

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

February 2, 2026

7:00 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call
3. Communications and Correspondence:
4. Approval of the Agenda
5. Approval of the January 5, 2026 Planning Commission minutes
6. Public Comments for *non-public hearing items*
7. Public Hearings:
8. Site Plan Review:
9. New Business:
 - A. 2025 Planning Commission Annual Report
 - B. 2026 Planning Commission Work Program
 - C. Residential Setbacks and Sidewalk Conflicts
10. Old Business:
 - A. Text Amendment Discussion
 - i. Tiny Homes
 - ii. Section 23.12BB – Agricultural and Rural Zoning District (private roads)
11. Public Comments
12. Township Board Reports
13. Commissioner and Staff Comments
14. Adjourn

Next meeting: February 16, 2026 at 7:00 p.m.



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

January 5th, 2026

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, Eric DeYoung, Merwyn Koster
3. Communications and Correspondence: None
4. Approval of the Agenda. Motion to approve agenda as is by minutes by Mark Adams, Seconded by Bruce Zeinstra, **Approved 7-0**
5. Motion to Approve July 21, 2025 Planning Commission minutes until next meeting by Ray Nadda, Seconded by Bruce Zeinstra, **Approved 7-0**
6. Public Comments for *non-public hearing item*: None
7. Public Hearings: None
8. Site Plan Review: None
9. New Business:
 - A. Springfield North Preliminary Planned Unit Development Plan - Seeking 37 single-family lots and 20 two-family buildings. Greg Ransford restated memo provided to the Planning Commission about amount of single family units and two-family duplex units. Mr. Ransford let the Planning Commission know that they are looking for feedback on the submitted plan. Eric DeYoung of Nederveld went before the board restating that they are looking for feedback in the preliminary review and questions around the two family units. The two family unit is not the primary use of the land, compatible with the surrounding land uses and is in line with the master plan. Discussion around building phases and some of the obstacles they would face. Planning Commission discussed that since the duplexes are not rentals, they would be acceptable in the area are to be built. Planning Commission raised some concerns about the drainage and wetland areas and walking path in the green space area and if there are any restrictions on developing it. Planning Commission asked about the Camfield Drive cul-de-sac improvement. This issue will be addressed in later meetings. Applicant agreed to accommodate a beach and or gazebo or similar feature adjacent to the pond, or a trail down the powerlines. The applicant also agreed to place deed restrictions prohibiting renting the two unit buildings. The Planning Commission directed Ransford to schedule the final PUD plan for public hearing when the materials have been submitted and found complete.
 - B. Election of Officers

Motion to keep officials as is by Rick Westerling, Seconded by Joe Jacquot, **Approved 7-0**
10. Old Business:
 - A. Text Amendment Discussion
 - i. Town Center – Mr. Ransford went over the revisions made to the draft language along with drawings. Discussion on the language provided by Mr. Ransford. Direction was

provided to Ransford to revise, have legal counsel review, and prepare for a future public hearing.

- ii. Tiny Homes – Continued conversation on the allowance and ordinances. Planning Commission decided to make Tiny Homes a separate article. Mr. Ransford will bring a written example in future meetings.
- iii. Private roads in the Agricultural and Rural District – Mr. Ransford restated what has been talked about in the previous meetings and what the current ordinance is. Planning Commission discussed different scenarios that would and would not be allowed in Allendale per our ordinances and possible changes to the ordinances. Ransford will revise language as directed and return it to the Commission for review.

11. Public Comment: None

12. Township Board Reports: 2025 Budget Amendments

13. Commissioner and Staff Comments: None

14. Adjourn: 8:35 PM

Next meeting January 19, 2026 at 7:00 p.m.

Minutes respectfully submitted by Zachary Fields



Allendale

CHARTER TOWNSHIP

PLANNING COMMISSION – 2026 WORK PROGRAM

Adopted: _____, 2026

Revised: _____, 2026

ITEM #	DESCRIPTION
Item #1	Revise and clarify the requirements which trigger site plan review and major and minor amendments to an approved site plan
Item #2	Minimum single-family dwelling area, tiny home provisions , dwelling external materials
Item #3	Non-Motorized Pathway 2015 amendment to Section 24.06C1 of the Zoning Ordinance
Item #4	Review the Zoning Ordinance to revise those sections in the Ordinance that allow certain discretionary decisions by the Zoning Administrator
Item #5	Differentiate farm use versus special uses within the Agricultural and Rural Zoning District
Item #6	Easements serving up to two lots
Item #7	Review requirements for street trees and whether they are more appropriate as front yard trees (to eliminate complaints and damage to the sidewalk)



