



Agenda for the  
Allendale Charter Township Board Meeting  
Monday, March 23, 2026, 6:00 p.m.

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by Jody Hansen
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
  - Approval of the March 9, 2026, Regular Board Meeting Minutes
  - Resolution 2026-06: Committee Appointment - Library Advisory Board
  - Bills
  - Interim Payments
- For information
  - February 16, 2026, Planning Commission Meeting Minutes
  - March 2, 2026, Planning Commission Meeting Minutes – Meeting Cancelled
- Public Hearings
- Public Comments
- Guest Speakers
- Action Items
  - Ordinance 2026-04: Zoning Text Amendments
  - Resolution 2026-07: Opposition to House Bills
  - Approval for GH Community Foundation Grant Distribution
- Discussion Items
  - Street Parking Ordinance
  - Town Center Planning
- Public Comments
- Board Comments
- Adjournment

**Our Wi-Fi connection may be used to access the Board Information Packet:**

- Account: ACT\_Guest      Password: ACTguest
- Agenda and Packet file location: [www.allendalemi.gov](http://www.allendalemi.gov) → Boards & Committees → Board of Trustees → Minutes & Agendas

**PROPOSED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
MARCH SESSION 1<sup>st</sup> DAY**

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, March 9, 2026, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

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

Absent at Roll Call: Mr. Smit (1)

Staff and Guests Present: Katie Glynn, Administration and Operations Lead; Grace Glynn; and Mary Glynn

Ms. Schuitema pronounced the invocation.

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

BOT 26-036 Mr. Vander Wall with support from Ms. Schuitema moved to approve the agenda of today as presented. The motion passed.

BOT 26-037 Mr. Zeinstra with support from Mr. MacDonald moved to approve the following Consent Resolutions:

1. To approve the Minutes of the February 23, 2026, Board of Trustees meeting as presented.
2. To approve the general claims in the amount of \$145,751.62 and interim payments of \$617,662.35, as presented by the summary report for March 9, 2026.

The motion passed.

Items Received for Information

1. Wastewater Cost of Service Report
2. Water Cost of Service Report
3. February Sheriff's Department Report
4. February Fire Department Report

Public Hearings- None

Public Comments- None

BOT 26-038 Mr. Elenbaas with support from Ms. Schuitema moved to close public comment. The motion passed.

Guest Speakers- None

Action Items

BOT 26-039 Mr. Vander Wall with support from Mr. MacDonald moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2026-03: Wastewater System Rate Schedule: a resolution establishing the wastewater rates. The motion passed.

BOT 26-040 Mr. Zeinstra with support from Mr. Vander Wall moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2026-04: Water System Rate Schedule; a resolution establishing water rates. The motion passed.

BOT 26-041 Ms. Schuitema with support from Mr. MacDonald moved to approve and authorize the Clerk and/or Supervisor to sign Resolution 2026-05: Hidden Shores West Phase 5 Streetlight, a resolution authorizing for change in the standard lighting contract with Consumers Energy Company; and all necessary contracts and documents. The motion passed.

BOT 26-042 Mr. Elenbaas introduced Ordinance 2026-04: Zoning Text Amendments; an ordinance that will amend Section 3.11.B1d – Accessory Uses and Buildings to revise the setback requirement for accessory buildings within the Agricultural and Rural Zoning District to meet that for principal buildings; will amend Section 3.11.B2 – Accessory Uses and Buildings to eliminate its content and reserve for future use; will amend Section 3.11.B3a – Accessory Uses and Buildings to correct “principle” to “principal;” will add Section 3.11.C1l – Accessory Uses and Buildings to include Accessory Dwelling Unit; will amend Section 12.08B2a – Procedures to correct a section reference; will amend Section 12.08B2b – Procedures to correct a section reference; will add Section 23.24 – Short Term Rentals to allow Short Term Rentals in Agricultural and Residential Zoning Districts, define terms such as occupant, owner, and responsible local agent, establish application requirements, limit the number

of Short Term Rentals in the Township to fifty, require a permit, written evidence of health department approval, renewal requirements, and conditions, create performance standards such as parking, a limit of one principal dwelling per lot, maximum occupants, means of trash removal, campfire controls, noise limitations, prohibition of trespass, prohibition of nuisance, expiration and reapplication, violations, suspension, revocation, and means for appeal; will add Section 23.25 – Accessory Dwelling Units to allow Accessory Dwelling Units as an accessory to a single-family dwelling and establish minimum requirements such as its location, number, residence of the property owner, configuration, setbacks, code compliance, approval of water and wastewater service from the health department, building appearance, maximum area, and prohibition of structures as an Accessory Dwelling Unit or uses of the Accessory Dwelling Unit.; will amend Section 32.02 – Definitions (A) to provide for the definition of Accessory Dwelling Unit and; will amend Section 32.20 – Definitions (S) to provide for the definition of Short Term Rental, of the Allendale Charter Township Zoning Ordinance, for its first reading.

