

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

**January 6<sup>th</sup>, 2025**

**7:00 p.m.**

***Allendale Township Public Meeting Room***

1. Call the Meeting to Order: 7:00 PM

2. Roll Call:

Present: Mark Addams, Joe Jacquot, Bruce Zeinstra, Rick Westerling, Ray Nadda, and Tom Zuniga

Absent: Todd Bronson

Staff and Guests Present: Greg Ransford

3. Communications and Correspondence: None

4. Approval of the December 16th, 2024 Planning Commission Minutes. Motion to Table December 16<sup>th</sup>, 2024 minutes until January 20<sup>th</sup>, 2025 by Mark Addams, Seconded by Tom Zuniga, **Approved 6-0**

5. Approval of the Agenda. Motion to approve agenda as is by Mark Addams, Seconded by Bruce Zeinstra, **Approved 6-0**

6. Public Comments for *non-public hearing item*: None

7. Public Hearings:

Zoning Map Amendment – Summer Brook PUD - Rezoning vacant portion of the PUD to the Medium Density Multiple Family Residential/Office Zoning District (R-4): Motion to recommend adoption of the Zoning Map Amendment Ordinance to rezone the subject property to the R-4 Zoning District, finding that the request meets the Rezoning Evaluation Factors of Section 29.01D of the ACTZO, as outlined by the Township Planner. Motion by Bruce Zeinstra, Seconded by Tom Zuniga, **Approved 6-0**

8. Site Plan Review: None

9. New Business:

Election of Officers:

Chairperson – Mark Addams

Vice-Chairperson - Ray Nadda

Secretary – Tom Zuniga

Motion to keep all positions the same by Rick Westerling, Seconded Ray Nadda, **Approved 6-0**

Annual Work Program: Discussion about item #3, Examine means to improve ground water quality in Allendale and the processes of what that would involve. Discussion about house sizes and types off houses within Allendale to accommodate affordable housing. Agreement to subtract original item #3, Examine means to improve ground water quality, and add item #3, Minimum single-family dwelling area, tiny home provisions, dwelling external materials

10. Old Business: None

11. Public Comment: None

12. Township Board Reports: 2024 Budget Updates, Memorandum of understanding that Grand Valley State University Geography 404 is going to be providing concepts for the new town center, update on insurance. Township Board was contentious regarding the 12-2 Edgewater Farms Site Condo.

13. Commissioner and Staff Comments: Adam Elenbaas requested Greg Ransford start working on language for the town center.

14. Adjourn: 7:46PM

**Next meeting January 20th, 2025, at 7:00 p.m.**  
Minutes respectfully submitted by Zachary Fields





*Allendale*  
CHARTER TOWNSHIP

**Planning Commission  
Meeting on January 20<sup>th</sup> has  
been cancelled. The Next  
Planning Commission  
meeting will be on  
February 3<sup>rd</sup>**



(616) 895-6295



6676 Lake Michigan Drive



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**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

**February 3rd, 2025**

**7:00 p.m.**

**Allendale Township Public Meeting Room**

1. Call the Meeting to Order: 7:00 PM
2. Roll Call:  
Present: Mark Adams, Joe Jacquot, Bruce Zeinstra, Rick Westerling, Ray Nadda, Todd Bronson and Tom Zuniga  
Absent: None  
Staff and Guests Present: Greg Ransford, Joel Terpstra, Jack Barr, Avery Palka, Dylan Mason, Caleb Peckhan, Zach Meindertsma, Madelyn Graham, Duke Schult
3. Communications and Correspondence: None
4. Approval of the December 16th, 2024 Planning Commission Minutes. Motion to un-table December 16<sup>th</sup>, 2024 minutes by Mark Addams, Seconded by Tom Zuniga, **Approved 6-0**. Motion to approve December 16<sup>th</sup>, 2024 Planning Commission Minutes by Bruce Zeinstra, Seconded by Ray Nadda, **Approved 6-0**
5. Motion to approve January 6<sup>th</sup>, 2025 Planning Commission minutes by Joe Jacquot, Seconded by Bruce Zeinstra, **Approved 6-0**
6. Approval of the Agenda. Motion to approve agenda as is by Mark Addams, Seconded by Tom Zuniga, **Approved 6-0**
7. Public Comments for *non-public hearing item*: None
8. Public Hearings:
9. Site Plan Review:
  - a. Great Lakes Tree Service – 4503 Pingree Street, Seeking a 5,280 Square Foot building, parking, and storage yard. Joel from Great Lakes Tree Services presenting: Submitted samples of what barn will be made from, sign and sign location proposed in building plans, dust control contract to prevent future dust control issues, expanded fencing footprint beyond gravel spaces to make equipment less visible. The berm to the north will be upgraded from natural grass berm to a berm with more vegetation.  
Comment from Commission: Asking about outstanding comments from Fleis & VandenBrink. The extent of the comments relates to the cross section of the blacktop and the powerline easement. Talked about reduction of landscape requirements for the north property line for the size of the plants and not the number or plants.  
Motion to approve application from Great Lakes Tree Service to construct the 6,135 square foot building containing offices and garage service areas and outdoor storage area at 4503 Pingree Street, Parcel #70-10-19-100-025 with the following conditions: 1. The operation shall be conducted in accordance with site plans dated 1/17/2025 and the Project Narrative prepared by Richard Postema Associates. 2. The requested modification to the greenbelt landscaping requirements as presented in the landscape plan dated 1/21/2025 prepared by Design Scapes is approved with the addition of seven additional trees along the north property line on the berm and those trees can be smaller than the minimum requirements. 3. The proposed front yard landscaping meets the minimum requirements of the Allendale Charter Township Zoning Ordinance and no modification is necessary. 4. The Applicant must provide a copy of all required County, State, and/or Federal permits prior to the issuance of a building permit. by Bruce Zeinstra, Seconded by Tom Zuniga, **Approved 6-0**

10. New Business:

- a. Hidden Shores West – Phase 5 Site Condominium – 70-09-28-300-045, Seeking 49 single-family residential units (final phase) – Jack of Nederveld discussing the last phase of Hidden Shores West, they have all preliminary approvals for the project, only outstanding item is along 78<sup>th</sup> Avenue. Greg briefed the Planning Commission with the memo provided. This is the final phase of the project. The original development was approved through the Planned Unit Development to allow for different densities; to create these lots, Hidden Shores West is applying for site condominium project, the plan reflects the PUD documents as were approved with the discussion of the 78<sup>th</sup> Avenue berm pathway. April 5, 2016, a minor amendment was granted to eliminate the 78th Avenue berm but keep the same evergreen and deciduous trees where the berm was to be located. Jack told the Planning Commission that when this was discussed in 2016, the PUD plans were amended to remove the berm and path was approved based on minutes from that meeting and if the pathway was to be built, it was on the township to build. Planning Commission agreed to move this to a public hearing at the next closest meeting they could make, March 3, 2025.
- b. Walgreens Planned Unit Development – Major Amendment, Parcel C (The Raymond Building – 11145 68<sup>th</sup> Avenue) Uses Permitted - Greg DeJong wanting to amend the PUD language to be specific about what food service, specifically breakfast use, would be available to the building within the PUD. No changes will be made to the property. Township engineer requested a traffic study be provided. Planning Commission recalls Greg and DeJong and Mr. Burger discussing the PUD previously and agreeing on no food service within the PUD besides Walgreens and Mr. Burger. Discussion between Jack Barr of Nederveld and the Planning Commission about communication between the three properties within the PUD to not surprise anyone and have discussions leading up to the public hearing on this matter. Greg and The Raymond building will reach out to the other property owners via certified mail. The Planning Commission wants Mr. Burger and Mr. DeJong to discuss their difference prior to coming back before the Commission.

11. Old Business: None

12. Public Comment :

- a. Dylan Mason – Grand Valley State University – The township wants to see more businesses in Allendale but issues like the Walgreens PUD come up and do not allow certain businesses in the area. Does this limit the free market within Allendale? With the property that Allendale Township bought, will that limit the business in that area as well? What would Allendale like to see from the class at Grand Valley State University as far as it pertains to the town center?
13. Township Board Reports: Brent Clark gave update about Joal Street sidewalk. Will be discussing options in future board meetings. Kleinjans property has been approved for rezone. Amended the length of stay for bed and breakfast. Approved 2025 fireworks contract. First reading of Summer brook rezone. Designated the representatives for the collective bargaining for the utility workers forming a union. Discussing short term rentals
14. Commissioner and Staff Comments: Tiny houses should be considered in the development town center for the Grand Valley students.
15. Adjourn: 8:00PM

**Next meeting February 17th, 2025, at 7:00 p.m.**

Minutes respectfully submitted by Zachary Fields



**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES**

*March 3, 2025 – 7:00 p.m.*

*Allendale Township Public Meeting Room*

1. Meeting was called to order at 7:00 p.m. by Chairman Adams.
2. Roll Call – Chairman Adams, Member Zeinstra, Member Westerling, and Member Bronson were all present. Members Nadda, Zuniga, and Jacquot were absent. Also in attendance was Mr. Greg Ransford of Fresh Coast Planning and Jack Barr of Nederveld.
3. Communications and Correspondence – None.
4. Motion was made by Member Zeinstra, seconded by Member Westerling to approve the February 3, 2025, minutes, with the revision to correct Adams last name, and with the revision to the last sentence in 10b to indicate that the Planning Commission wanted Mr. Burger and Mr. DeJong to discuss their difference prior to coming back before the Commission, not that they needed to agree. The motion also includes a change in number 13 that Brent Clark gave the Board an update about the Joel sidewalk. Motion carried 4-0.
5. Motion was made by Member Adams, seconded by Member Zeinstra to approve the Agenda and carried 4-0.
6. Public Comments for *non-public hearing items*.