2025 Annual Report
of the Planning
Commission

EXECUTIVE SUMMARY

On February 17, 2014, the Allendale Charter Township Planning Commission adopted its Bylaws and Rules of Procedure of the Planning Commission to facilitate the performance of its duties as outlined in the Michigan Planning Enabling Act, PA 33 of 2008, MLC 125.3801, et seq., and the Michigan Zoning Enabling Act, PA 110 of 2006, MCL 125.3101, et seq. Pursuant to Section 9 of the Allendale Charter Township Planning Commission Bylaws and Rules of Procedure, we present the following report regarding the structure and operations of the Planning Commission, the status of planning activities as well as other pertinent actions of the Planning Commission.

MEMBERSHIP & OFFICERS

At the January 6, 2025 meeting of the Planning Commission, the following members were elected to the office of Chairperson, Vice-Chairperson, and Secretary. While officer elections are typically held at a January of the service year, the Planning Commission conducted elections in advance of the service year.

- Mark Adams – Chairperson
- Ray Nadda – Vice-Chairperson
- Tom Zuniga – Secretary
- Todd Bronson – Member
- Bruce Zeinstra – Member
- Rick Westerling – Member
- Joe Jacquot – Member

MEETINGS AND ATTENDANCE

Regular meetings of the Planning Commission are held on the 1st and 3rd Monday of each month, unless otherwise scheduled to avoid a holiday. Seventeen (17) regular meetings and one (1) special meeting were held throughout 2025. Attendance of the membership was as follows:

- Mark Adams – 17/18
- Ray Nadda – 13/18
- Tom Zuniga – 16/18
- Todd Bronson – 11/18
- Bruce Zeinstra – 13/18
- Rick Westerling – 15/18
- Joe Jacquot – 13/18

APPROVALS AND RECOMMENDATIONS

The Planning Commission approved or recommended the following to the Allendale Charter Township Board of Trustees during their formal business.

Site Plans

- Great Lakes Tree Service – 4503 Pingree Street – 6,135 square foot office, warehouse and outdoor storage yard
- Hidden Shores West Phase Five Site Condominium – 49 single-family residential units
- Walgreens Planned Unit Development – 11145 68th Avenue – Major Amendment to PUD for the Raymond Building to accommodate food service
- Emerald Springs Phase Two Tentative Preliminary Plat – 22 single-family lots
- Bridget's House – 10310 60th Avenue – Use of existing dwelling for a support services residence
- Affogatos Ice Cream and Coffee – 6655 Lake Michigan Drive – 2,263 square foot ice cream and coffee shop with drive through

Zoning Map Amendments

- Summer Brook Planned Unit Development – Rezoning vacant portion of the PUD to R-4
- Dirk and Dale DeVries – 11228 56th Avenue – Rezoning from GC to R-1
- Anderson Investment Group (Affogatos) – 6655 Lake Michigan Drive – Rezoning from R-3 to GC
- Love, INC – 6633 Lake Michigan Drive – Rezoning from R-3 to GC

Zoning Text Amendments

- None

DENIALS

No denials were provided by Planning Commission during their formal business.

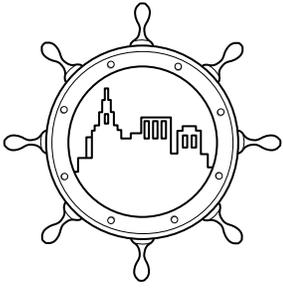
GENERAL ACTIONS

The Planning Commission performed the following during their formal business.

- Rusk Lake Mining Site Annual Report was accepted
- 46th Avenue Mining Site Annual Report was accepted
- 5015 Warner Street Mining Site Annual Report was accepted

On behalf of the Allendale Charter Township Planning Commission

Mark Adams, Chairperson



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MEMORANDUM

To: Allendale Charter Township Planning Commission
From: Gregory L. Ransford, MPA 
Date: January 27, 2026
Re: Private Roads in the Agricultural and Rural District

Pursuant to your direction at your January 5, 2026, meeting, attached are the first revisions to Section 23.12BB – AG Agricultural and Rural Zoning District of the Allendale Charter Township Zoning Ordinance to modify the requirements for private roads in said district. As you will recall, you directed us to perform the following:

