CITY OF ZEELAND
PLANNING COMMISSION MEETING MINUTES
ZEELAND CITY HALL
ZEELAND, MI
OCTOBER 1, 2026
5:45 PM BUS TOUR
IN-PERSON MEETING FOLLOWS

-5:45 PM Bus tour of the City to view potential Capital Improvement Project locations.

- 6:10PM Chair Klompmaker called the in-person portion of the meeting to order and requested a roll call of Planning Commissioners.

Present: Commissioners, Phil Dirkse, Aaron Mason, CJ Otteman, Rebecca Perkins, Bob Blanton, Sheri Holstege, and Chair Daniel Klompmaker.

Absent: Commissioner Rick VanDorp.

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

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

-Moved by Holstege to approve the Planning Commission meeting minutes of September 10th, 2026. Supported by Blanton. Motion carried unanimously by voice vote.

Maday noted there were no additional agenda items.

Maday reviewed the process for preparing the 2027 Capital Improvement List, explaining that it would include ideas carried forward from last year's list and new ideas generated during the bus tour. He highlighted resources available to assist commissioners in developing recommendations and noted that they would receive a fillable PDF to submit their ideas, along with the previous year's list for reference. Maday reminded commissioners that the completed list would be forwarded to City Council following its adoption in January.

Chairman Klompmaker highlighted projects from previous CIP lists that have contributed to improvements throughout the City. He also noted opportunities for collaboration with other municipalities where shared goals have aligned.

-6:15pm – Chair Klompmaker opened the public hearing for the Site Plan Review Application for the construction of a 83,500 square foot industrial building on existing improved industrial site at 500 E Roosevelt – Plascore, Core Ventures LLC.

Bethany Meza, Facilities Manager for Plascore, presented the application on behalf of Core Ventures LLC. Meza explained that the project includes construction of a new 83,500-square-foot manufacturing facility on the existing Roosevelt campus, along with site improvements, parking, roadway enhancements, additional and improved fire access, and a stormwater management system.

Meza noted that, upon occupancy and over the following years, the company anticipates adding approximately 70 positions in engineering, skilled trades, and general manufacturing.

Meza emphasized the team's commitment to working with City departments and professional partners to ensure the project aligns with the City's planning objectives and supports responsible, sustainable growth. She expressed enthusiasm for the opportunities the investment represents for both Plascore and the City of Zeeland and for continued growth in the years ahead.

Holstege noted she thought it to be a thorough application.

Maday noted that the property is zoned I-2, where manufacturing is permitted by right. He stated that the proposed site plan meets the required setbacks and complies with landscaping and parking requirements. He also noted that the applicant engaged the City early in the process, allowing staff ample time to coordinate with department heads regarding water service, fire access, and other site considerations. Maday commended the applicant for continuing to be a strong development partner and submitting a well-prepared site plan.

Maday explained that the Clean Water Superintendent identified a few items for further review, and the Fire Chief provided comments regarding access. The stormwater management plans are currently being reviewed by the City's engineer, which is a typical part of the review process. Staff recommended approval of the site plan as presented, subject to two conditions: approval of the stormwater management plans by the City's consulting engineer and approval of the final site and fire access plans by City staff.

Chairman Klompmaker asked if the applicant had any concerns with meeting the requirements of the consulting engineer for storm water management or the fire department. Meza stated they did not.

Perkins questioned when the applicant intends to start construction. Meza explained that based on the outcome for tonight's meeting, they will send this project out for bid and are hoping to get started yet this year, or as soon as weather permits in early spring of 2027.

-6:20pm Moved by Holstege to close the public hearing. Supported by Otteman. Motion carried unanimously via voice vote.

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Motion 2026.11

Moved by Blanton to approve the Site Plan Review application for the construction of a 83,500 square foot industrial building with related parking, landscaping, and site improvements at 500 E Roosevelt Ave – Plascore Facility, Core Ventures LLC while subject to the following conditions:

1. **The stormwater management plans must be reviewed and approved by the City's consulting engineer.**
2. **Final site utility and fire access plans, including hydrant and FDC locations, must be reviewed and approved by the appropriate City departments before permits are issued for the affected work.**

Supported by Perkins

Roll Call Vote on Motion 2026.11

Ayes: Dirkse, Mason, Otteman, Perkins, Blanton, Holstege, and Chairman Klompmaker.
Nays: None.
Absent: Van Dorp.