Discussion Items- None

Public Comments- None

BOT 26-043 Mr. Elenbaas with support from Ms. Schuitema moved to close public comment. The motion passed.

Board Comments

Mr. Elenbaas introduced Katie Glynn, Administration and Operations Lead, to the Board. He requested input regarding public street parking and the placement of a “Coming Soon” sign for the Town Center. He also presented a proposed legislative bill package that would significantly limit local control in several areas.

Mr. VanderWall informed the Board that a resident has requested the installation of a traffic light at the intersection of Lake Michigan Drive and 52nd Avenue.

BOT 26-044 Ms. Schuitema, with support from Mr. Zeinstra moved to adjourn the meeting at 7:09 p.m. The motion passed.

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Jody L. Hansen, Clerk  
Of the Township of Allendale

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Adam Elenbaas, Supervisor  
Of the Township of Allendale

**Resolution 2026-06  
Committee Appointments**

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall located at 6676 Lake Michigan Drive, Allendale, Ottawa County, Michigan on March 23, 2026

Present:

Absent:

The following resolution was offered:

Motioned by xx, supported by xx.

BE IT RESOLVED that the following residents be appointed to the following committees/boards:

**Library Advisory Board – Partial Term of a 3 year Term**

Aubree Carlisle, Term Ending 12/31/2026

YEAS:

NAYS:

ABSENT:

Resolution declared adopted on March 23, 2026.

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Jody L. Hansen  
Allendale Charter Township Clerk

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Adam Elenbaas  
Allendale Charter Township Supervisor

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000 REVENUE					
101-000.000-266.000	WAGE GARNISHMENT PAYABLE	MICHIGAN STATE DISBURSEM	CHILD SUPPORT DISBURSEMENT	4.14	
Total For Dept 000.000 REVENUE				4.14	
Dept 101.000 Township Board					
101-101.000-900.000	PRINTING, PUBLISHING, & POSTAGE	MLIVE MEDIA GROUP	GR PRESS DISPLAY ADS - FEBRUARY	602.76	
Total For Dept 101.000 Township Board				602.76	
Dept 171.000 Supervisor					
101-171.000-732.000	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	81.15	
101-171.000-732.000	SUPPLIES	VC3 INC	NEW COMPUTER/LAPTOP	600.00	
101-171.000-860.000	MILEAGE	ZACHARY FIELDS	MILEAGE REIMBURSEMENT	21.75	
101-171.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	11.95	
101-171.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	(68.34)	
Total For Dept 171.000 Supervisor				646.51	
Dept 191.000 FINANCE/ACCT					
101-191.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	379.00	
Total For Dept 191.000 FINANCE/ACCT				379.00	
Dept 215.000 CLERK					
101-215.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	23.93	
101-215.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	130.00	
Total For Dept 215.000 CLERK				153.93	
Dept 248.000 ADMINISTRATION					
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	FILE FOLDERS	10.79	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	NAME BADGES; PHOTO HOLDER; WALL CLOCK	66.97	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	SUPPLIES	101.47	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES - FILE FOLDERS	14.39	
101-248.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	BANKERS STORAGE BOXES	81.24	
101-248.000-732.000	SUPPLIES	AVENTRIC TECHNOLOGIES LL	BATTERIES & PADS FOR AEDS	300.00	
101-248.000-802.000	Contracted Services	APPLIED INNOVATION	RICOH STAPLE REFILL	87.99	
101-248.000-802.000	Contracted Services	APPLIED INNOVATION	CREDIT MEMO	(356.37)	
101-248.000-802.000	Contracted Services	APPLIED INNOVATION	RICOH COPIERS/PRINTERS	1,048.29	
101-248.000-802.000	Contracted Services	WEST MICHIGAN DOCUMENT S	SECURE SHREDDING SERVICE @ 03/11/26	45.00	
101-248.000-802.000-ITMONT	Contracted Services	VC3 INC	I/T SERVICES - MARCH	5,705.70	
Total For Dept 248.000 ADMINISTRATION				7,105.47	
Dept 257.000 ASSESSOR					
101-257.000-802.000	Contracted Services	MARSHALL & SWIFT / BOEEK	RESIDENTIAL COST HANDBOOK (DIGITAL) S	413.15	
101-257.000-900.000	PRINTING, PUBLISHING, & POSTAGE	MLIVE MEDIA GROUP	GR PRESS DISPLAY ADS - FEBRUARY	960.71	
Total For Dept 257.000 ASSESSOR				1,373.86	
Dept 262.000 ELECTIONS					
101-262.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	5.00	
101-262.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	175.00	
101-262.000-955.000	Miscellaneous	AMAZON CAPITAL SERVICES	BINDER POCKETS @ EARLY VOTING SITE	11.36	
101-262.000-955.000	Miscellaneous	ELECTION SOURCE	BALLOT CONTAINERS @ EARLY VOTING SITE	320.00	
Total For Dept 262.000 ELECTIONS				511.36	
Dept 265.000 BUILDING & GROUNDS					
101-265.000-732.000	SUPPLIES	AVENTRIC TECHNOLOGIES LL	BATTERIES & PADS FOR AEDS	336.00	
101-265.000-732.000	SUPPLIES	MENARDS-HOLLAND INC	MAINTENANCE SUPPLIES	47.56	