There being no public comments, Chairman Adams closed the public comments.

7. Public Hearings:

A. Hidden Shores West Phase 5 Site Condominium

- Ransford provided an overview of the request. The applicant shifted the 78<sup>th</sup> Avenue trees to the east out of the right-of-way, as directed by the Planning Commission. No other modifications were made. Ransford also noted that he heard from the Township Attorney regarding the covenants, which were found satisfactory, so the related proposed condition is no longer needed in the instance of a recommendation of approval.

Chairperson Adams asked about utilities being buried underground. Mr. Barr noted that on Sheet 205, item C3, there is a plan note that they will be buried.

Mr. Barr presented the remainder of the plans with specific regard to the landscaping. General discussion was held regarding street radiiuses and trees.

The Chairperson opened the public hearing. There being no public in attendance, the Chairperson closed the public hearing.

Mr. Zeinstra provided a motion to recommend approval of the site plan as presented, finding that it meets the standards provided in Section 24.06 of the Allendale Charter Township Zoning Ordinance. The site plan includes:

- Site Plan Sheets entitled Hidden Shores West Phase 5, prepared by Nederveld, dated 02.03.2025, including:
  - Cover Sheet, Sheet No. C-100;
  - Overall Development Plan, Sheet No. C-101;
  - Existing Site Conditions Plan, Sheet No. C-201;

- Site Layout Plan, Sheet No. C-205 and;
- Preliminary Utility & Grading Plan, Sheet No. C-400
- An undated trip generation sheet (1 page);
- Storm Water Management Calculations for Hidden Shores West – Phase 1, prepared by Nederveld, dated September 22, 2015 and revised November 5, 2015 (29 pages) and;
- Hidden Shores West Phase 5, Sheet C-205 Sight Lines (for street trees)

with the following conditions:

1. The proposed stormwater system shall be reviewed and approved by the Ottawa County Water Resources Commissioner prior to construction
2. The 78<sup>th</sup> Avenue trees shall match the existing planted or planned tree species for Phase 4 along Pierce Street

Motion was seconded by Westerling and carried 4-0.

8. Site Plan Review: None on the agenda.

9. New Business:

A. DeVries Map Amendment Application

- Chairperson Adams presented the case and noted that it was submitted by the Township to rezone from GC to R-1. As a result of this, the public hearing has been scheduled in advance. General discussion was held. Commissioners support the rezoning due to the size of the lot and the lack of ability to likely operate a commercial entity on site. The Commission noted that they will review at the public hearing at the next meeting.

10. Old Business: None

11. Public Comments – None.

12. Township Board Reports

Member Zeinstra noted that there were water and sewer updates, the Pierce Street Lift station bit was provided to Fleis and VandenBrink, the Cemetery Ordinance was updated, and they authorized the sale of some utility vehicles.

13. Commissioner and Staff Comments

Commissioner Westerling asked about an upcoming application.

14. Meeting was adjourned at 7:18 p.m.

Next Planning Commission meeting is scheduled for March 17, 2025, at 7:00 p.m.

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**  
*March 17, 2025*  
*7:00 p.m.*  
*Allendale Township Public Meeting Room*

1. Call the Meeting to Order: 7:00 PM

2. Roll Call:

Present: Mark Adams, Joe Jacquot, Bruce Zeinstra, Rick Westerling, Ray Nadda, Todd Bronson and Tom Zuniga

Absent: None

Staff and Guests Present: Greg Ransford, Kathy Ryan, Gary Vanderstelt, Duke Schule, Joshua Warners, Andrew Christopoulos, Jimmy Christopoulos, Sam Sterk, Robert Chapin, Joel Baar, Steve Witte, Greg DeJong

3. Communications and Correspondence: None

4. Motion to approve March 17, 2025 Planning Commission minutes by Bruce Zeinstra, Seconded by Rick Westerling, **Approved 7-0**

5. Approval of the Agenda. Motion to approve agenda as is by minutes by Mark Adams, Seconded by Joe Jacquot, **Approved 7-0**

6. Public Comments for *non-public hearing item*: None

7. Public Hearings:

A. Zoning Map Amendment - Allendale Charter Township on behalf of Dirk and Dale DeVries, Rezoning of 11228 56th Avenue from General Commercial to Low Density One Family Residential (R-1)

Greg Ransford briefed the Planning Commission on why this is being brought before them.

Public hearing opened. No public comments. Public hearing closed.

Opened to Commissioner comments. No comments. Commissioner comments closed.

Motion to recommend adoption of the rezoning request to the R-1 Zoning District finding that the request meets the Rezoning Evaluation Factors of Section 29.01D of the ACTZO, as outlined by the Township Planner by Joe Jacquot, Seconded by Bruce Zeinstra, **Approved 7-0**

B. Walgreens Planned Unit Development – Major Amendment - Parcel C (The Raymond Building – 11145 68th Avenue) Uses Permitted

Steve Witte, representing Greg DeJong and the Raymond Building, gave brief update on process leading up to this. Mr. Witte expressed the willingness of Sprinkles Donuts to move into the southern section of the building. Detailed the required process of notifying PUD properties per the Allendale Charter Township ordinance. Mr. Witte had detailed his meetings between Greg DeJong, Jimmy Christopoulos and the representatives of Walgreens. The PUD change Mr. Witte presented was to be a donut shop that would not compete with Mr. Burger then being changed to Sprinkles Donuts specifically.

Greg Ransford gave synopsis of Bob Sullivan, Allendale Township Attorney, in his absence. While applicant is trying to narrow the use, Mr. Sullivan has concerns with naming the business itself in the PUD and would prefer the language to be specific to a type of use rather than a business.

Mr. Adams opened up public comment.

Gary Vanderstelt - Sprinkles Owner - Spoke on how there is no kitchen located in any of the locations. There is no plan to change what is being sold in store. Based on sales, 89.9% of sales are donuts and 2%

is coffee. Explained how Kathy Ryan and himself looked at properties within Allendale and this location was best suited for their needs. If this location does not work, they will need to find a new location outside of Allendale. Peak hours of operation are early in the morning, 6am-7am.

Kathy Ryan – Sprinkles CFO – Stated the importance of having the drive through in this location for Sprinkles, the surrounding businesses and neighbors. With the Sprinkles lease ending, they will have to move out of Allendale.

Jimmy Christopoulos – Mr. Burger – Explained that they were sold this property with the understanding that they were given an exclusive opportunity, written under the zoning laws and PUD was locked down. Mr. Burger has not been open for a year and the PUD is already being challenged. This change is what Mr. Burger agreed to when buying the property. Mr. Christopoulos has same concerns as Mr. Sullivan as it pertains to putting business name on the PUD instead of specific uses. Stated concerns about having three drive throughs and only having two entrances for the PUD area.

Nick Lilly – Owner of Family Vision Optical – Stated that his business has higher traffic during the evening hours and how if Sprinkles were to move in, their busy times would not conflict with each other and that Sprinkles would help bring foot traffic into the area to give Family Vision Optical and Mr. Burger.

Gary Vanderstelt – Mr. Vanderstelt came up and gave the following numbers to the board: 25% pastries, 3% muffins, .6% cookies, .8% cupcakes, 5.3% Beverages, Coffee 2.5%. Explained that they are not here to say if they do not get the spot, they will leave Allendale. Explained that they received new landlords and have seen increases to services costs.

Bob Chapin – Mr. Chapin talked about how we should allow Sprinkles in this spot and that due to the growth of Allendale and the addition of more business creating more competition in the area.

Duke Schut – Mr. Schutt talked about how a PUD should be the area and not separated by each property. Told the planning commission that they should make this decision based on zoning and not each property's PUD.

Joel Baar – Attorney for DeJong Leasing and Greg DeJong – Explained that this issue is a “use issue” and agreed with the comment mad by Duke Schut. Explained that this is an amendment to a use, that this would be appropriate to grant.

Closed public comment, opened commissioner comment.

Rick Westerling – Explained that even though major corporations move in next to each other, it does not hurt their business and that this issue is not on the scale these companies are.

Mr. Ransford explained the changes to the zoning ordinance. Allendale amended the zoning ordinance to allow an owner within the PUD to notify the other owners of the PUD by certified mail. The notice is to let the property owners of the changes being made to the PUD. If there is objection that is insufficient, the board does have the ability to move forward with the change.

Closed commissioner comment.

Motion to recommend approval of the PUD change with the wording of item Q being a donut shop only selling donuts and similar baked goods in addition to beverages, striking specifically for Sprinkles Donut Shop by Bruce Zeinstra, Seconded by Rick Westerling, **Approved 7-0**

## 8. New Business:

### A. Rusk Lake Mining Site Annual Report – NE corner of Pierce Street and 92<sup>nd</sup> Ave.

Sam Sterk gave the description of the project. Started excavation of phase 1 as far as they can without getting into the water table and started to strip topsoil on phase 2. Everything is on time and as planned. Only complaint is that they started to early, but issue was addressed by their team. Trying to maintain the dirt roads as best as possible. Addressed the use and repair of 92<sup>nd</sup> Avenue. The Planning Commission concluded that the complaints were resolved and by consensus, accept the Annual Report.

9. Old Business: None

10. Public Comment: None

11. Township Board Reports:

Fire Chief gave year end report, second reading of cemetery ordinance, approved Woodford Farms Preliminary Plat Approval, contract deputy for the Cooler and Concert series to have security.