Motion Passes

-6:21pm – Chair Klompmaker opened the public hearing for the Site Plan Review & Special Land Use Application for the construction of a 384 square foot detached accessory dwelling unit at 44 W Garfield Ave.

Cindy Werp, homeowner of 44 W Garfield Ave presented her application. She explained that she is looking to create living quarters for herself on her property. She explained that she intends to live in the Accessory Dwelling Unit so her daughter and grandkids can reside in the main dwelling at 44 W Garfield Ave.

Maday then reviewed the City's ADU ordinance criteria with Commissioners, noting this would be City's first Accessory Dwelling Application. He reviewed the Commission's history regarding their work on the Accessory Dwelling Unit & Short Term Rentals ordinances. He added that due to this being a special land use application, there is separate set of standards the applicant must meet, although noting that from staffs point of view, he feels that these standards have been met and similar to a use permitted by right, if a plan or application hits the special land use standards, it shall be approved. Adding that before a building permit can be issued, the applicant would need to provide a deed restriction.

City Attorney Donkersloot recommended the City prepare the deed restriction given the required recordable format and procedure.

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Maday noted that the Commission received one piece of correspondence regarding the application, which was provided to Commissioners and the applicant and is attached to the record. He explained that the neighboring property owner expressed support for the accessory dwelling unit (ADU) but did not want it to become a separate rental unit.

Chairman Klompmaker noted that the deed restriction addresses this concern. Maday clarified that the restriction requires the property owner to reside onsite in one of the two units. He explained that the ADU ordinance would allow the owner to live in the ADU and rent the main dwelling, provided the rental complies with the City's registration and inspection requirements.

City Attorney Donkersloot asked whether water and sewer service would connect directly to the street or through the existing home. Maday explained that City ordinance permits only one water service and one sanitary sewer service per parcel. Therefore, the ADU would need to connect to the main dwelling's existing services.

Chairman Klompmaker confirmed that the applicant was prepared to accept the deed restriction.

Perkins noted her understanding that the proposed ADU at 44 W Garfield Ave is to be built on a slab and asked whether a crawl space, if present, would count toward the total square footage. Maday clarified that a crawl space would not be included because it is not considered habitable space.

Otteman asked for confirmation that the ADU ordinance allows the property owner to reside in either dwelling and rent the other. Maday confirmed that this arrangement is permitted.

-6:37pm Moved by Holstege to close the public hearing. Supported by Blanton. Motion carried unanimously via voice vote.

Motion 2026.12

Moved by Holstege to approve the Site Plan Review and Special Land Use application for construction of a 384-square-foot accessory dwelling unit attached to the existing detached garage at 44 W Garfield Ave, as the applicable standards had been met, subject to the following condition:

1. **A deed restriction meeting the requirements of Section 10.300 of the Zoning Ordinance shall be prepared and approved by the City Attorney and recorded with the Ottawa County Register of Deeds before a building permit is issued for the accessory dwelling unit.**

Supported by Perkins

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Roll Call Vote on Motion 2026.12
Ayes: Dirkse, Mason, Otteman, Perkins, Blanton, Holstege, and Chairman Klompmaker.
Nays: None.
Absent: Van Dorp.

Motion Passes

Election of Officers

City Attorney Donkersloot noted that with recent changes to the bodies membership, the Commission will need to elect officers to serve as Vice Chair, and Secretary of the Planning Commission. Donkersloot then called for nominations for each position.

Commissioner Holstege nominated CJ Otteman 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 Blanton nominated himself to serve as Secretary to the Planning Commission. The nomination was supported by Perkins. With no further nominations, nominations were closed, and the motion carried unanimously by voice vote.

Maday reminded commissioners that, following Chairman Elhart's resignation, the Planning Commission bylaws provide for the Vice Chair to automatically assume the position of Chair for the remainder of the year. Accordingly, Klompmaker will serve as Chair through the end of the year and will be eligible for reelection.

Maday noted that there were no additional agenda items and reminded Commissioners of the Capital Improvement List process. He also noted that Tanya DeOliveria, the City's planning consultant with Williams & Works, would attend the next regular Planning Commission meeting in November. Maday added that the Master Plan website had been uploaded and that he had received an email from State Representative Slagh regarding a new bill being introduced concerning e-bike regulations.

-6:49PM Moved by Holstege to adjourn the meeting. Supported by Otteman. Motion carried unanimously by voice vote.

Nadine Garza

Nadine Garza
Recording Secretary

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