User: DENISE

EXP CHECK RUN DATES 03/11/2026 - 03/24/2026

DB: ALLENDALE

UNJOURNALIZED

OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 265.000 BUILDING & GROUNDS					
101-265.000-802.000	Contracted Services	CINTAS CORPORATION #301	UNIFORMS / CONTRACT - FEBRUARY	172.16	
101-265.000-930.000	Maintenance	AMAZON CAPITAL SERVICES	PHONE GLASS SCREEN PROTECTOR	17.95	
101-265.000-930.000	Maintenance	AUTOZONE STORE	EXHAUST TAIL PIPE & CLAMPS	24.17	
101-265.000-930.000	Maintenance	AUTOZONE STORE	CREDIT EXHAUST PIPE	(14.39)	
101-265.000-930.000	Maintenance	AUTOZONE STORE	EXHAUST CONNECTOR	7.69	
101-265.000-930.000	Maintenance	MENARDS-HOLLAND INC	MAINTENANCE SUPPLIES	159.89	
101-265.000-930.000	Maintenance	NAPA - GENUINE PARTS COM	MAINTENANCE SUPPLIES	26.11	
101-265.000-930.000	Maintenance	NAPA - GENUINE PARTS COM	OIL FILTERS	60.14	
Total For Dept 265.000 BUILDING & GROUNDS				837.28	
Dept 266.000 ATTORNEY					
101-266.000-802.000	Contracted Services	SCHOLTEN FANT	ATTORNEY SERVICES - FEBRUARY	3,620.00	
101-266.000-802.010	Contracted Services P.C.	SCHOLTEN FANT	ATTORNEY SERVICES - FEBRUARY	120.00	
101-266.000-802.025	CONTRACTED SERVICES-TAX TRIBUNA	SCHOLTEN FANT	DEJONG LEASING LLC 2025 TAX APPEAL	525.00	
Total For Dept 266.000 ATTORNEY				4,265.00	
Dept 270.000 HUMAN RESOURCES					
101-270.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	450.00	
101-270.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	450.00	
Total For Dept 270.000 HUMAN RESOURCES				900.00	
Dept 301.000 POLICE OFFICER					
101-301.000-802.000	Contracted Services	OTTAWA COUNTY FISCAL SER	SHERIFF DEPT SERVICES - MARCH	4,648.52	
101-301.000-802.000	Contracted Services	OTTAWA COUNTY FISCAL SER	SHERIFF DEPT SERVICES - MARCH	56,426.72	
Total For Dept 301.000 POLICE OFFICER				61,075.24	
Dept 336.000 FIRE DEPT					
101-336.000-721.000	PROFESSIONAL DEVELOPMENT	AMAZON CAPITAL SERVICES	SUPPLIES	14.96	
101-336.000-721.000	PROFESSIONAL DEVELOPMENT	AMAZON CAPITAL SERVICES	LIFE SAFETY CODE NFPA TABS	19.95	
101-336.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	582.67	
101-336.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	429.46	
101-336.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	42.54	
101-336.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	DISPOSABLE EXAM GLOVES	66.49	
101-336.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	TRASH BAGS	51.99	
101-336.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	NAME TAGS	5.99	
101-336.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	SCREEN PROTECTOR / PROTECTIVE CASE	139.36	
101-336.000-732.000	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	191.04	
101-336.000-732.000	SUPPLIES	SAFETY SERVICES INC	CALIBRATION GAS; TEST CAP; HOSE	204.40	
101-336.000-802.000	Contracted Services	AT&T MOBILITY	FIRSTNET MOBILE UNIT IPADS	2,922.48	
101-336.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	85.96	
101-336.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	6.25	
101-336.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	648.00	
101-336.000-802.000	Contracted Services	CINTAS CORPORATION #301	UNIFORMS / CONTRACT - FEBRUARY	75.60	
101-336.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	67.33	
101-336.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	20.00	
101-336.000-930.000	Maintenance	AMAZON CAPITAL SERVICES	16 INCH CHAINSAW CHAIN	23.85	
101-336.000-930.000	Maintenance	ENVIRONMENTAL DOOR INC	BOTTOM ROLLER - REAR DOOR REPAIR	214.00	
101-336.000-930.000	Maintenance	GRAINGER	BATTERIES	139.08	
101-336.000-930.000	Maintenance	O'REILLY AUTOMOTIVE INC	BRAKE CLEANER	8.58	
101-336.000-930.000	Maintenance	RAAP SIGNS INC	PREP/INSTALL NAMES FOR RECOGNITION WA	140.00	
