



**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