hearing at its April regular meeting (April 16, 2026) to hear comments regarding the February 6, 2026 request from Mead Johnson, LLC to vacate a portion of North Division Street as described in the attached materials.

City of Zeeland

FEB 06 2026



Received

February 6, 2026

Mr. Timothy Maday  
Community Development Director - City of Zeeland  
21 S. Elm Street  
Zeeland, MI 49464

RE: Request for Vacation of N. Division Street, City of Zeeland

Dear Mr. Maday:

On behalf Mead Johnson & Company, LLC (“Mead Johnson”), I respectfully submit this formal request for the vacation and transfer of ownership of N. Division Street, located adjacent to Mead Johnson’s property at 725 East Main Street, within the City of Zeeland.

N. Division Street, North of E. Main Avenue, is completely surrounded, with the exception of its connection to Main Avenue to the South, by Mead Johnson property. By approving this request, Mead Johnson will have contiguous property along E. Main Avenue, allowing for the planned expansion of our facility.

We believe that vacating N. Division Street would support both our continued investment in Zeeland and the City’s long-term development goals. This street vacation will allow Mead Johnson to eliminate all curb cuts (driveways, entryways) along E. Main Avenue, covering the stretch of E. Main Avenue between the existing entry, just west of the Mead Johnson office at 725 E. Main Avenue, and Carlton Street. This stretch of E. Main Avenue will then have contiguous sidewalk and landscaping for this entire length. If the vacation is approved, we are prepared to assume full responsibility for the vacated area, including maintenance and any improvements required as part of the City’s conditions. Therefore, the City will also benefit from the reduced maintenance and service requirements of this street.

As N. Division Street is a dead-end street with no current traffic (serving only one house and two (4) unit townhouses which are all vacant and to be demolished), we do not believe that a traffic study is warranted. Relevant legal description and plats of survey are attached to this request.

We respectfully request that the City Council refer this matter to the appropriate departments for review and initiate the formal vacation process as outlined in the City’s procedures.



Thank you for your time and consideration. We value our relationship with the City of Zeeland and appreciate the Council's ongoing efforts to support responsible growth and economic vitality. Please feel free to contact me at [allan.barron@reckitt.com](mailto:allan.barron@reckitt.com) should you need additional information.

Respectfully,

*Allan Barron*

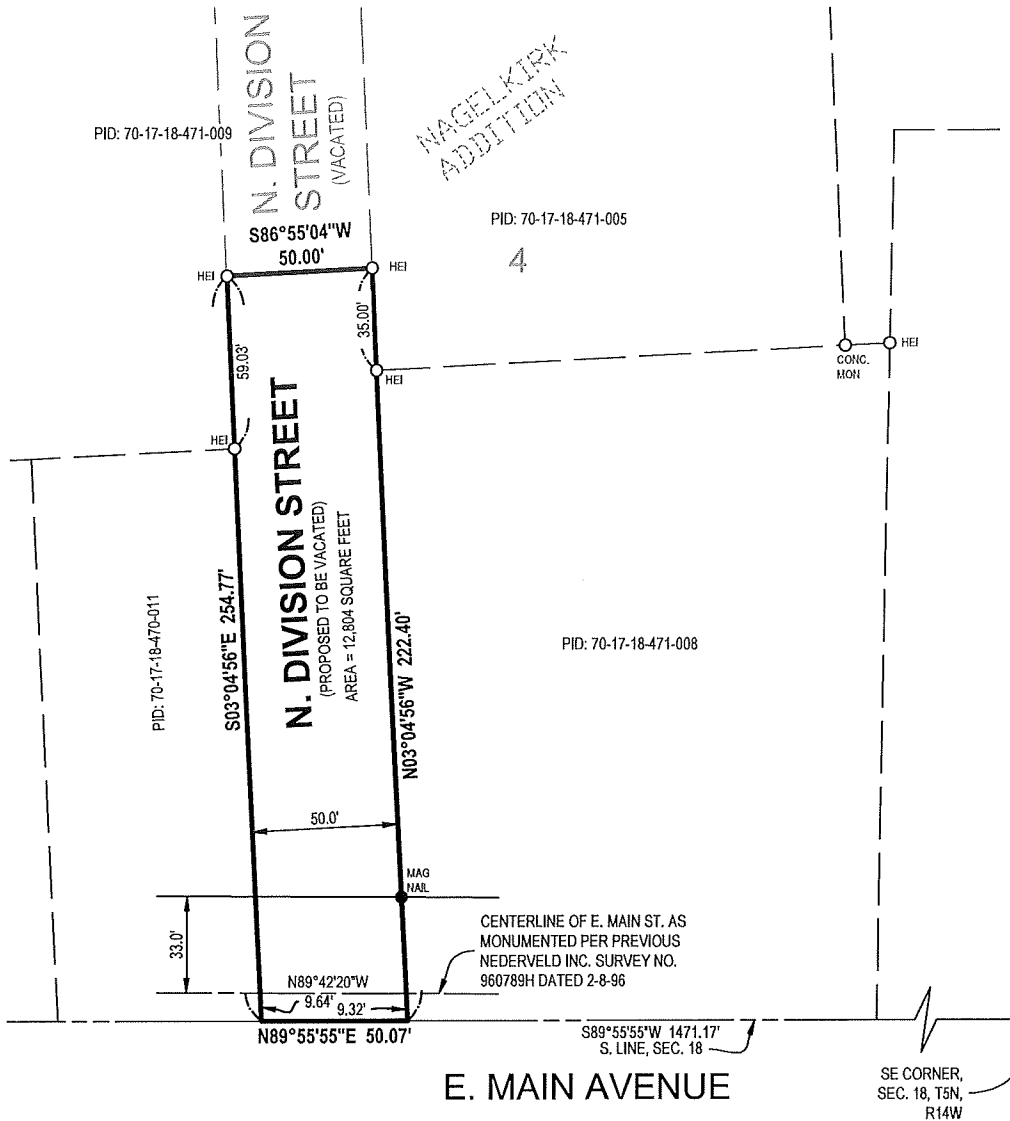
Allan Barron  
Sr. Manager Engineering, Vivid Project