12. Commissioner and Staff Comments:

Motion to cancel the April 7<sup>th</sup> Planning Commission due to lack of business by Ray Nadda, seconded by Rick Westerling. **Approved 7-0**

13. Adjourn: 8:09PM

**Next meeting April 21st, 2025, at 7:00 p.m.**

Minutes respectfully submitted by Zachary Fields



**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

*April 21, 2025*

*7:00 p.m.*

*Allendale Township Public Meeting Room*

1. Call the Meeting to Order: 7:00 PM

2. Roll Call:

Present: Mark Adams, Joe Jacquot, Bruce Zeinstra, Rick Westerling, , Todd Bronson and Tom Zuniga  
Absent: Ray Nadda

Staff and Guests Present: Greg Ransford, Heather Devereaux, Kirk Oosting, Brian Sinnott, Samuel Sinnott, Deb VanHouten, Amy Orban, Jenny Foreigner

3. Communications and Correspondence: None

4. Motion to approve March 17, 2025 Planning Commission minutes by Bruce Zeinstra, Seconded by Tom Zuniga, **Approved 6-0**

5. Approval of the Agenda. Motion to approve agenda as is by minutes by Mark Adams, Seconded by Joe Jacquot, **Approved 6-0**

6. Public Comments for *non-public hearing item*: None

7. Public Hearings: None

8. New Business:

A. Bridget's House – 10310 60<sup>th</sup> Avenue:

Greg Ransford explained that this will be treated a little different due to being in an agriculture and rural zoning district. Applicant meets all requirements as reviewed. The road commission made a comment about straightening the drive and the drive apron. Other suggestions would be if there is a deed restriction for this property and applicant. This is the first review of a couple, the Planning Commission would schedule the next meeting for the applicant.

Heather Devereaux commented that they were here eight months ago with the idea to purchase a home. One of the reasons they are jumping into this service is because homelessness is starting to rise within Allendale Charter Township. According to Allendale Public Schools, there were 66 kids that were classified as homeless under the Federal McKinney Vento Act. This residence would be there for the families that need a place to stay and set them up for success.

Board Comment: The access for the property is adequate but parking should be considered.

Heather Devereaux explained that they are looking at widening the driveway and upgrading the car park to accommodate for the number of participants. Heather made the comment that she would be willing to a deed restriction on the property for as long as they own it. The Planning Commission favored the Parking Plan A with crushed pavement or another hard surface for the site.

Board consensus to have public hearing for May 19<sup>th</sup>.

9. Old Business: None

10. Public Comment: None

11. Township Board Reports:

Last meeting for Walgreens PUD revisions, Mr. Burger agreed to allow donuts and similar baked products and excluding breakfast sandwiches, first reading on zoning change on 56<sup>th</sup> avenue, discussed banners over 68<sup>th</sup> and 48<sup>th</sup> Avenues for township sponsored events.

12. Commissioner and Staff Comments: None

13. Adjourn: 7:16PM

**Next meeting May 5th, 2025, at 7:00 p.m.**  
Minutes respectfully submitted by Zachary Fields





*Allendale*  
CHARTER TOWNSHIP

**Planning Commission  
Meeting on April 7th has  
been cancelled. The Next  
Planning Commission  
meeting will be on  
April 21st**



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# ALLENDALE CHARTER TOWNSHIP PLANNING COMMISSION MEETING

*May 5th, 2025*

*7:00 p.m.*

*Allendale Township Public Meeting Room*

1. Call the Meeting to Order: 7:00 PM
2. Roll Call:  
Present: Mark Adams, Ray Nadda, Rick Westerling, Todd Bronson and Tom Zuniga  
Absent: Joe Jacquot, Bruce Zeinstra  
Staff and Guests Present: Greg Ransford, Kelly Kuiper, Dan Achterhot
3. Communications and Correspondence: None
4. Motion to approve April 21st, 2025 Planning Commission minutes to be tabled by Mark Adams, Seconded by Tom Zuniga, **Approved 5-0**
5. Approval of the Agenda. Motion to approve agenda as is by minutes by Mark Adams, Seconded by Ray Nadda, **Approved 5-0**
6. Public Comments for *non-public hearing item*: None
7. Public Hearings:

- A. Tentative Preliminary Plat – Emerald Springs Phase 2 – Seeking 22 single family residential lots:

Greg Ransford explained they will be doing the same thing they did with phase 1 with changing sizes and widths of lots within phase 2 which would require a minor amendment to the PUD. Similarly, the Board of Trustees granted a variance for the sidewalk during phase 1, which applies to all of the phases.

Kelly Kuiper with Signature Land Developments and Eastbrook Homes added items that she thought would be important to bring up with the Planning Commission. This is a 22 lot development phase, phase 2. There is a model home that is open for the development. The lot width and area has expanded based on the market demand. The expansion of the lots will decrease the number of lots in the area. down the road, they are looking to do phase 3 and 4 together. Sewer is currently serving phase 1 and 2 off of 60<sup>th</sup> and phase 3 and 4 would need to be serviced off of timber. They would also like to keep the 6 foot width on the sidewalks.

Mr. Ransford added that there would be a Planning Commission Report that is prepared with the reviews and comments and then passed to the Board of Trustees.

Ms. Kuiper added that there was going to be 98 or 99 lots originally but will now be on track to have 91 lots with the reduction of lots if they are increased in size.

Mark Adams Opened Public Comment:

Dan Achterhof 11007 60<sup>th</sup> Ave. – Asked the question, when were the phases changed so that phase 2 went north with 3 and 4 going around the back. When is the next phases going to start being built when about 30% of the phase has been sold so far?

Mark Adams Closed Public Comment:

Ms. Kuiper responded with that the phasing is related to the sewer running out of depth. With the first phase being sold to private customers and having a few model houses for sale, they have been experiencing longer processing times for platting processes and bidding out the projects with the next phase, phase 2, starting in the fall and final paving in the spring of next year. The process when buying the lot to finishing and moving in depends on the purchase on home design

but run around 6 to 8 months. Ms. Kuiper was not sure of the original phasing for the development but phase 2 was done to accommodate for the public utilities in the area.

Mr. Ransford stated that the Planning Commission can provide a recommendation of approval to the Board of Trustees with a motion referencing the Plat Report of the Planning Commission.

Motion to recommend approval of the Tentative Preliminary Plat for Phase Two and related site plan as presented by way of the content of the Emerald Springs Phase Two Tentative Preliminary Plat Report of the Planning Commission of Allendale Charter Township by Ray Nadda, Seconded by Rick Westerling, **Approved 5-0**

8. Site Plan Review: None

9. New Business:

A. Work Program – Consider whether language is needed to allow Short Term Rentals in residential zoning districts:

Greg Ransford recalled the Spring Lake Township, Michigan Supreme Court case where short term rentals are treated as a hotel or motel. If you allow this in commercial, that is where hotels and motels should be, which by default, would not be allowed in other districts. Any short term rental that is not authorized like a hotel or motel in the state of Michigan is illegal. Bed and Breakfast is different than an Air B&B or a standard short term rental. Bed and Breakfasts are different in the aspect of the homeowner is on site at the same time. Allendale would need to create language around the length of time the rental takes place, the areas in which short term rentals are to be geographically located, and other factors such as community standards, local law enforcement, and current ordinances.

The Planning Commission agreed that the topic be kept as is, which is all Air B&Bs within Allendale Charter Township are illegal per the State of Michigan. It was agreed that this topic would not be tabled yet and talk with the township and township Zoning Administrator to look further into the short term rentals that are currently established.

10. Old Business: None

11. Public Comment: None

12. Township Board Reports: None

13. Commissioner and Staff Comments: Question on May 19<sup>th</sup> Bridget House Board meeting, was there supposed to be a fence by the maintenance building to screen all of their accessories.

14. Adjourn: 7:37PM

**Next meeting May 19th, 2025, at 7:00 p.m.**

Minutes respectfully submitted by Zachary Fields



**PROPOSED  
PROCEEDINGS OF THE ALLENDALE  
BOARD OF TRUSTEES; PLANNING  
COMMISSION; AND DOWNTOWN  
DEVELOPMENT AUTHORITY  
JOINT SESSION: MAY 12, 2025**

The Allendale Township Board of Trustees, Planning Commission, and Downtown Development Authority met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, May 12, 2025, at 6:30 p.m. and the joint session was called to order at 6:30 p.m. by Mr. Elenbaas.

Board of Trustees:

Present at Roll Call: Mr. Elenbaas; Ms. Hansen; Mr. MacDonald; Mr. Smit; Mr. Zeinstra; and Ms. Schuitema (6)

Absent at Roll Call: Mr. Vander Wall (1)

Quorum Present

Planning Commission:

Present at Roll Call: Mr. Adams; Mr. Zeinstra; and Mr. Zuniga (3)

Absent at Roll Call: Mr. Bronson; Mr. Jacquot; Mr. Nadda; Mr. Westerling (4)

Quorum Not Present- Participated in discussion only, no official actions were taken.

Downtown Development Authority:

Present at Roll Call: Mr. Chapin; Mr. Borgman; Mr. Clark; Mr. Elenbaas; Ms. Sirotko; Mr. Zuniga (6)

Absent at Roll Call: Mr. Brusveen; Ms. Hatto; Mr. Meredith; Mr. Spriensma; Mr. Stevens; Mr. Vander Wall (6)

Quorum Not Present- Participated in discussion only, no official actions were taken.