101-336.000-935.000	Truck Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	23.95	
101-336.000-972.000	EQUIPMENT REPLACEMENT	AMAZON CAPITAL SERVICES	PHONE CHARGERS	25.99	
101-336.000-972.000	EQUIPMENT REPLACEMENT	AMAZON CAPITAL SERVICES	SAMSUNG GALAXY TAB A11	848.18	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 336.000 FIRE DEPT					
101-336.000-972.000	EQUIPMENT REPLACEMENT	AMAZON CAPITAL SERVICES	SAMSUNG GALAXY TAB A11	275.25	
101-336.000-972.000	EQUIPMENT REPLACEMENT	AXES & IRONS	FIRE BOOTS	537.97	
Total For Dept 336.000 FIRE DEPT				7,811.32	
Dept 448.000 STREET LIGHTS					
101-448.000-920.000	Electricity	GREAT LAKES ENERGY COOPE	ELECTRIC USAGE - MARCH	28.22	
Total For Dept 448.000 STREET LIGHTS				28.22	
Dept 449.000 HIGHWAY-M45					
101-449.000-926.000-ELECTR	UTILITIES	GREAT LAKES ENERGY COOPE	ELECTRIC USAGE - MARCH	60.44	
Total For Dept 449.000 HIGHWAY-M45				60.44	
Dept 672.000 LIFELONG LEARNERS					
101-672.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	ST PATRICK'S PARTY FAVORS	30.25	
101-672.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	SUPPLIES	48.26	
101-672.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	296.82	
101-672.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	69.57	
101-672.000-802.000	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	15.00	
Total For Dept 672.000 LIFELONG LEARNERS				459.90	
Dept 701.000 PLANNING & ZONING					
101-701.000-802.000	Contracted Services	GENERAL CODE LLC	CODIFY ORDINANCE - ZONING	1,547.65	
101-701.000-900.000	PRINTING, PUBLISHING, & POSTAGE	MLIVE MEDIA GROUP	GR PRESS DISPLAY ADS - FEBRUARY	1,269.17	
Total For Dept 701.000 PLANNING & ZONING				2,816.82	
Dept 753.000 COMMUNITY PROMOTIONS					
101-753.000-807.000-INDEPE	COMMUNITY PROGRAMS	PYROTECNICO FIREWORKS IN	FIREWORK DISPLAY @ 07/04/26 - PRE-SHO	16,500.00	
Total For Dept 753.000 COMMUNITY PROMOTIONS				16,500.00	
Dept 790.000 LIBRARY					
101-790.000-732.000	SUPPLIES	AVENTRIC TECHNOLOGIES LL	BATTERIES & PADS FOR AEDS	300.00	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON CAPITAL SERVICES	VIDEO GAME COLLECTION	69.00	
101-790.000-732.000-AVMATE	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	249.00	
101-790.000-732.000-AVMATE	SUPPLIES	MIDWEST TAPE LLC	CD & DVD COLLECTION	64.41	
101-790.000-732.000-AVMATE	SUPPLIES	MIDWEST TAPE LLC	DVD COLLECTION	83.91	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT BOOK REPLACEMENT	12.98	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT COLLECTION	12.64	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT COLLECTION	11.40	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT COLLECTION	25.99	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT COLLECTION	12.27	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT COLLECTION	137.86	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT COLLECTION	15.40	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT COLLECTION	15.95	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT COLLECTION	76.98	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT COLLECTION	77.73	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT COLLECTION	11.99	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT COLLECTION	27.05	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT BOOK REQUEST	17.99	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT COLLECTION	112.75	
101-790.000-732.000-BOOKSX	SUPPLIES	AMAZON CAPITAL SERVICES	ADULT COLLECTION	124.01	
101-790.000-732.000-BOOKSX	SUPPLIES	CENTER POINT LARGE PRINT	LARGE PRINT COLLECTION	200.16	
101-790.000-732.000-BOOKSX	SUPPLIES	MICROMARKETING LLC	ADULT COLLECTION	49.60	
101-790.000-732.000-BOOKSX	SUPPLIES	MICROMARKETING LLC	ADULT COLLECTION	124.69	

