



**CITY OF ZEELAND
PLANNING COMMISSION MEETING MINUTES
CITY HALL – 21 SOUTH ELM STREET
DECEMBER 4TH, 2025
5:45PM**

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

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

Absent: Commissioner Tim Klunder.

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

- Moved by Klompmaker, Supported by Cooper 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 share a few updates with the Commissioners at the end of tonight's meeting.

-Motion by Klompmaker to approve the Planning Commission meeting minutes from the November 6th, 2025 meeting. Supported by Commissioner Cooper Motion carried unanimously by voice vote.

-Chairman Elhart acknowledged that Commissioner Holstege is now present for tonight's meeting and is no longer required to be excused.

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

Maday reviewed the updated draft of the 2026 CIP list with the Commissioners and reminded them of the recent city bus tour held at their October 2, 2025 meeting. He explained that tonight's meeting is an opportunity for Commissioners to discuss the CIP items, ask questions, and propose any changes.

Maday also asked Commissioners to revisit the 2025 CIP list that was developed last year, noting that items from that list remain incomplete. After Commissioners make their revisions; whether adding, combining, or removing items from the 2025 list—staff will compile all suggested items by Commissioners and will contact Commissioners by email to request that they rank the items in order of priority. He explained that after collecting and aggregating those rankings, staff will present the finalized 2026 CIP list for Commissioners to adopt, ensuring alignment with City Council's Strategic Action Plan and Goal Setting Sessions.

Maday then reviewed with the Commissioners all items included in the initial draft of the combined CIP list contained in their meeting packet. This draft represents the items identified by Commissioners in their individual submissions provided to staff prior to the meeting. During the review, Commissioners discussed the items in detail, asked questions, and worked collaboratively to revise the list and identify any additional items they wished to include in the 2026 CIP list. Commissioners ultimately agreed to pull the highlighted items from the 2025 CIP list for inclusion in the updated draft.

Downtown Parking System Representative Review – Staff Liaison Tim Maday

Maday reminded Commissioners of the City's continued effort in addressing the parking challenges in the Central Business District – Downtown Zeeland. Furthermore, he noted that as part of these efforts and ongoing discussions with a parking consultant, Maday added that 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 asked if there were any Commissioners interested in participating, and Commissioners Klompmaker and Cooper volunteered.

Mayor VanDorp & Commissioner Perkins Recognition

Maday welcomed Mayor VanDorp to the Planning Commission and congratulated Commissioner Perkins on her election to City Council, noting that she will now also serve as the City Council Liaison to the Planning Commission. He also informed the commission that there is currently one vacancy on the Planning Commission, though several applications have already been received. The position will be filled following the mayor's recommendation and subsequent appointment by City Council.

Additionally, Maday noted that the responses to the City's master plan rewrite RFP are due on Friday, December 12, 2025. He shared that he has already received responses from a few planning consultants and anticipates additional submissions in the coming days. Furthermore, Maday provided an update on the proposed demolition & reconstructions of Koele Godfrey Investment Group at 123 E Main Ave, noting that they are expecting to begin demolition construction in the early weeks of January 2026.

-6:11 PM Moved by Klompmaker to adjourn and supported by Cooper. Motion carried unanimously by voice vote.

Respectfully submitted,

Nadine Garza
Recording Secretary