Staff and Guests Present: Bob Sullivan, Legal Counsel; Zach Fields, Planning & Zoning Coordinator; Angie Ecklund, Allendale Chamber Director; Chad Frederick; Grand Valley State University; Madelyn Graham, Grand Valley State University; Marissa Skoney, Grand Valley State University; Dylan Mason, Grand Valley State University; Stan Roth; Jeremy Borgman, DDA; Mark Adams, Planning Commissioner; Tom Zuniga, Planning Commissioner; Brent Clark, DDA; Sylvia Rhodea, Ottawa County Commissioner; Andrew

Nemeth; Dawne Bell; Lynne Gray; Patricia Roslund, Allendale Chamber; Brandie Tenney, Allendale Chamber; Kin M. Ma; Heather Moody; Doug Sheneman, Allendale Chamber; and Zach Meindertsma.

Mr. Smit pronounced the invocation.

Mr. Elenbaas led in the Pledge of Allegiance to the Flag of the United States of America.

Mr. Westerling arrived at the meeting at 6:50 p.m., establishing a Quorum of the Planning Commission.

Guest Speakers

Grand Valley State University: Professor Chad Frederick; Dylan Mason; Madelyn Graham; and Marissa Skoney presented various proposed Town Center concepts.

Several board members, planning commissioners, and DDA members had questions and comments.

Public Comments

Comments were received from:

1. Patricia Roslund, Allendale Chamber of Commerce
2. Sylvia Rhodea, Ottawa County Commissioner
3. Doug Sheneman, Allendale Chamber of Commerce

Mr. Elenbaas, with support from Mr. Zeinstra, moved to close public comment. The motion passed.

Ms. Schuitema, with support from Mr. Zeinstra, moved to adjourn the meeting at 8:06 p.m.

Minutes submitted by:  
Jody L. Hansen, Clerk  
Of the Township of Allendale

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

*May 19th, 2025*

*7:00 p.m.*

*Allendale Township Public Meeting Room*

1. Call the Meeting to Order: 7:00 PM

2. Roll Call:

Present: Mark Adams, Ray Nadda, Rick Westerling, Bruce Zeinstra and Tom Zuniga

Absent: Joe Jacquot, Todd Bronson

Staff and Guests Present: Greg Ransford, Tom Donald, Lissa Johnston, Liza McCormick, Jenny Forner, Heather Devereaux, Kelly Honderd, Brent Nyenhois, Deb VanHouten, Kirk Oosting, Vicki Ferrier, Jordan Ferrier, David Morren, Karen VanSlooten, Hillary Weaver, Sarah Vanderveen, Heidi Pamerlean, Pete Byma

3. Communications and Correspondence: None

4. Motion to approve April 21st, 2025 Planning Commission minutes by Bruce Zeinstra, Seconded by Tom Zuniga, **Approved 5-0**

5. Motion to approve May 5th, 2025 Planning Commission minutes by Tom Zuniga, Seconded by Ray Nadda, **Approved 5-0**

6. Motion to approve May 12th, 2025 Joint Meeting with the Board of Trustees minutes by Bruce Zeinstra, Seconded by Tom Zuniga, **Approved 5-0**

7. Approval of the Agenda. Motion to approve agenda as is by minutes by Mark Adams, Seconded by Bruce Zeinstra, **Approved 5-0**

8. Public Comments for *non-public hearing item*: None

9. Public Hearings:

A. Support Services Residence – Bridget’s House – 10310 60<sup>th</sup> Ave –

Rick Westerling recused himself from this discussion as he is on the board for Bridget’s House.

Greg Ransford explained what Bridget’s House is, the deed restrictions on the property while it is owned by Ripple Effect, and seeking approval for using the current property for their intended use.

Heather Devereaux did not have anything to add to the Commission notes.

Planning Commission opened up public comment for Bridget’s House

David Morren – 10345 60<sup>th</sup> Ave – Has concerns with the process with Bridget’s House. Has concerns of who will be living in the house, what they will be bringing to the area, who will determine who gets picked.

Brent Nyenhois – 10268 60<sup>th</sup> Ave – Has concerns with the deed(s) with the property. Does not want it to grow into something bigger than it is when a new owner takes it over.

Hillary Weaver – Remembrance Ranch and Allendale Resident – Voiced her approval of this project and described their work with Ripple Effect on the Bridget’s House Project.

Planning Commission closed public comment.

Ms. Devereaux addressed that this service is well needed in Allendale with the number of homeless women and kids in the township. For selection of applicants, Ripple Effect looks at the following parameters: employment history and statues, background checks, credit checks, review of children’s school history, hired house parents to observe. The maximum number of mothers that is allowed in the house is four with one to two children depending on age. Ripple Effect has a strong set of rules that families must follow to ensure that everyone in the house is safe. Bridget’s House is a steppingstone for

families. This is not a permanent residence and encourage families to get their feet under them so that they can get other families in that need their assistance. On average, families usually rotate every ten to twelve months.

Mr. Ransford touched on the process of this special use application as it relates to Bridget's House. The deed restriction has been addressed that when Ripple Effect sell the house, the property would not become a multifamily dwelling, if not used for support services. The legal aspect of this is that the special uses stay with the land. If a different non-profit or other organization bought the property to operate the same support services, they could. If there is a modification to the house, the property owner must come to the Planning Commission, and it would be determined if the modification to the house is a minor or major addition. If the modification is major, then it must go through the Planning Commission for the approval process. Any modifications to the property up until this point have been at risk of the property owner. The eight member board for Ripple Effect is the board that determines the mothers who get accepted for Bridget's House.

The Commission asked Mr. Ransford if the property gets sold, do the new owners have to go through the Planning Commission? Mr. Ransford stated that if a single family bought the property, the property would default back to single family dwelling by right. Ms. Devereaux stated that the original deed was written that if the property is sold, the property would revert back to a single family dwelling. Mr. Ransford wanted to check with counsel on the validity of this deed restriction. The concern was that they cannot make the deed resolve on its own without the same process through the township to establish the special use.

The Commission listed off the support services restrictions as the following:

- On site manager
- There shall be no more than five (5) adult persons residing in support services residence unless they can demonstrate otherwise. This includes the residence manager.
- If the use is to be conducted in the existing dwelling, there shall be no change in exterior prints that would detract from its residential character. If it is a new dwelling, it shall have the appearance and character of a single family dwelling
- The off street parking shall consist of: driveway, driveway parking strip, enclosed attached garage, enclosed accessory building, or combination thereof and shall be located in a premise that they are intended to serve. No parking shall be permitted within the front yard, which needs to be in approved parking spaces.

Jenny Forner addressed the public comment about the application process.

Motion to approve the special use sighting the items of 24.06 and 20.06 being met as stated in the memorandum by Greg Ransford, that there is a deferral in the sidewalks along 60<sup>th</sup> Avenue until such time an abutting property install sidewalks, that there is a deed restriction that any entity taking over the operation needs to follow the same conditions and rule set in place, and a condition that the driveways and parking areas shall be crushed pavement or better material by Bruce Zeinstra, Seconded by Ray Nadda, **Approved 4-0**

Rick Westerling Rejoined the Planning Commission

10. Site Plan Review: None

11. New Business:

A. Work Program

i. Town Center

Discussed the joint meeting with the Board of Trustees and Downtown District Authority (DDA) about creating a downtown in Allendale presented by Grand Valley State University. Planning

Commission agreed that this was a good presentation and good ideas, but were worried about the anchors in the downtown area that would keep this going and alive. Concerns about mall, farmers market, big box stores, small shops. Compared the area with other downtown areas within West Michigan. Discussed what the overlay would look like for this property.

ii. Short Term Rentals

On the Board of Trustee's agenda for next meeting on 05/26/2025

12. Old Business: None

13. Public Comment:

David Morren – 10345 60<sup>th</sup> Ave – Concerned about the size of the property, septic system, and parking. Expressed disappointment in the Allendale boards and commissions. Expressed concern with the downtown.

Pete Byma – Executive Director of Remembrance Ranch – In support of the Bridget's House Program in Allendale.

14. Township Board Reports: None

15. Commissioner and Staff Comments: None

16. Adjourn: 8:16PM

**Next meeting June 2nd, 2025, at 7:00 p.m.**

Minutes respectfully submitted by Zachary Fields



**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**  
**June 2nd, 2025**  
**7:00 p.m.**  
***Allendale Township Public Meeting Room***

1. Call the Meeting to Order: 7:00 PM
2. Roll Call:  
Present: Mark Adams, Ray Nadda, Rick Westerling, Bruce Zeinstra, Joe Jacquot, Todd Bronson and Tom Zuniga  
Absent:  
Staff and Guests Present: Greg Ransford, Duke Schut, Shelly Anderson, Stan Roth
3. Communications and Correspondence: Letter regarding the Conservation District, River Ridge Farms Dairy
4. Motion to approve May 19th, 2025 Planning Commission minutes by Tom Zuniga, Seconded by Bruce Zeinstra, **Approved 7-0**
5. Approval of the Agenda. Motion to approve agenda as is by minutes by Mark Adams, Seconded by Joe Jacquot, **Approved 7-0**
6. Public Comments for *non-public hearing item*: None
7. Public Hearings: None
8. Site Plan Review: None
9. New Business:

Map Amendment Rezoning Request R3 to General Commercial– Anderson Investment Group – 6655 Lake Michigan Drive

Duke Schut – Representing Anderson Investment Group: Looking to rezone the whole property to be rezoned to General Commercial (GC) so that they may move forward with the Affogatos Project.

Greg Ransford described the Special Used Application Anderson Investment Group applied for. When the application was submitted, part of the property was zoned R3, and the Master Plan has the property as GC. The site plan coming through with the project is conditional of the rezoning of the property.

Board asked about the minimum acre in the district and if the unique shape of the property affects the legality of the property's special use. Mr. Ransford explained that the ordinances do not require the property to be a certain shape, just that it meets the one acre minimum.

Mr. Schut described the shared easement driveway for the property. Mr. Schut also presented to the board the plans for shared access to the parking areas and plans for the drive thru for this project.