User: DENISE

EXP CHECK RUN DATES 03/11/2026 - 03/24/2026

DB: ALLENDALE

UNJOURNALIZED

OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 790.000 LIBRARY					
101-790.000-732.000-BOOKSX	SUPPLIES	THE GRAND RAPIDS PRESS	SUBSCRIPTION RENEWAL - 12 WEEKS	150.83	
101-790.000-732.000-CHILDB	SUPPLIES	AMAZON CAPITAL SERVICES	YOUTH COLLECTION	25.90	
101-790.000-732.000-CHILDB	SUPPLIES	AMAZON CAPITAL SERVICES	YOUTH COLLECTION	35.24	
101-790.000-732.000-CHILDB	SUPPLIES	AMAZON CAPITAL SERVICES	YOUTH COLLECTION	5.99	
101-790.000-732.000-CHILDB	SUPPLIES	AMAZON CAPITAL SERVICES	YOUTH COLLECTION	175.88	
101-790.000-732.000-CHILDB	SUPPLIES	AMAZON CAPITAL SERVICES	YOUTH COLLECTION	181.35	
101-790.000-732.000-CHILDB	SUPPLIES	AMAZON CAPITAL SERVICES	YOUTH COLLECTION	25.33	
101-790.000-732.000-CHILDB	SUPPLIES	AMAZON CAPITAL SERVICES	YOUTH COLLECTION	95.47	
101-790.000-732.000-CHILDB	SUPPLIES	AMAZON CAPITAL SERVICES	YOUTH COLLECTION	38.32	
101-790.000-732.000-CHILDB	SUPPLIES	AMAZON CAPITAL SERVICES	YOUTH BOOK RETURN	(5.52)	
101-790.000-732.000-CHILDB	SUPPLIES	AMAZON CAPITAL SERVICES	YOUTH COLLECTION	10.44	
101-790.000-732.000-CHILDB	SUPPLIES	AMAZON CAPITAL SERVICES	YOUTH COLLECTION	8.44	
101-790.000-732.000-CHILDB	SUPPLIES	AMAZON CAPITAL SERVICES	YOUTH COLLECTION	57.15	
101-790.000-732.000-CHILDB	SUPPLIES	AMAZON CAPITAL SERVICES	YOUTH COLLECTION	104.58	
101-790.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	BOOK PROCESSING LABELS	6.04	
101-790.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	WHITE BOARD	9.95	
101-790.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	PRINTER PAPER	84.18	
101-790.000-802.000-COLLEC	Contracted Services	UNIQUE MANAGEMENT SERVIC	PLACEMENTS / COLLECTIONS FEE	9.85	
101-790.000-802.000-DIGITA	Contracted Services	MIDWEST TAPE LLC	HOOPLA DIGITAL SERVICES - FEBRUARY	1,076.39	
101-790.000-802.000-HOTSPO	Contracted Services	T-MOBILE	WIRELESS WIFI HOT SPOTS - FEBRUARY	256.39	
101-790.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	352.80	
101-790.000-802.000-ITMONT	Contracted Services	NICHOLAS HEIMLER	BASIC MAINTENANCE FEES - CONSULTING S	585.00	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	RETURN CREDIT	(27.96)	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES	53.23	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES	71.88	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	RETURN CREDIT	(10.63)	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES	10.63	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	21.74	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	15.11	
101-790.000-807.000-SUMMER	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	HALFWAY PRIZES	8.99	