Enclosures

# EXHIBIT "A"

Received

This sketch was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.



## DESCRIPTION

### PROPOSED VACATION:

Part of N. Division Street within the plat of the Nagelkirk Addition to the City of Zeeland as recorded in Liber 14 of Plats, Page 11, Ottawa County Records being part of the Southeast 1/4 of Section 18, Town 5 North, Range 14 West, City of Zeeland, Ottawa County, Michigan, described as: Beginning at the Southeast corner of said Section; thence S89°55'55"W 1471.17 feet along the South line of said Section to the Point of Beginning; thence N03°04'56"W 257.40 feet along the East line of N. Division Street; thence S86°55'04"W 50.00 feet; thence S03°04'56"E 254.77 feet along the West line of N. Division Street; thence N89°55'55"E 50.07 feet along the South line of said Section to the Point of Beginning. Contains 12,804 square feet. Subject to easements, restrictions and rights-of-way of record.

## LEGEND

- Iron-Found
- Iron-Set

SCALE: 1" = 50' 0' 25' 50'



Reckitt Zeeland Aaron Holder 100 North Fairview St Zeeland, MI 49464		 www.nederveld.com • 800.222.1888 Holland 730 Chicago Dr. Holland, MI 49423 Phone: 616.393.0449 Grand Rapids • Ann Arbor
Mead Johnson-Zeeland N Division St & E Main Ave		
DRAWN BY: BS REV. BY: REV.:	DATE: 11-13-25 REV. DATE:	PRJ #: 25200662XA 1 OF 1

25200662XA.MXD 11/14/2025 14:45

FEB-06-2026

Received



LOCATION MAP

LEGEND

- △ Benchmark
- Point
- Point

SURVEYOR'S NOTES

1. This survey was performed in accordance with the Michigan Professional Land Surveyors Act, Public Act 200 of 1977, and the Michigan Board of Land Surveyors, Board Order 2012-02-001.
2. The area to be surveyed is located in Zeeland, MI. The area of interest is bounded by the intersection of E. Main Ave. and E. Washington Ave. The area of interest is bounded by the intersection of E. Main Ave. and E. Washington Ave. The area of interest is bounded by the intersection of E. Main Ave. and E. Washington Ave.
3. The area of interest is bounded by the intersection of E. Main Ave. and E. Washington Ave. The area of interest is bounded by the intersection of E. Main Ave. and E. Washington Ave. The area of interest is bounded by the intersection of E. Main Ave. and E. Washington Ave.
4. Vertical information was provided per CAD file. All points of survey were not delineated unless so noted.
5. All points were established using a Leica TS16 total station. All measurements were taken using a Leica TS16 total station.

