



**CITY OF ZEELAND
PLANNING COMMISSION MEETING MINUTES
ZEELAND CITY HALL
ZEELAND, MI
JULY 9, 2026
5:45 PM**

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

Present: Commissioners, CJ Otteman, Rebecca Perkins, Sheri Holstege, Daniel Klompmaker, Rick VanDorp, and Chairman Bill Elhart.

Absent: Commissioners, Bob Blanton, and Tim Klunder.

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

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

Maday noted that there were no additional agenda items. However, he noted that the City received communication from Zeeland Township regarding their intent to plan.

Tanya DeOliveira of Williams & Works presented her memorandum regarding e-bikes. She explained how e-bikes are classified and reviewed how neighboring communities currently regulate their use. Maday noted that the State of Michigan is also working to regulate e-bikes and stated that he would contact State Representative Bradley Slagh to gather additional information regarding any decisions that have been made and what regulations the State is currently considering. Maday added that he would also reach out to other department heads to better understand the City's enforcement capacity, their current interactions with e-bike riders, and how e-bikes are presently regulated within the City of Zeeland.

City Attorney Jim Donkersloot reviewed the draft bylaws amendment regarding the identification of conflicts of interest and the appropriate process for addressing them, particularly in light of applications previously considered by the Planning Commission. Donkersloot explained what constitutes a conflict of interest and outlined the steps Commissioners must take when a potential conflict arises. Donkersloot noted that the proposed amendment is based on applicable state law and case law. He added

that Commissioners could take action to adopt the amendment or postpone consideration until their next regularly scheduled Planning Commission meeting.

Commissioners discussed that they feel comfortable adopting the draft of the bylaws amendments for conflict of interest prepared by City Attorney Donkersloot.

Motion 2026.09

Moved by Klompmaker to adopt the draft of bylaws, including the amended conflict of interest language as presented.

Supported by Holstege

Roll Call Vote on Motion 2026.09

Ayes: Otteman, Perkins, Holstege, Klompmaker, VanDorp, Chairman Bill Elhart.

Nays: None.

Absent: Blanton, Klunder.

Motion Passes

Tanya DeOliveira of Williams & Works presented draft Chapter 3 of the Zeeland Master Plan, which focuses on the City's natural features. DeOliveira explained that the chapter is intended to provide basic, objective information regarding Zeeland's existing natural features.

Commissioners expressed interest in the various soil types throughout the city, noting that some areas were identified as wetlands that they had not previously recognized as such.

Commissioners also discussed the differences between Zeeland's floodplain maps and FEMA floodplain maps, how this information is interpreted and applied during the planning process, and which soil types may indicate the presence of wetlands. DeOliveira reviewed the sources used to prepare the chapter, noting that soil surveys for the area were completed as early as the 1930s. She explained that while soil may be relocated, its classification does not change. In response to questions regarding whether other municipalities incorporate soil data into their master plans, DeOliveira explained that this information is particularly important when evaluating flooding and flood-prone areas, as municipalities must ensure that soils can provide adequate drainage.

DeOliveira noted that, because the City is primarily built out, the information provided in this chapter will be most relevant when considering the redevelopment of areas within the city.

Maday highlighted that staff are currently working to publish the Master Plan sections of the website where each of these draft chapters will be available for the public as well.

DeOliveira added that the next draft chapter will focus on community facilities and will conclude the objective chapters of the Master Plan. She also informed commissioners that she expects to be out of the office at the beginning of August, including during the next regularly scheduled Planning Commission meeting on August 6, 2026. Commissioners agreed to postpone their review of the next draft chapter until the regularly scheduled meeting on September 3, 2026. With no additional business anticipated and no applications received by the applicable submission deadline, commissioners agreed to cancel the August 6, 2026, Planning Commission meeting.

-6:33PM Motion made by Klompmaker to cancel the upcoming planning commission meeting scheduled for August 6th, 2026. Supported by Perkins. Motion carried unanimously by voice vote.

-Motion by Klompmaker to approve the Planning Commission meeting minutes from the June 4th, 2026 meeting. Supported by Holstege. Motion carried unanimously by voice vote.

-6:37PM Motion made by Klompmaker, supported by Perkins. to adjourn. Motion carried unanimously by voice vote.

Nadine Garza

Nadine Garza
Recording Secretary