Mark Adams asked if the commissioners are able to address the fact that Anderson Investment Group bought a small section of land to meet the requirements of the one acre to reach the required amount of property for the project?

Mr. Ransford explained that the shape of the property does not matter as long as the property meets the requirements along with what else may go there as far as zoning requirements.

Commissioners discussed that the GC zoning fits with what is in the area.

The Planning Commission directed Ransford to schedule the matter for a public hearing. Mr. Ransford stated that if this goes for approval, the next meeting the public hearing for the rezoning will be on July 7<sup>th</sup>.

10. Old Business: DDA and Board of Trustees will be talking about the town center. DDA would like to see an overlay by any and all groups involved before doing anything with the project. The overlay would help the

township maintain what will be done with the property moving through the project. Commissioners would like to gather more township information of what it is able to do and what direction the township would like to go. Mr. Adams asked what the next steps would be at the moment to move forward with the town center project. Mr. Ransford said that they would need to draft and adopt an overlay district to accomplish the strategies of the master plan. The Board has not talked about the town center yet.

11. Public Comment:

Stan Roth – 10282 68<sup>th</sup> Avenue – Confusion on who is who is running the project, how are Grand Valley Students involved and what is currently happening with the town center project.

The Commission let Mr. Roth know that the township owns the property that the town center is planning to go on. The Grand Valley State University students presentation was a project introduced by the township to give us ideas on what could go in the town center. This was a way to get the students at the university involved with the township.

12. Township Board Reports: Discussed Public Asset Management with Public Utilities, discussion on short term rentals and proposed that the Planning Commission move forward on licensing, permitting, and zoning. This would address Air B&Bs and alike businesses.

13. Commissioner and Staff Comments: Discussion on the fencing or barrier behind the maintenance building, sidewalk in front of Mr. Burger has not been addressed.

14. Adjourn: 7:42 PM

**Next meeting June 16th, 2025, at 7:00 p.m.**

Minutes respectfully submitted by Zachary Fields



**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

**June 16, 2025**

**7:00 p.m.**

***Allendale Township Public Meeting Room***

1. Call the Meeting to Order: 7:00 PM

2. Roll Call:

Present: Mark Adams, Ray Nadda, Rick Westerling, Bruce Zeinstra, Todd Bronson and Tom Zuniga

Absent: Joe Jacquot

Staff and Guests Present: Greg Ransford, Duke Schut, Joseph Grochowalski

3. Communications and Correspondence: Georgetown Township Master Plan Update, Affogatos Handouts  
Traffic and Parking Lot Abutting Residential

4. Motion to approve June 2nd, 2025 Planning Commission minutes by Tom Zuniga, Seconded by Bruce  
Zeinstra, **Approved 6-0**

5. Approval of the Agenda. Motion to approve agenda as is by minutes by Mark Adams, Seconded by Ray  
Nadda, **Approved 6-0**

6. Public Comments for *non-public hearing item*: None

7. Public Hearings: None

8. Site Plan Review: None

9. New Business:

A. Anderson Investment Group – 6655 Lake Michigan Drive – Seeking 2,263 square foot building  
for Affogatos Ice Cream and Coffee with drive though: The first topic Joeseph Grochowalski  
brought up is the issue of the required parking. Omega Architects did their best to prevent  
pedestrian walkways from intersecting. For parking at 6655 Lake Michigan Drive, 46 total  
parking spaces are currently planned with 9 spaces in the drive-thru lane. Allendale requires 61  
parking spaces. Mr. Grochowalski explained that the Trip Generation Analysis does not match  
up with the Traffic Impact Study. The second topic Mr. Grochowalski brought up was the  
ordinance 21.04.C, Parking Lots Abutting Residential Zone and Use. Omega was told that the  
parking lot was to close to the residential property to the north. Needing a setback of 15 feet  
between the parking lot and the residential property, moving the project 15 feet to the south  
would make the entrance on Avery Avenue closer to Lake Michigan Drive, moves the drive-thru  
lane on the south side into the front yard set back which would take away green space, and drops  
2 parking spaces on the northeast end. Mr. Grochowalski also added that a 30 foot setback is  
required for a R1, R2, or R3 Zone containing a single family dwelling but the lot to the north is a  
multi-family dwelling so a 15 foot setback is what should be required. At the Last Planning  
Commission Meeting, the zoning was approved to be changed from Residential to General  
Commercial.

Greg Ransford addressed that both Mr. Grochowalski and himself may be wrong with the  
parking ordinance. There are 2 different ordinances, Drive-in and all other restaurants. Mr.  
Ransford believes that parking is calculated gross floor area under remaining restaurants which  
would be 1 space for every 3 occupants or 1 space for every 70 square feet for usable floor area  
for customers which would be around 40 spaces for parking. Traffic Impact Study is optional but  
the Trip Generation Analysis will give the data to determine if the Traffic Impact Study  
Requirements is warranted. For the setbacks for 6655 Lake Michigan Drive, Mr. Ransford and  
the Commission made note that this would have to go to the Zoning Board of Appeals but will be  
looked at more in depth. Mr. Ransford noted that the dumpster is proposed into the leg to the

north but does as is the loading and unloading, both of which need to be fully shown as accessible. The language does not prohibit the area where the dumpster is located. The area where the drive-thru stops is now flared out and what the concrete item at that spot is. Along the east property line, because Love Inc is residential at the moment, screening is required between them and Love Inc. Landscape is screened for the entire loop and a split rail fence is shown but the Planning Commission has the authority to reduce the screening requirements. The applicant has building materials that are not specifically listed in the ordinance but there is a section that states that materials are compatible and able to be approved by the Planning Commission.

Planning Commission discussed the location of the dumpster on the lot and the limitations of accessibility.

Mr. Grochowalski asked for clarification on the parking requirements for the building size. Mr. Ransford re-stated that his original calculations were for the wrong type of restaurant, which included the full floor plan instead of the correct type of restaurant which only considers the customer accessible floor plan.

Planning Commission agreed that the landscaping around the drive-thru can be green scape and the screen between Love Inc and Affogatos is good to be fencing since the neighboring property is commercial.

For the setback on the north side, it was stated that there is a tree line between the duplex and 6655 Lake Michigan drive which meets the green scape requirement but would want to note who owns the trees and see a fence go up on the north side. The applicant would need to get a variance for the 30 foot setback. Mr. Ransford said he will look into the zoning requirements for this setback related to other commercial properties and their path for relief.

The zone in the north leg of the property was asked to be addressed so that the loading zone would comply with property lines.

Planning Commission discussed the building materials listed in the application of 5566 Lake Michigan Drive and where the walkways location will be placed. Planning Commission is concerned with the different locations of would be and the safety concerns of each spot.

The Planning Commission feels good enough to move to a public hearing set for July 7<sup>th</sup> and provided the applicant with revisions to draft prior to the hearing notice distribution.

## 10. Old Business:

- A. Town center
  - i. Waiting on Board of Trustees to discuss further and the need for community feedback.
- B. Short Term Rentals
  - i. The State of Michigan ruled that short term rentals deemed Short Term Rentals as the same as hotels and motels and can be governed as such. Mr. Ransford gave his thoughts and concerns on what direction the township should take with ordinances, rules, and regulations. He will be able dig into this for the township and help the Planning Commission move forward.

## 11. Public Comment: None

## 12. Township Board Reports: Recap town center.

## 13. Commissioner and Staff Comments: None

## 14. Adjourn: 8:30 PM

**Next meeting July 7th, 2025, at 7:00 p.m.**  
Minutes respectfully submitted by Zachary Fields



**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

*July 7th, 2025*

*7:00 p.m.*

*Allendale Township Public Meeting Room*

1. Call the Meeting to Order: 7:00 PM
2. Roll Call:  
Present: Mark Adams, Ray Nadda, Rick Westerling, Joe Jacquot, and Tom Zuniga  
Absent: Todd Bronson, Bruce Zeinstra  
Staff and Guests Present: Greg Ransford, Duke Schut, Joseph Grochowalski, Katie and Ethan Underhill, Dave and Jodi Duyst, Julie Haverkamp, Laurie Ratliff
3. Communications and Correspondence: None
4. Motion to Table June 16th, 2025 Planning Commission minutes until next meeting by Joe Jacquot, Seconded by Tom Zuniga, **Approved 4-0**
5. Approval of the Agenda. Motion to approve agenda as is by minutes by Mark Adams, Seconded by Rick Westerling, **Approved 4-0**
6. Public Comments for *non-public hearing item*: None
7. Public Hearings:
  - A. Anderson Investment Group – 6655 Lake Michigan Drive – Map Amendment Request Rezoning from R-3 to GC  
Duke Schut presented to the Planning Commission and public why they are wanting to change from R-3 to GC.  
Greg Ransford stated that Anderson Investment Group is looking to rezone a portion of the property, .75 acres, to align with future development of Affogatos. If approved by the Planning Commission, the rezoning will be recommended to the board for approval and the special use will be determined by the outcome of the Boards approval of the rezoning.  
Mr. Adams opened up public comment.  
Dave Duyst – 6670 Scott Street – Concerned with the cut-thru traffic between 68<sup>th</sup> Avenue and Avery Avenue only having 2 yield signs and having another business being added to increase traffic. They are also worried about the size of the parking lot and if they will be able to accommodate times such as after a baseball game.  
Julie Haverkamp – 6615 Cherell Street – Concerned with the traffic in the area and the speed of the traffic being compounded since people cut through the area already.  
Ethan Underhill – 11318 Sheridan Avenue – Concerned with the amount of traffic going through the area. The hours of operation will increase the traffic which will increase the road noise in the area. He pointed out the size of the lot and if there is enough room for parking.  
Laurie Ratliff – 11328 Sheridan Avenue – Concerned with the extra traffic going to be going through the area. Laurie is also concerned with the lack of sidewalks in the area for the safety of the residents in the area. She is also concerned with parking in the area since it is a small area as well as traffic control for the intersection to the north.  
Mr. Adams closed public comment and opened commissioner comments.  
The planning commission asked the width of the property on the north side. It was stated that it is 33 feet in width to allow the lot to be large enough to allow Affogatos to build on the lot. It

was brought up that a traffic study should be done on this area but the business did not meet the threshold to require a traffic study.