BENCHMARKS

- BENCHMARK #101: ELEV. = 842.1 (BAND B)
- BENCHMARK #102: ELEV. = 842.1 (BAND B)
- BENCHMARK #103: ELEV. = 842.1 (BAND B)
- BENCHMARK #104: ELEV. = 842.1 (BAND B)
- BENCHMARK #105: ELEV. = 842.1 (BAND B)
- BENCHMARK #106: ELEV. = 842.1 (BAND B)
- BENCHMARK #107: ELEV. = 842.1 (BAND B)
- BENCHMARK #108: ELEV. = 842.1 (BAND B)
- BENCHMARK #109: ELEV. = 842.1 (BAND B)
- BENCHMARK #110: ELEV. = 842.1 (BAND B)
- BENCHMARK #111: ELEV. = 842.1 (BAND B)
- BENCHMARK #112: ELEV. = 842.1 (BAND B)
- BENCHMARK #113: ELEV. = 842.1 (BAND B)
- BENCHMARK #114: ELEV. = 842.1 (BAND B)
- BENCHMARK #115: ELEV. = 842.1 (BAND B)
- BENCHMARK #116: ELEV. = 842.1 (BAND B)
- BENCHMARK #117: ELEV. = 842.1 (BAND B)
- BENCHMARK #118: ELEV. = 842.1 (BAND B)
- BENCHMARK #119: ELEV. = 842.1 (BAND B)
- BENCHMARK #120: ELEV. = 842.1 (BAND B)

DESCRIPTION

Proposed New Curved Driveway: This survey was performed to establish the location of the proposed new curved driveway. The driveway is located at the intersection of E. Main Ave. and E. Washington Ave. The driveway is located at the intersection of E. Main Ave. and E. Washington Ave. The driveway is located at the intersection of E. Main Ave. and E. Washington Ave.



SCALE: 1" = 150'

300'

150'

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 1000 Ann Arbor Ave.  
 Ann Arbor, MI 48106  
 734-769-1800

**PREPARED FOR:**  
 Roadit Zeeland  
 Aaron Hilder

**CREATED:**  
 Date: 02/06/2026

**REVISIONS:**

NO.	DATE	DESCRIPTION
1	02/06/2026	INITIAL RELEASE
2	02/06/2026	REVISION
3	02/06/2026	REVISION
4	02/06/2026	REVISION
5	02/06/2026	REVISION
6	02/06/2026	REVISION
7	02/06/2026	REVISION
8	02/06/2026	REVISION
9	02/06/2026	REVISION
10	02/06/2026	REVISION