- Reduce the minimum acreage to require water (in Section 23.12A9) to 1.5 acres
- Allow alternatives to cul-de-sacs
- 23.12BB4 – strike the 10 acres and increase to six lots
- For up to six lots, allow gravel as subsection BB1 states
- For 7 to 10 lots, 12 foot paved width with four foot gravel shoulders
- For 11 to 19 lots, 20 foot paved with one foot gravel shoulders
- 20 lots of more must meet the Subdivision Ordinance

We believe the attached draft archives your direction. In addition to the above, you directed us to provide a copy of the draft to the Allendale Charter Township Fire Department (ATFD) for their comment. In response, we received the following:

- In response to subsection 1b:
 - In the International Fire Code (IFC), all roads need to have a minimum road width of 20 feet. I think this is a must in the AG area as long drives we would need to lay 5" supply lines down if we had a fire and still have access for trucks.
- In response to subsection 2:
 - The IFC requires a 96' cul-de-sac on any road longer than 150 feet.

Following receipt of these comments, we inquired whether the language of 12 feet of pavement and eight feet of gravel shoulders would achieve the requirements of the IFC. In response, the ATFD expressed concerns regarding winter slow plowing of only the paved portion. Despite the response from the ATFD, we have not modified the draft language from your direction.

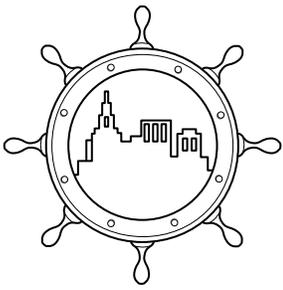
Private roads in the Agricultural and Rural District have been scheduled for your continued discussion at your February 2, 2026, meeting.

If you have any questions, please let us know.

GLR
Planner

Attachment

cc: Adam Elenbaas, Supervisor



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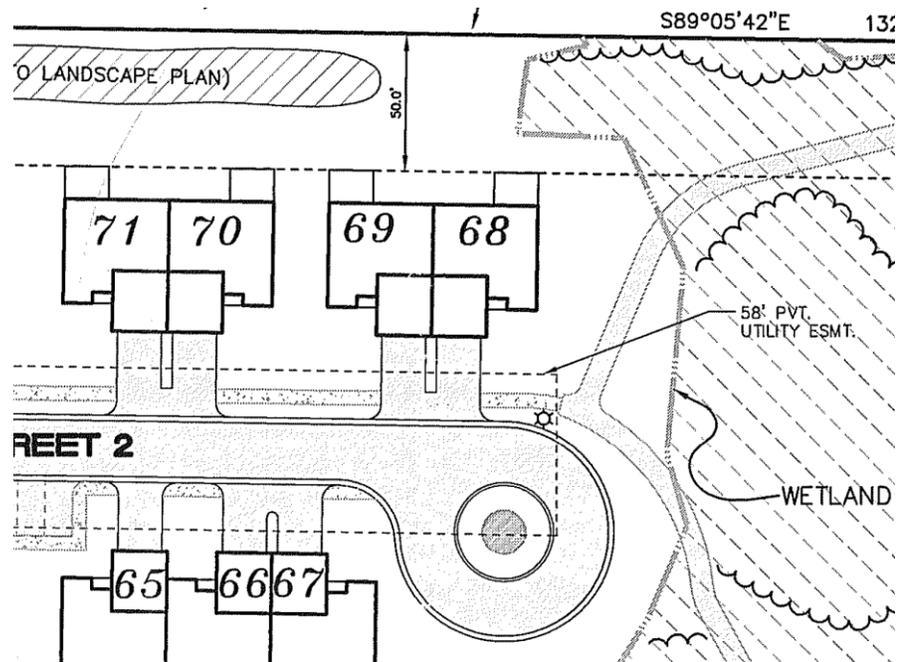
MEMORANDUM

To: Allendale Charter Township Planning Commission
From: Gregory L. Ransford, MPA
Date: January 13, 2026
Re: Residential Setbacks and Conflicts with Sidewalks

Recently, Supervisor Elenbaas raised concerns regarding vehicles parked in residential driveways that block sidewalk use because of short setbacks and as a result, insufficient depth in a driveway to park a vehicle outside without obstructing the sidewalk. In response, Supervisor Elenbaas asked us to discuss this issue with the Planning Commission. In particular, Supervisor Elenbaas noted this issue in the Dales and Dewpointe West developments, both of which are Planned Unit Developments. After reviewing both development files, we found the following.