The hours of operation are weekdays 6:30am to 8pm in fall and winter, 6:30am to 10pm in the summer, Saturday and Sunday 8am to 8pm in the fall and winter, 8am to 10pm in the summer.

It was brought up that there is an easement agreement between Love INC and Affogatos for parking.

Motion to recommend adoption of the rezoning request to the GC Zoning District finding that the request meets the Rezoning Evaluation Factors of Section 29.01D of the ACTZO, as outlined by the Township Planner by Rick Westerling, Seconded by Tom Zuniga, **Approved 4-0**

B. Anderson Investment Group – 6655 Lake Michigan Drive – Special Use Request seeking 2,263 square foot building for Affogatos Ice Cream and Coffee with drive through

Joseph Grochowalski – Omega Architect – in regard to parking, there are 15 spaces across the parking agreement with Love INC, with 30 parking spaces on the property

Mr. Ransford stated that they had a preliminary review at a recent meeting with various items of direction provided by the planning commission where there was discretion available to the commission and to finalize a couple other small details with compliance to the ordinance for a few items. The applicant has accomplished those items. The only item remaining are parking setback variance which would have to go to the Zoning Board of Appeals. The carryover item from the preliminary meeting would be for a waiver for the fence on the east side of the property where the stacking area is.

Mr. Adams opened up public comment.

Dave Duyst – 6670 Scott Street – Ditto to previous comments.

Julie Haverkamp – 6615 Cherell Street – Apposed to Entrance/Exit to Avery Street and would like to see a better turn lane on Lake Michigan Drive.

Ethan Underhill – 11318 Sheridan Avenue – Approves of the hours of business. Restated the topic of about 10 school kids at the bus stop at Scott Street and Avery Avenue and concerned about the through traffic.

Laurie Ratliff – 11328 Sheridan Avenue – Not apposed to the coffee and ice cream shop, but just want the entrance/exit examined more.

Mr. Adams closed public hearing and allowed Anderson Investment Group and Omega Architect to address the questions and concerns.

Mr. Grochowalski stated that they have not altered the curbs and entrances to this property. If closing Avery Avenue were to be closed, it would cause confusion and would have many cars opposing each other and congesting the proposed Affogatos and Love INC lots.

The Planning Commission made comments about whether they are able to address driveway issues or if this topic is a Road Commission issues. The commission discussed different locations in Allendale that do and do not have driveways that are directly off Lake Michigan Drive as well as what are some implications to removing the driveway off of Avery. Discussion regarding changes to the driveway and easement off of Avery Avenue.

Motion to table Special Use Request seeking 2,263 square foot building for Affogatos Ice Cream and Coffee with drive through by Joe Jacquot, seconded Tom Zuniga. **Approved 4-0**

8. Site Plan Review: None
9. New Business: None
10. Old Business: None

11. Public Comment:

Julie Haverkamp – 6615 Cherell Street – restated concerns with right turn onto Avery Avenue.

Laurie Ratliff – 11328 Sheridan Avenue – Consider closing off Avery Avenue.

Dave Duyst – 6670 Scott Street – Wants the Planning Commission to think about changing up the Avery Avenue Entrance.

Kate Underhill – 11318 Sheridan Avenue – In favor of closing off Avery Avenue

12. Township Board Reports: None

13. Commissioner and Staff Comments: To restate, we are willing to look into closing off Avery Avenue if the fire department allows to do so along with the changes to the easement that is already in place. For those in the area, contact the area agencies to talk about what can be done to help in the area.

14. Adjourn: 8:30 PM

**Next meeting July 21st, 2025, at 7:00 p.m.**

Minutes respectfully submitted by Zachary Fields



**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

**July 21st, 2025**

**7:00 p.m.**

***Allendale Township Public Meeting Room***

1. Call the Meeting to Order: 7:00 PM

2. Roll Call:

Present: Mark Adams, Rick Westerling, Todd Bronson, Joe Jacquot, and Tom Zuniga  
Absent: Bruce Zeinstra, Ray Nadda

Staff and Guests Present: Greg Ransford, Duke Schut, Joseph Grochowalski, Katie and Ethan Underhill, Dave and Jodi Duyst, Julie Haverkamp, Tim and Laurie Ratliff, Herm and Pam Kloosterman, Dean Rollenhagen, Shelly Anderson, Caleb Jones, Richard Barber

3. Communications and Correspondence: None

4. Motion to Approve June 16th, 2025 Planning Commission minutes until next meeting by Joe Jacquot, Seconded by Tom Zuniga, **Approved 5-0**

5. Motion to Approve July 7th, 2025 Planning Commission minutes until next meeting by Joe Jacquot, Seconded by Tom Zuniga, **Approved 5-0**

6. Approval of the Agenda with New Business and Old Business spots being swapped. Motion to approve agenda as is by minutes by Mark Adams, Seconded by Tom Zuniga, **Approved 5-0**

7. Public Comments for *non-public hearing item*:

Richard Barber – 5349 Jordan Street – Brought concerns of 5376 and 5382 Eric Street landscaping being dead or not in a proper living state and not compliant with the landscaping plans.

8. Public Hearings: None

9. Site Plan Review: None

10. Old Business:

- A. Anderson Investment Group – 6655 Lake Michigan Drive – Special Use Request seeking 2,263 square foot building for Affogatos Ice Cream and Coffee with drive through

Joseph Grochowalski brought new plans that addressed some concerns with the presented plans at the July 7<sup>th</sup> Planning Commission meeting. First, the new plans brought in have a 30 foot set back from the north property line. Second, there was a strong suggestion to close off Avery Avenue from the property. Third, concerns with the entrance/exit to Lake Michigan Drive being too tight. Fourth, trying to keep as many parking spaces as possible per the ordinance requirements. Mr. Grochowalski explained to the Planning Commission the changes from the last plans presented to the current site plans. Omega Architects presented plans to the Ottawa County Road Commission, John Gutierrez, with the modified curb and a “Left Turn Only” traffic sign. This plan was rejected and stated that they wanted a “normal” drive with 20 foot radius curbs would be acceptable for low volume of larger vehicles such as delivery trucks and garbage trucks. Mr. Gutierrez had no comment on closing off of Avery Avenue.

Greg Ransford read off memo provided to the Planning Commission. Restated that John did not want the modified curb. Made sure that MDOT approves the apron off of Lake Michigan Drive. The main objective of the Traffic Impact Study would determine if a proposed use would be a degradation to the road rating but wanted to check with the township engineer to see if this would be internally.

The Planning Commission asked about fair use as it pertains to uses by right. If the property meets the language, then they are entitled to those uses. If it is special uses, while they are allowed in the General Commercial district, they are not allowed everywhere in the district. That's why they fall under special use and are subject to more scrutiny. Drive throughs may be in General Commercial but are not always allowed.

Motion to approve the site plan as presented, finding that the proposed site plan meets the special use standards of Section 20.06 and the site plan review standards of Section 24.06 of the Allendale Charter Township Zoning Ordinance with condition that the rezoning being approved at the Township Board of Trustees, approval by MDOT and Ottawa County Road Commission, Approval from Ottawa County Water Commission, Landscape approval, and alternate sign directing traffic to the south by Rick Westerling and Seconded by Todd Bronson, **Approved 4-1**

## 11. New Business:

### A. Short Term Rental Language

Mr. Ransford reminded the board that the state of Michigan has deemed that short term rentals are to be treated the same way as hotels and motels and should be zoned as such. Allendale already has an ordinance stating that hotels and motels need to be zoned commercial and renting a house in a residential zone is illegal. Short term rentals will need to be addressed with specific language which is being addressed currently. The planning Commission asked about the monitoring, inspections, and reporting on short term rentals. Mr. Ransford stated that it would most likely be ran through the current municipal programs such as law enforcement and the rental coordinator but it is different per municipality. Mr. Ransford provided other municipality ordinances as reference to short term rental languages. The Planning Commission approved to move forward with drafting language for short term rental and would like to see conditions on policing these rentals. The Planning Commission would like to see it again before it goes to public comment.

## 12. Public Comment:

Tim Ratliff – 11328 Sheridan Avenue – expressed his opposition for this building placement and asked about talking about this topic at the Board of Trustees.

Herm Kloosterman – 11368 Sheridan Avenue – expressed concern for sidewalks in this area for the children of that area.

Julie Haverkamp – 6615 Cherell Street – Thanked the Planning Commission for listening to the concerns of traffic on Avery Avenue.

Ethan Underhill – 11318 Sheridan Avenue – Concerned about traffic in the mornings for that area. Ethan had concerned special exemptions for this property. Concerned about parking lot, roadway and drive thru backing up and creating issues.

Laurie Ratliff- 11328 Sheridan Avenue – Concerns with having to much in a little space, sidewalks in the area, and traffic on these roads.

Dean Rollenhagen – 6681 Scott Street – issue with the policing of the possible signs for turning on to Avery Avenue.

## 13. Township Board Reports: None

## 14. Commissioner and Staff Comments: Planning Commission let everyone at the meeting know that if they want to talk with the township about sidewalks in this area, please contact the township Downtown District Authority. Planning Commission made a mention that they would be more comfortable getting letters from different authorities saying what their response is to projects.