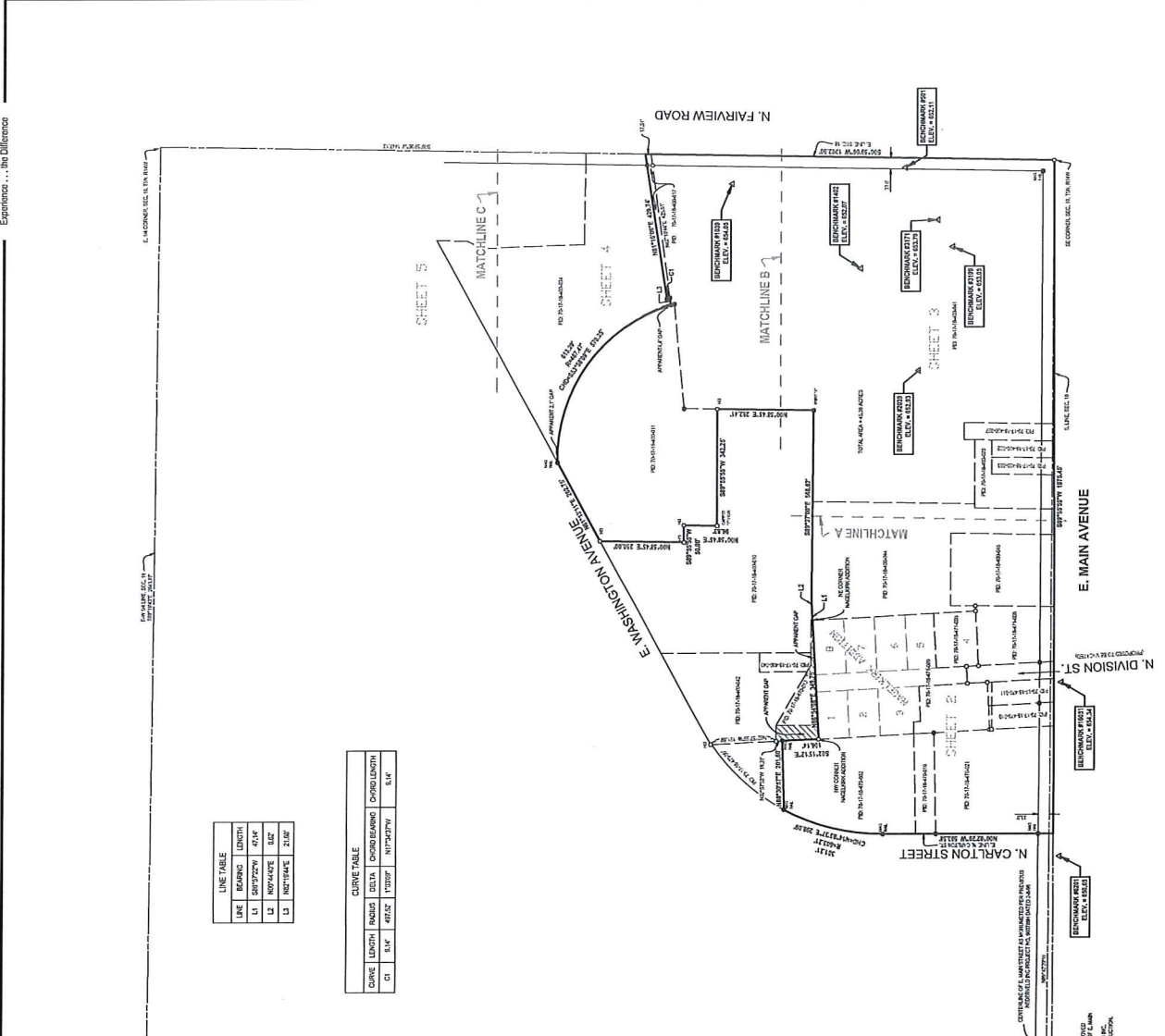
**Mead Johnson-Zeeland**  
 Topographic Survey  
 E. MAIN AVE.  
 PART OF THE SOUTHWEST 1/4 OF SECTION 18, TOWNSHIP 34 N., RANGE 14 W.,  
 CITY OF ZEELAND, OTTAWA COUNTY, MICHIGAN



**PROJECT NO.:**  
 25200862

**SHEET NO.:**  
 TO.4

**SHEET:** 1 OF 5



**LINE TABLE**

LINE	BEARING	LENGTH	Δ	SURVEYING	Δ	Δ
L1	S89°27'27" W	61.47				
L2	N00°14'45" E	5.82				
L3	N87°14'45" E	21.82				

**CURVE TABLE**

CH	LENGTH	INSIDE	DELTA	CHORD BEARING	CHORD LENGTH	Δ
C1	51.47	49.02	17.03P	N11°27'27" W	51.47	

**DESCRIPTION**

Proposed New Curved Driveway: This survey was performed to establish the location of the proposed new curved driveway. The driveway is located at the intersection of E. Main Ave. and E. Washington Ave. The driveway is located at the intersection of E. Main Ave. and E. Washington Ave. The driveway is located at the intersection of E. Main Ave. and E. Washington Ave.