The Dales

This development contains private roads that claim to accommodate a 60 foot front yard setback. We are unsure how 60 feet is correlated from the setback table (where 60 feet is noted) to the drawing, but the building setback from the private right-of-way is clearly less than 60 feet or is measured from a point that is not typical and required by the Allendale Charter Township Zoning Ordinance. Unfortunately, we can only speculate because we could not find any details in the meeting minutes or development plans providing the reason for the setbacks as they are constructed today. Below is a snapshot of the Final Planned Unit Development site plan in which you will note a 50 foot setback at the rear of the building, which is proportionately incorrect when applied to the right-of-way line and garage on the front of the building. Additionally, below is an aerial photo of the development as constructed. You will note a truck blocking the sidewalk when parked.





Dewpointe West

This development contains build-to front setback lines, but they vary from 25, 30, 40, and 50 foot setbacks. The majority of lots, however, are positioned at 30 feet. Below is an aerial photo of 20 foot and 30 foot setbacks to the right-of-way in the development.



While we suspect that each of these developments granted reduced front yard setbacks properly pursuant to the provisions of the Planned Unit Development Article, Supervisor Elenbaas wanted to bring this issue to your attention for discussion, perhaps to design an absolute minimum or other mechanism to prevent sidewalk obstruction as a result of driveway length in the future.

This matter has been scheduled as a discussion item at your January 19, 2026 meeting. If you have any questions, please let us know.

GLR
Planner

cc: Adam Elenbaas, Supervisor

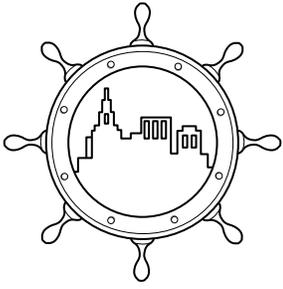
Section 23.12A

9. Public water service shall be provided to all lots which are accessed by a private road, according to the requirements of Section 5.3.1.g of the Allendale Charter Township Subdivision Ordinance, as amended, except for lots which are accessed by a private road with an average area of ~~two-one~~ and one-half (1 1/2) acres or more.

BB. AG Agricultural and Rural Zoning District

In order to maintain the rural atmosphere established within Section 5.01 of this Ordinance, private roads in the AG Agricultural and Rural Zoning District shall be constructed in accordance with Section 23.12B or as provided herein.

1. A private road shall be located within a private road easement of not less than thirty (30) feet in width.
 - a. ~~For private roads servicing no more than six (6) dwellings,~~ the private road shall be constructed with a sand and gravel base of not less than eighteen (18) inches in depth of which not less than six (6) inches in depth shall be only gravel. The private road may be paved in accordance to Section 23.12B of this Ordinance.
 - b. ~~For private roads servicing at least seven (7) dwellings but not more than ten (10) dwellings,~~ the private road shall be constructed pursuant to Section 23.12.BB1a and contain a paved surface of at least three (3) inches of asphalt that shall be at least twelve (12) feet in width and shall contain gravel shoulders of at least four (4) feet in width.
 - c. ~~For private roads servicing at least eleven (11) dwellings but not more than nineteen (19) dwellings,~~ the private road shall be constructed pursuant to Section 23.12.BB1a and contain a paved surface of at least three (3) inches of asphalt that shall be at least 20 feet in width and shall contain gravel shoulders of at least one (1) foot in width.
 - d. ~~For private roads servicing twenty (20) or more dwellings the private road shall be constructed pursuant to Section 23.12.BB1a and contain a paved surface of at least three (3) inches of asphalt that shall be at least twenty-four (24) feet in width and shall contain concrete curb and gutter shoulders.~~
 - e. The Planning Commission may require additional thickness, stronger materials or other necessary road improvements to adequately accommodate local surface and subsurface conditions.
2. Where a private road terminates in a dead end, a cul-de-sac shall be required by the Planning Commission. The road easement shall widen to a minimum diameter of at least one-hundred (100) feet to accommodate the cul-de-sac with a minimum diameter road bed surface of at least eighty (80) feet. Alternatively, the Planning Commission may approve a dead end that complies with the International Fire Code and is approved by the Allendale Charter Township Fire Department.
3. The private road shall have a road bed of not less than twenty (20) feet in width for its entire length, except for that area where a cul-de-sac is required pursuant to subsection BB2 above.
4. A private road shall serve no more than ~~five-six (65)~~ lots ~~and each lot shall be no less than ten (10) acres in area.~~
5. The private road shall comply with the provisions of Section 23.12B4, Sections 23.12B5, and 23.12B6 above but shall be exempt from the provisions of Sections 23.12B1, 23.12B2, and 23.12B3.