## 15. Adjourn: 8:15 PM

**Next meeting August 4<sup>th</sup>, 2025, at 7:00 p.m.**  
Minutes respectfully submitted by Zachary Fields



**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

*August 18st, 2025*

*7:00 p.m.*

*Allendale Township Public Meeting Room*

1. Call the Meeting to Order: 7:00 PM
2. Roll Call:  
Present: Mark Adams, Rick Westerling, Todd Bronson, Bruce Zeinstra, Ray Nadda, Joe Jacquot, and Tom Zuniga  
Absent:  
Staff and Guests Present: Greg Ransford, Deanna and Michael Hunter
3. Communications and Correspondence: None
4. Motion to Approve July 21, 2025 Planning Commission minutes by Joe Jacquot, Seconded by Ray Nadda,  
**Approved 7-0**
5. Approval of the Agenda. Motion to approve agenda by Mark Adams, Seconded by Bruce Zeinstra,  
**Approved 7-0**
6. Public Comments for *non-public hearing item*:  
Michael Hunter – 4372 Bliss Street – Asked if the township has any connection with gravel companies.  
Deanna Hunter – 4372 Bliss Street – Complained 13 times about the sand mine on the back of her property. Has concerns about not having a berm along the property and buffer between the lots.
7. Public Hearings: None
8. Site Plan Review: None
9. New Business:
  - A. Short Term Rental Language – Greg Ransford revisited the memo he provided about short term rentals and the different languages that other municipalities have used for their ordinances on short term rentals. Once Mr. Ransford and the Planning Commission are comfortable with the language for Short Term Rentals, it will go to a public hearing.  
Planning Commission discussed the wording of who would be the local responsible agent versus the owner or owning party. There was also discussion about whether the owner can live 35 miles away and designate a designated local agent such as a cleaning service or a management service.  
The Planning Commission brought up the structure has to get their permit every year and that if there is well or septic, it must be inspected every year. They would be following adopted Zoning Ordinance language and a separate Police Power Township Ordinance will capture the languages needed for routine inspections.  
The Planning Commission discussed the issue with the areas in which Short Term Rentals are allowed. Mr. Ransford talked about how Grand Haven has districts that allow Short Term Rentals and some municipalities that have specific numbers allowed or within a specific area. Based on the ruling of the supreme court, there is no grandfathering of existing properties. They are all considered illegal. It was brought up how many or what percentage would be a good number for the amount of houses within Allendale. The Planning Commission would like to see a cap on the amount of STR houses so there is not an overabundance of STRs. With the location and the university, they wondered if there would need to be more.

The Planning Commission thought fifty houses would be allowed within Allendale to be a STRs. It was also discussed if there should be owner contact information outside the house so someone from the street could read this information and contact the owner if needed.

The Planning Commission agreed that if the changes are completed and that the legal review has changes that are minor, Short Term Rentals will go to Public Hearing

B. Town Center Overlay Zoning District Language – Mr. Ransford let the Planning Commission know that this is the first discussion of the draft Town Center Overlay and this will be pieced together. He recommended that the first overlay will be on the south side of Lake Michigan Drive and then expand to the north side if needed.

Planning Commission discussed the implementation of new ADA compliances being applied to the old buildings on the north side. Discussion on the width of the sidewalk from curb to side of building. Looking to make the space 16 feet with sidewalk and possible greenspace. Discussion about areas such as Farmers Market and the idea of private entities making money on public land/public areas.

Planning Commission discussed residential versus business, having alleys behind and alongside buildings, architect features and guidelines for what the buildings will look like. Would like to see a fully packed property plan and reduce the buildings to accommodate different items for the downtown area. Commissioner Zuniga will develop a rough sketch based on sample downtowns provided by Commissioners for the next meeting.

10. Old Business: None

11. Public Comment:

Stan Raw – Please make sure you know what you want before building the town center. Cautioned Air BnBs in this area because he has seen the repercussions getting out of hand in another municipality.

12. Township Board Reports: vendor licenses, Tim VanBennekom departure

13. Commissioner and Staff Comments: Next meeting will be on the Tuesday after Memorial Day.

14. Adjourn: 8:52 PM

**Next meeting September 2, 2025, at 7:00 p.m.**

Minutes respectfully submitted by Zachary Fields



**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

*September 2, 2025*

*7:00 p.m.*

*Allendale Township Public Meeting Room*

1. Call the Meeting to Order: 7:00 PM

2. Roll Call:

Present: Mark Adams, Rick Westerling, Joe Jacquot, Tom Zuniga, Bruce Zeinstra, and Ray Nadda

Absent: Todd Bronson

Staff and Guests Present: Greg Ransford, Duke Schut and members of Love, INC, Lindsey Hanes, Doug Sheneman, Tom Smith, Tim & Lorri Ratliff, Jodi Duyst

3. Communications and Correspondence: None

4. Motion to Approve August 18, 2025 Planning Commission minutes by Rick Westerling, Seconded by Ray Nadda, **Approved 6-0**

5. Motion to approve the agenda as written by Mark Adams, Seconded by Tom Zuniga, **Approved 6-0**

6. Public Comments for *non-public hearing item*: None.

7. Public Hearings: Love, INC – 6633 Lake Michigan Drive – Seeking rezoning from R-3 to GC

A. Duke Schut presented the request on behalf of Love, INC explaining that they will subsequently return with a site plan application to improve the site, if the rezoning is adopted. They have no intention of constructing multi-family residential units as it is currently zoned.

Chairperson Adams opened the public hearing. While three public comments were provided, due to technical difficulties, the comments were not recorded by the audio system but notes were provided for the following.

- Tim Ratliff – 11328 Sheridan Ave – Why the rezone now? Do not want apartments.
- Laurie Ratliff – 11328 Sheridan Ave – Questioning the project
- Jodie Duyst – 6670 Scott St – Questioning the project

Chairperson Adams closed the public hearing.

General discussion was held. Commissioner Zeinstra provided a motion to recommend adoption of the request citing that it meets the standards of Section 29.01D as outlined by the Township Planner within his memorandum. Motion was seconded by Westerling and carried 6-0.

8. Site Plan Review: None

9. Old Business:

Discussion was held regarding the Town Center Overlay draft. Commissioner Zuniga will create a few more samples. Following Planning Commission consensus on the samples, Ransford will draft changes to the Overlay language.

10. New Business: None.

11. Public Comment: None.

12. Township Board Reports: A brief report was provided by Commissioner Zeinstra.

13. Commissioner and Staff Comments: Ransford noted that he does not have any business for the September 15, 2025 meeting. Commissioner Nadda provided a motion to cancel the September 15, 2025 meeting, motion was seconded by Zuniga and carried unanimously.

14. Adjourn: 8:11 PM

**Next meeting October 6, 2025, at 7:00 p.m.**  
Minutes respectfully submitted by Gregory Ransford





*Allendale*  
CHARTER TOWNSHIP

**Planning Commission  
Meeting on September 15th  
has been cancelled. The  
Next Planning Commission  
meeting will be on  
October 6th**



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**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

**October 6, 2025**

**7:00 p.m.**

***Allendale Township Public Meeting Room***

1. Call the Meeting to Order: 7:00 PM

2. Roll Call:

Present: Mark Adams, Todd Bronson, Ray Nadda, Joe Jacquot, and Tom Zuniga

Absent: Rick Westerling, Bruce Zeinstra

Staff and Guests Present: Greg Ransford, Grant Braun, John and Kerry Postema, Jennifer Dora

3. Communications and Correspondence: None

4. Motion to Approve September 2, 2025 Planning Commission minutes until next meeting by Joe Jacquot, Seconded by Ray Nadda, **Approved 5-0**

5. Approval of the Agenda. Motion to approve agenda as is by minutes by Mark Adams, Seconded by Tom Zuniga, **Approved 5-0**

6. Public Comments for *non-public hearing item*:

John Postema – 5876 Lincoln Street – Looking to get easement to a land locked lot on 7652 Buchanan Street and is looking for guidance on how to do this and move forward. Planning Commission and Mr. Ransford provided some options to help Mr. Postema.

7. Public Hearings: None

8. Site Plan Review: None

9. New Business:

A. 5015 Warner Street Sand Mine Annual Report – Grant Braun presented the sand mine operation is on track for completion time, August 2026. 1,250 cubic yards have been removed from July of 2024 to July of 2025. The amount of material still in the ponds are 52,300 cubic yards remaining in pond A and 68,000 cubic yards in pond B. No complaints have been filed.

B. JMM Sand Mine Annual Report – 806,490 cubic yards has been approved for mining. From July 2024 to July 2025, 77,000 cubic yards have been removed, and 72,000 cubic yards remain. Project is slated for a completion date of January 2028 but is ahead of schedule and plans to be completed before the 2028.

10. Old Business: None

A. Town Center Overlay Zoning District – Mr. Ransford restated what has been happening with the town center at the Planning Commission. The Planning Commission explained to residents at the meeting what the township is planning to do and where we are at in this process. Discussion on what the township is looking for in building structure and looks. Direction was provided to Ransford to update the draft text based on the visual preferences discussed.

B. Short Term Rentals – Tabled to Oct 20, 2025

11. Public Comment:

Jennifer Dora – 10830 Skylan Court – Impressed with what the township is doing with the town center.