**JAMES A. DONKERSLOOT**

*Attorney at Law*

132 E. MAIN  
P.O. Box 230  
ZEELAND, MICHIGAN 49464

TELEPHONE (616) 772-9000  
FAX (616) 772-1212  
E-MAIL: jadlawoff@aol.com

**MEMO**

July 13, 2011

To: Art Grimes

Re: Vacating of a Portion of Jefferson Street

Dear Art:

A question was raised as to the procedures which would be required to be followed in order to vacate a portion of Jefferson Street. In response to the request for information, please note the following procedural outline:

- A. A signed, written request to vacate a portion of Jefferson Street must be filed by the requesting property owner or owners with the City Clerk's Office. The written request should also include the legal description and a map of the proposed area of Jefferson Street for which the vacating of the road is proposed.
- B. The requesting property owner(s) may also wish to include in their request a commitment to pay for the cost of any infrastructure improvements which may be required if the road were to be vacated. (I would expect that the City Council would also require such a payment as a condition to vacating a portion of Jefferson Street.)
- C. Upon filing this request, the City Council would refer the request to the Planning Commission for a recommendation. (As a general rule, the City Council asks for a Planning Commission recommendation before the City Council approves a notice of intent or takes any final action as to the vacating of a street.)
- D. The Planning Commission may recommend that a traffic study be done by a traffic engineer.

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It is recommended that the property owner(s) order and provide a traffic study from a traffic engineer as to why the closing of a portion of Jefferson Street will not be harmful. This study should be provided prior to the public hearing before the City Council. The Planning Commission may also possibly want to receive and review such a study before it makes its recommendation to the City Council. In addition, the City may wish to order its own independent traffic engineering study.

**Memo**

**Re: Vacating a Portion of Jefferson Street**

**Page 2**

- E. The Planning Commission may or may not be willing to make a recommendation as to the vacating of a street without additional study and without its first holding a public hearing on this matter.
- F. By Zeeland City Charter Section 5.13, the City Council will have to consider the request, and if it desires, approve a resolution of intent to vacate the street and to schedule a public hearing before the Zeeland City Council. [The City Council would not pass its resolution of intent prior to a written request being filed with the City of Zeeland from the adjacent property owner(s).]
- G. By law, the City must give and publish at least a 30-day notice regarding a public hearing to vacate a street and pursuant to Zeeland's Charter requirements, this notice must be published in at least three weeks' papers.
- H. If any adjacent property owner or member of the public files an objection, approval of the vacating of the street would require five City Council member votes.

If you have any questions regarding this memo, please contact me.

Sincerely,

James A. Donkersloot  
Zeeland City Attorney

JAD\njk

cc Zeeland City Council  
/Zeeland City Planning Commission



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## MEMORANDUM

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TO: Bill Elhart, Chairman and Zeeland Planning Commission Members

CC: Tim Maday, Community Development Director

FROM: Abby deRoo, City Marketing Director

SUBJECT: Downtown Parking Assistance Report 2026

DATE: February 26, 2026

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As downtown Zeeland continues to experience growth and reinvestment, ensuring that our parking strategy supports that momentum remains essential. With that in mind, the Shopping Area Redevelopment Board (SARB) and city staff that oversee downtown projects support the attached *Parking Report and Recommendations* prepared by Rob Bacigalupi, AICP, Principal of Mission North, LLC, dated February 6, 2026 .

Following several city-initiated parking changes last year, our team felt it was both responsible and strategic to seek guidance from a professional in the parking industry. We were hopeful that, after studying Zeeland's parking supply, our unique downtown culture, and our previous parking study, a consultant might identify new ideas or uncover something we had missed — perhaps even a “smoking gun” that would alleviate our perceived parking challenges.

To our own surprise, we did not find any such singular issue or overlooked solution. Instead, this report has clarified our understanding of the realities we face and strengthened our confidence in our team's ability to approach parking with a big-picture perspective. The findings affirm that Zeeland provides a high level of service, while also acknowledging the increasing pressure created by new development, the complexity of coordinating numerous public and shared-use lots, and the long-term sustainability questions associated with funding and management.

Importantly, the report outlines practical and phased recommendations:

- **Quick Actions**, including improved signage and enforcement in municipal lots, targeted supply enhancements for unrestricted parking, and on-street striping to improve efficiency and encourage appropriate use.
- **Midterm Strategies**, such as exploring a residential permit program, assessing long-term management and fiscal capacity, and considering tools to charge for parking, like special assessments or payment-in-lieu-of-parking for new developments.
- **Longer-Term Planning**, including consolidation of parking assets and conducting a parking deck feasibility study to proactively plan for future growth.

From a downtown vitality and economic development standpoint, SARB and staff believes these recommendations align with broader community goals and will continue to strengthen the greater

downtown. The report reinforces that thoughtful management, education, enforcement, and strategic investment — rather than a single dramatic change — are the keys to long-term success.