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MEMORANDUM

To: Allendale Charter Township Planning Commission
From: Gregory L. Ransford, MPA 
Date: January 14, 2026
Re: Draft Section 23.26 – Tiny Home Developments

Pursuant to your direction at your January 5, 2026 meeting, attached is the first draft to permit tiny home developments within the Township. We believe the draft achieves your direction. Nonetheless, we have a few items of note:

1. Planned Unit Development language – while the language is drafted to permit tiny home developments as a special use, there was support to subject the developments to the provisions of the Planned Unit Development Article, Article 12, of the Allendale Charter Township Zoning Ordinance. As a result, we have a “placeholder” in Section 23.26A for the purpose but wanted to discuss the extent to which you want Article 12 to apply (i.e. only preliminary and final plans, open space, densities, etcetera).
2. Shipping Containers – our notes indicate support for tiny homes constructed from shipping containers. Given this, Section 21.26G notes their use, as long as they comply with the Michigan Residential Building Code.
3. Related section references – as you will note within the draft language, we include a reference in Section 5.03 for Tiny Homes. We understand from the Township zoning Administrator that this is preferred and should have included Bed and Breakfast Establishments, and Outdoor Venues. As a result, we have updated the appropriate district sections accordingly.

The draft language has been scheduled for your review at your January 19, 2026 meeting. If you have any questions, please let us know.

GLR
Planner

Attachment

cc: Adam Elenbaas, Supervisor

Section 5.03 – Uses Requiring Special Approval [Agricultural and Rural District]

- U. Outdoor Venues
- V. Bed and Breakfast Establishments
- W. Tiny Home Developments
- X. Any use that is found by the Planning Commission to be similar to any special use listed under Section 5.03, provided that such use to be approved is not permitted by right or by special use in any Zoning District.

Section 7.03 – Uses Requiring Special Approval [R-1 District]

- G. Bed and Breakfast Establishments

Section 14.03 – Uses Requiring Special Approval [GC District]

- S. Outdoor Venues

Section 16.03 – Uses Requiring Special Approval [Industrial District]

- T. Outdoor Venues

Section 23.26 – Tiny Home Developments

- A. Tiny home developments are **subject to the provisions of Article 12** and are only permitted as a special use within the Agricultural and Rural Zoning District. Tiny homes are prohibited outside of the Agricultural and Rural Zoning District.
- B. Tiny homes are the only permitted dwelling units within the development.
- C. Area Regulations.
 - 1. The minimum lot area shall be four thousand six hundred (4,600) square feet and a minimum width of forty (40) feet at the front setback line.
 - 2. Front Yard. There shall be a front yard of not less than twenty-five (25) feet.
 - 3. Rear Yard. There shall be a rear yard of not less than twenty-five (25) feet.
 - 4. Side Yard. There shall be side yards of not less than eight (8) feet.
 - 5. Floor Area. Tiny homes shall have a minimum finished habitable floor area, above exterior finished grade, of two hundred forty (240) square feet. In no instance shall the total floor area, habitable or non-habitable, exceed five hundred (500) square feet.
 - 6. Building Height. No building shall exceed twenty (20) feet to the roof peak.
- D. No minimum width, no minimum length, and no attached garage shall be required for a tiny home.
- E. Detached accessory structures.
 - 1. Shall be limited to one (1) per developed lot.
 - 2. Shall be limited to one hundred twenty (120) square feet or smaller.
 - 3. Shall be built in the same manner as the dwelling and match in appearance to the dwelling.
 - 4. Shall be at least six (6) feet from dwelling and at least three (3) feet from side or rear property line.
- F. Each lot within the development must have a deed restriction that the dwelling unit upon the lot must be owner occupied.
- G. Rentals are prohibited. Further this requirement must be described within any homeowners association document.
- H. Tiny homes, which may include shipping containers, shall be built in accordance with the Michigan Residential Building Code.
- I. Tiny homes on wheels and approved under the Michigan Vehicle Code are prohibited.