12. Township Board Reports: None

13. Commissioner and Staff Comments: Thanks to Tom for throwing together concepts of town center.

14. Adjourn: 9:01 PM

**Next meeting October 6, 2025, at 7:00 p.m.**  
Minutes respectfully submitted by Zachary Fields





*Allendale*  
CHARTER TOWNSHIP

**Planning Commission Meeting  
on October 20th has been  
cancelled. The Next Planning  
Commission meeting will be on  
November 3<sup>rd</sup>**



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**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

*November 3, 2025*

**7:00 p.m.**

*Allendale Township Public Meeting Room*

1. Call the Meeting to Order: 7:00 PM

2. Roll Call:

Present: Mark Adams, Todd Bronson, Ray Nadda, Rick Westerling, Bruce Zeinstra, Joe Jacquot, and Tom Zuniga

Absent: None

Staff and Guests Present: Greg Ransford and one member of the public

3. Communications and Correspondence: None

4. Motion to Approve the September 2, 2025 Planning Commission minutes by Joe Jacquot, Seconded by Ray Nadda, **Approved 7-0**

5. Motion to Approve the October 6, 2025 Planning Commission minutes by Ray Nadda, Seconded by Tom Zuniga, **Approved 7-0**

6. Approval of the Agenda with an amendment to add the approval of the September 2, 2025 minutes. Motion by Mark Adams, Seconded by Bruce Zeinstra, **Approved 7-0**

7. Public Comments for *non-public hearing items*:

There were none.

8. Public Hearings: None

9. Site Plan Review: None

10. New Business: None

11. Old Business:

A. Town Center Overlay Zoning District – Discussion was held regarding various provisions of the draft. Direction was provided to Ransford to speak with the Township Legal Counsel regarding a “public improvements” section and to what extent right-of-way improvements could be required of a developer if it was one large project or various projects and then the right-of-way improvements were transferred back to the Township. Direction was also provided to Ransford to revise various provisions and add images to the text. Ransford will bring the next draft to the Commission when available.

B. Short Term Rentals – Discussion was held regarding various provisions. Direction was provided to Ransford to include a maximum occupancy of two people per bedroom with a facility maximum occupancy of ten. Ransford will revise the language and prepare it for a public hearing in the future when additional text revisions are necessary.

C. Discussion was held to add items to the Work Program. Ransford will update the list with tiny houses, ADUs, pole barn setbacks in the Agricultural and Rural District, and private roads in the Agricultural and Rural Zoning District with 10 acre lots.

12. Public Comment: None

13. Township Board Reports: Commissioner Zeinstra provided a short synopsis of the recent Board meeting.

14. Commissioner and Staff Comments: Future agendas will swap the minutes and approval of the agenda.

15. Adjourn: 7:52 PM

**Next meeting November 17, 2025, at 7:00 p.m.**  
Minutes respectfully submitted by Gregory Ransford



**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

*November 17<sup>th</sup>, 2025*

*7:00 p.m.*

*Allendale Township Public Meeting Room*

1. Call the Meeting to Order: 7:00 PM

2. Roll Call:

Present: Mark Adams, Rick Westerling, Bruce Zeinstra, Ray Nadda, Joe Jacquot, and Tom Zuniga

Absent: Todd Bronson

Staff and Guests Present: Greg Ransford,

3. Communications and Correspondence: None

4. **Approval of the Agenda.** Motion to approve agenda as is by Mark Adams, Seconded by Joe Jacquot, **Approved 6-0**

5. Motion to Approve November 2, 2025 Planning Commission minutes by Bruce Zeinstra, Seconded by Tom Zuniga, **Approved 6-0**

6. Public Comments for *non-public hearing item*:

Heather Devereaux – Bridgets House/ Ripple Effect – Update and progress on Bridgets House

7. Public Hearings: None

8. Site Plan Review: None

9. New Business:

A. Text Amendment Discussion

i. Tiny Homes

Greg Ransford provided documentation for tiny homes. There is no current legislation in his client communities for tiny homes. Most communities that do allow tiny homes are on the scale for neighborhoods and not for individual lots. For communities that permit tiny homes without saying they permit them, individual lots have a very small minimum housing size or no minimum housing size limit. There are a few samples of minimum and maximum housing sizes that define a tiny home, minimum of 280 square feet. There is a difference between Tiny Homes and ADUs. Tiny homes are stand alone homes where ADUs are accessories to the home on the lot already.

Starting with Bessemer, Michigan has 480 Square Feet for a minimum size. Planning Commission discussed homes not on wheels that are not permanent. Rental lots at Cedar Point, Sandusky, Ohio, had good idea for sizing 390 to 600 square feet. Looking to have an easily buildable structure or something that can be offloaded by trailer. Another municipality said that any structure with axle must be removed. This should be a permanent structure and not something easily moved once placed. Some municipalities have occupancy restrictions. The decision of renting versus owning private property versus programs. Referenced Grand Rapids homeless people project. Before proceeding with verbiage, we need to establish what a tiny home is for Allendale. Consensus was reached that the Planning Commission will table the language until the next meeting.

ii. Accessory Dwellings Units (ADUs)

Discussed locations of where they would be located. Discussion about location relative to the dwelling. Can these accessory dwellings be rented such as an Air BnB, in-law suite, lodging. Planning Commission was in agreement that the main dwelling and the accessory dwelling can be connected. It was discussed which zones ADUs were allowed to. The Planning Commission provided direction to Ransford to draft provisions for the Township.

iii. Pole Barn Setbacks in Agricultural and Rural District

Public has commented that there is a 300 foot set back and is problematic with placing the accessory building on property. Planning Commission expressed the need to simplify the ordinance for Accessory buildings in Agriculture. This ordinance should be simple for the township to review. The Planning Commission provided direction to Ransford to draft provisions for the Township.

iv. Private Roads in Agricultural and Rural District –

Ottawa County limits driveways to two homes per driveway. Minimum standard for a private road is 26 feet wide. Discussion based on the composition of the road. Tabled for next meeting to review further.

10. Old Business:

11. Short Term Rentals – Who approves of a short term rental? What is the cap on how many are in Allendale? Public Hearings for the rental and is this a special use permit? What are the permitted districts for STRs? The Planning Commission wants the Zoning Administrator to review and approve. Ransford will revise the draft text accordingly. Public Comment:

Heather Devereaux – Bridgets House/ Ripple Effect – Wanted to express the approval for tiny homes to help with the Bridget House Program as a next step from the house they currently own.

12. Township Board Reports: Two new fire fighters joined, Update to Township Employee Benefits

13. Commissioner and Staff Comments:

A. Mr. Ransford let the Commission know he will not be at the next meeting. Planning Commission motioned to cancel the December 1<sup>st</sup> meeting due to lack of business and absence of Mr. Ransford. Mr. Ransford questioned the town center language that says the road way requires streetlights but lights are required on the wall of the buildings. He wanted to know where we had come up with that language. Direction was provided to Mr. Ransford. Mr. Ransford emailed the Planning Commission about the Springfield North PUD and asked to do a preliminary plan. The township requires a parallel plan. The Planning Commission directed Ransford to require the parallel plan now. Ransford will draft a fix to the PUD language as well.

14. Adjourn: 8:30 PM

**Next meeting December 15th, 2025, at 7:00 p.m.**

Minutes respectfully submitted by Zachary Fields





*Allendale*  
CHARTER TOWNSHIP

**Planning Commission  
Meeting on December 1 has  
been cancelled. The Next  
Planning Commission  
meeting will be on  
December 15th**



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**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

*December 15, 2025*

*7:00 p.m.*

*Allendale Township Public Meeting Room*

1. Call the Meeting to Order: 7:00 PM

2. Roll Call:

Present: Mark Adams, Rick Westerling, Todd Bronson, Bruce Zeinstra, Ray Nadda, and Tom Zuniga

Absent: Joe Jacquot

Staff and Guests Present: Greg Ransford

3. Communications and Correspondence: None

4. Approval of the Agenda. Motion to approve agenda with addition of 2026 Meeting Dates by minutes by Mark Adams, Seconded by Bruce Zeinstra, **Approved 6-0**

5. Motion to Approve November 17, 2025 Planning Commission minutes by Ray Nadda, Seconded by Tom Zuniga, **Approved 6-0**

6. Public Comments for *non-public hearing item*: None

7. Public Hearings: None

8. Site Plan Review: None

9. New Business:

2026 Meeting Dates - Motion to approve meeting dates as presented by Bruce Zeinstra, Seconded by Tom Zuniga, **Approved 6-0**

10. Old Business:

A. Text Amendment Discussion

- i. Town Center – Greg Ransford revisited memo to Planning Commission. Mr. Ransford stated that the township attorney put the public improvements at the end. Discussion of parking, angled, reverse angle or parallel. Talked about the safety of how reverse angle is the best of the options. Planning Commission expressed the rewording of “A bench” under public amenities. Discussion on pitched roofs, flat roofs, and angled roofs. Discussion on sidewalk width. Discussion on sign regulations, the regulations of how the sign operates, and language on the sign. The Planning Commission provided Ransford with direction to revise.
- ii. Planned Unit Developments, Preliminary Plan consensus was reached that the proposed draft is ready for public hearing.
- iii. Accessory Dwelling Units (ADUs) direction was provided to Ransford to revise and schedule for public hearing.
- iv. Pole barn setbacks in the Agricultural and Rural District - consensus was reached that the proposed draft is ready for public hearing.
- v. Tiny Homes – discussion was held regarding various provisions. The Planning Commission will continue discussion at their next meeting.
- vi. Private roads in the Agricultural and Rural District – direction was provided to Ransford to revise and contact the Fire Department about any concerns with road lengths.

11. Public Comment: None

12. Township Board Reports: None

13. Commissioner and Staff Comments:

14. Adjourn: 8:47 PM

**Next meeting January 5<sup>th</sup>, 2026, at 7:00 p.m.**

Minutes respectfully submitted by Zachary Fields