If the Planning Commission is comfortable with the direction outlined in this report, the next step would be to return the document to the Parking Working Group for final review and coordination. Following that process, it would be forwarded to City Council for acceptance, marking formal authorization for staff to begin developing a plan for implementation of the recommended actions.

On behalf of the Shopping Area Redevelopment Board, I respectfully request your review and consideration. We appreciate your continued partnership in ensuring that Zeeland's parking strategy supports sustainable growth, economic vitality, and the character of our downtown.

A handwritten signature in cursive script, reading "Abigail deRoo".

---

Abigail deRoo, City Marketing Director



February 6, 2026

Abby deRoo  
City Marketing Director  
City of Zeeland  
21 S. Elm Street  
Zeeland, MI 49464  
via email: [aderoo@cityofzeeland.com](mailto:aderoo@cityofzeeland.com)

Tim Maday  
Community Development Director  
City of Zeeland  
21 S. Elm Street  
Zeeland, MI 49464  
via email: [tmaday@cityofzeeland.com](mailto:tmaday@cityofzeeland.com)

**RE: Parking Report and Recommendations**

Dear Ms. deRoo and Mr. Maday:

Thank you for the opportunity to learn about Zeeland's parking challenges and advise on possible strategies. This report summarizes my understanding of the questions facing Zeeland's downtown parking and offers recommended actions and next steps.

**Steering Committee Discussion**

The Parking Steering Committee meeting on January 12, 2026, provided an opportunity to discuss what has worked and how to address new concerns. The Parking Steering Committee members Eric Barnes, Shopping Area Redevelopment Board; Mandy Cooper, Planning Commission; Laura Gentry, Shopping Area Redevelopment Board; Dan Klomp maker, Planning Commission; Brian VanHoven, Shopping Area Redevelopment Board participated in the meeting. These community members joined us along with Tim Klunder, City Manager and Kevin Plockmeyer, Assistant City Manager/Finance Director in the discussion.

**Observations**

In addition to the feedback the City has received, I offer the following observations:

- Zeeland provides a high level of service to parking customers, businesses, and developers in fulfilling its role as a downtown parking provider. Continuing to

# DRAFT

proactively add supply as needed gives the private sector confidence that parking will be available for their projects or businesses.

- Staff find it increasingly difficult to maintain this high level of service amid new developments that are swelling demand and putting greater pressure on parking offerings. Higher pressure raises the question of whether the private sector must play a more active role in managing its private lots.
- The City provides customer parking in four-hour lots on the north and south side of Main Avenue. This provides ample parking in easily accessible locations for downtown shoppers and diners.
- Zeeland is in the enviable position of being able to fund parking facility acquisitions, maintenance, and management without any dedicated funding source. The long-term sustainability of this is not known.
- Off-street parking is provided in a combination of 27 public and private lots (six of which offer public parking); a large number for a relatively small area. This makes communicating about off-street parking more complicated. The number of surface parking lots also creates more parking frontage on blocks, impacting the walking experience.
- Parking space additions are understandably driven, in part, by development opportunities. There is, however, a risk of parking dictating downtown character and urban design. Parking policy should be driven by broader community goals related to quality of life, economic development, and other priorities.
- Many lots are available through shared-use agreements with varying terms. As the demand for parking increases, the City's ability to continue to reliably provide parking is at risk.
- Zeeland is seeking a way to track and enforce time limits on private lots.
- The loading zones in the North and South Municipal lots are inappropriately being used for parking.

## **Recommendations for Quick Action**

- Prioritize Management & Education
  - Improve signage along loading areas on the business sides of the North and South Municipal Lots. Increase enforcement to the extent needed to get compliance.

# DRAFT

- Explore ways to enhance the Police Department's effectiveness in parking enforcement, such as providing ticket-writing software and hardware to track time in lots.
- Targeted Supply Enhancements
  - Explore adding the lot on the east side of Elm just north of the railroad tracks as a free and less restricted option.
  - Add supply as needed to address imminent development, such as for the mixed-use project at the corner of West Main and North State.
  - Stripe individual parking spaces on-street, including west of State Street on West Main Avenue. This will encourage proper and efficient parking and, in the case of West Main, encourage new demand from the incoming Mexican restaurant to park there.

## **Recommendations for Midterm Action**

- Explore a residential permit program to determine effectiveness and management capacity. Consider a two-tiered system: closer-in spaces for a fee, and further-out parking free. Offer residential permit spaces in the far ends of the North and South lots.
- Assess the City's capacity to continue managing parking in the long term. The capacity for both personnel and fiscal impacts should be addressed and proactively put in place for future success. The City may consider treating downtown parking as a utility, with supply proactively adjusted based on current and future needs, and with parking provision and management funded through parking fees, much like an electricity or water utility.
- In the context of the previous item, review options for cost-sharing that would include:
  - Charging for some parking, such as the previously-mentioned residential permits, employee permits, parking for construction, etc. Besides providing a revenue stream, pricing is a good tool for managing where people park.
  - A parking special assessment.
  - Tax increment financing to support parking infrastructure, potentially from the Brownfield Authority.
  - Enact payment in lieu of parking where developments pay into a City fund dedicated to parking operations and/or infrastructure based on the development's parking demand.

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## Longer-Term Recommendations

- To the extent possible, consolidate parking into larger City-owned lots or a parking garage to simplify off-street parking options and improve the City's long-term ability to provide parking.
- Conduct a parking deck feasibility study with the following goals:
  - Consolidate parking to more clearly answer the question from both developers and the public: "Where are people going to park?"
  - Identify a location that will reasonably accommodate the proper-sized facility.
  - Include an order-of-magnitude cost estimate for the facility's construction.
  - Provide sample operational costs from other similar facilities.
  - Offer recommendations on revenue streams, if needed, to help sustain the garage.
- Consider offering to write violations on private property, as they do in Grosse Pointe Park, for example (see insert).

### Excerpt from 2022 Grosse Point Park Parking Study

**Ticketing vehicles on private property.** The City has set up a process by which private parking lot owners can register with the City to allow ticketing vehicles on their property. Once registered and when lots are properly signed, lot owners can request ticketing in their lot by the Department of Public Safety. Towing vehicles from private property is the property owner's responsibility unless the vehicle is considered abandoned, in which case the Department of Public Safety can tow the vehicle.

## Summary

Immediate steps can be taken to address some of the concerns that have bubbled up since the City began implementing parking study recommendations. In the longer-term, there are tactics that can improve Zeeland's parking sustainability.

I look forward to discussing this with you. If you would like to discuss anything in this report, feel free to reach out.

Sincerely,



Rob Bacigalupi, AICP  
Mission North, LLC



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

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

Present: Commissioners Amanda Cooper, Rebecca Perkins, Sheri Holstege, Dan Klompmaker, Rick VanDorp, Tim Klunder, and Chairman Bill Elhart.

Absent: Commissioners CJ Otteman, Bob Blanton.

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

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

Maday confirmed that there are no additional agenda items.

Maday then reviewed the 2025 Planning Commission Annual Report with the Commissioners.

Master Plan Rewrite RFP

Maday reminded the Commissioners that nine responses were received for the Master Plan Rewrite RFP. He noted that staff thoroughly reviewed each submission, with assistance from Planning Consultant Paul LeBlanc. Through that process, staff determined that Williams & Works was well aligned with the City's proposal. The City is seeking substantial updates to the Future Land Use Map, a strong community engagement component, visioning sessions, an online survey, community open houses to present draft materials, and other outreach efforts. Staff's intent is to fully rebuild the Master Plan rather than simply update the existing document.

Maday explained that following review with the Planning Consultant, questions were developed for Williams and Works to ensure they are the best fit for the City and this project. Staff subsequently interviewed Williams & Works, and they were able to address all outstanding questions. Maday stated that staff recommends the Planning Commission endorse Williams & Works as the consultant for the City's 2026/2027 Comprehensive Master Plan Rewrite.

Maday also shared that, after discussing the process with Williams & Works, it was recommended that the City consider establishing a steering committee to help lead the Master Plan rewrite, rather than placing the full responsibility on the Planning Commission. The proposed steering committee would meet approximately 11 times over the next 18 months to review and make recommendations related to the Master Plan Rewrite RFP. The Planning Commission would retain final approval authority over recommendations brought forward by the committee.

Maday presented this option to the Commission for consideration, asking whether they would be interested in implementing a steering committee or prefer to lead the process themselves. He described the proposed committee as consisting of nine members, potentially including three Planning Commissioners, two City Council representatives, one SARB representative, one member

of the general public, one representative from the school district, and one representative from the industrial corridor.

Commissioners and staff discussed the Planning Commission's previous experience in 2010, when the current Master Plan was developed. Commissioners recalled that it was a large amount of work, but also commented that it is work that is within the Planning Commission's scope of duties.

After further discussion, the Commissioners agreed to take on the Master Plan rewrite themselves, rather than establishing a separate steering committee. Commissioners discussed what that would entail, how the process would flow alongside regular Planning Commission responsibilities, and how the City would support implementation. They also reviewed the proposed meeting schedule, including the possibility of daytime meetings, as well as other logistics related to participation and coordination.

#### **Motion 2026.02**

**Moved by Klompmaker to endorse Williams & Works as the consultant for the City's 2026-2027 comprehensive Master Plan rewrite, while recommending that Planning Commission take lead on the Master Plan Rewrite RFP.**

**Supported by Perkins**

#### **Roll Call Vote on Motion 2026.01**

**Ayes: Amanda Cooper, Rebecca Perkins, Dan Klompmaker, Rick VanDorp, Tim Klunder, and Chairman Bill Elhart**

**Nays: None.**

**Absent: CJ Otteman, Bob Blanton.**

**Motion Passes.**

-Motion by Klompmaker to approve the Planning Commission meeting minutes from the January 8th, 2025 meeting. Supported by Commissioner Holstege. Motion carried unanimously by voice vote.

#### **Small Footprint Homes**

Maday then reviewed Ottawa County's Small Footprint Homes Project, following the Commissioners' interest in learning more about the initiative recently released by Ottawa County. After the previous meeting, staff obtained the press release and slide deck from the Ottawa County Department of Strategic Impact, which were included in the Planning Commission meeting packet. Maday also reviewed how the various home designs align with the City's zoning regulations, including overall size, height, and other applicable standards. He further compared the proposed designs to the City's existing single-family residential housing stock.

Commissioner Klompmaker questioned why the City requires a minimum square footage for new home construction, particularly as the Commission reviews the Small Footprint Homes proposal and compares it to previously built single-family homes in Zeeland that are similar in size. Maday noted that most communities have a square footage minimum, though he was unsure where the requirement originated. The Commission then discussed the logistics of small footprint homes in Zeeland, including the potential benefits and drawbacks associated with this type of housing.

Commissioners expressed that they would like to see Small Footprint Homes within Zeeland's surrounding and extended communities, but agreed that this housing type is not currently considered feasible within the City of Zeeland.

Commissioner Klompmaker noted that he would still like to consider opening up and studying the ordinance further, as he does not want to deter potential applicants, especially since the City

already has criteria that effectively prohibits these types of homes due to the minimum square footage requirement. Commissioners agreed with Commissioner Klompmaker's comments; however, they reiterated that there is not sufficient space within Zeeland for this housing type to be considered feasible at this time.

Additionally, Commissioner Holstege noted that revising the square footage requirement alone would not be enough, as the Commission would likely need to revisit the full set of criteria, since most small footprint homes do not comply with several of the current standards regardless.

Maday noted that housing is a significant component of the Master Plan and that the Commission will have ample opportunity to further discuss what housing should look like in the City of Zeeland, including where various housing types fit and where higher- and lower-density developments may be appropriate. He added that keeping this topic on the Commission's radar provides a helpful starting point for more in-depth discussion when it is formally reviewed and evaluated during the Master Plan rewrite.

Commissioners concluded in agreement and stated that, as they continue their review of the Master Plan, they welcome opportunities for members of the public to come before the Commission to propose these types of housing. They also recognized that the City remains in the early stages of this process.

Lastly, Commissioner Perkins also commented on housing affordability at a national level and noted that, in Michigan, the uncapping of property taxes has become a significant factor affecting affordability for homebuyers. She further stated that the Association of Realtors holds a strong voice in related legislation and shared these remarks to ensure fellow Commissioners were aware of the broader policy context surrounding housing affordability in the state.

6:50 PM – Moved by Klompmaker, supported by Holstege, to adjourn. Motion carried unanimously by voice vote.

Nadine Garza  
Recording Secretary