101-790.000-807.000-YOUTH P	COMMUNITY PROGRAMS	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	5.94	
101-790.000-807.000-YOUTH P	COMMUNITY PROGRAMS	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	11.99	
101-790.000-930.000	Maintenance	NAPA - GENUINE PARTS COM	ALTERNATOR BEARINGS - MAINTENANCE SUP	48.72	
101-790.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	161.97	
Total For Dept 790.000 LIBRARY				5,495.37	
Total For Fund 101 General Fund				111,026.62	
Fund 404 CAPITAL/ONE-TIME PROJECTS FUND					
Dept 336.000 FIRE DEPT					
404-336.000-971.000	CAPITAL OUTLAY	CAMP & CRUISE INC	NEW TRUCK CAP	5,330.00	
Total For Dept 336.000 FIRE DEPT				5,330.00	
Dept 790.000 LIBRARY					
404-790.000-971.000	CAPITAL OUTLAY	NICHOLAS HEIMLER	FINAL PC REPLACEMENT	539.99	
Total For Dept 790.000 LIBRARY				539.99	
Total For Fund 404 CAPITAL/ONE-TIME PROJECTS FUND				5,869.99	
Fund 592 Water & Sewer					
Dept 000.000 REVENUE					
592-000.000-266.000	WAGE GARNISHMENT PAYABLE	MICHIGAN STATE DISBURSEM	CHILD SUPPORT DISBURSEMENT	665.28	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 000.000 REVENUE					
Total For Dept 000.000 REVENUE				665.28	
Dept 248.000 ADMINISTRATION					
592-248.000-660.000	BANK DENIAL FEE	INVOICE CLOUD INC	BILLER PORTAL - BANK DENIAL FEE - FEB	80.35	
592-248.000-802.000-ITMONT	Contracted Services	VC3 INC	I/T SERVICES - MARCH	3,803.80	
592-248.000-808.030	COUNTY CONN. REGIS. FEE	OTTAWA CTY REGISTER OF D	RECORDING FEE - SEWER CONNECTION - HI	30.00	
Total For Dept 248.000 ADMINISTRATION				3,914.15	
Dept 536.000 WATER					
592-536.000-646.000	Utility Charges	EASTBROOK HOMES	UB refund for account: 8195	198.05	
592-536.000-646.000	Utility Charges	ELYSIAN BUILDERS LLC	UB refund for account: 8224	8.23	
592-536.000-646.000	Utility Charges	JTB HOMES	UB refund for account: 8472	36.54	
592-536.000-646.000	Utility Charges	KAISER, KRISTIN	UB refund for account: 6899	132.26	
592-536.000-646.000	Utility Charges	MKG SIGNATURE HOMES	UB refund for account: 8325	124.50	
592-536.000-646.000	Utility Charges	TAYLOR, RONALD	UB refund for account: 6249	9.54	
592-536.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	AMERICAN WATER WORKS ASS	ANNUAL MEMBERSHIP DUES - SCHOLTEN	93.00	
592-536.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MICHIGAN RURAL WATER ASS	ANNUAL CONFERENCE REGISTRATION - NEST	435.00	
592-536.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	INDOOR/OUTDOOR BROOM	9.58	
592-536.000-732.000-GENSUP	SUPPLIES	ALLENDALE ACE HOME CENTE	SUPPLIES - WATER DEPT	158.54	
592-536.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	PHONE CASE; SAFETY GLASSES; THERMOMET	43.52	
592-536.000-732.000-GENSUP	SUPPLIES	HD SUPPLY INC	HYDRANT PAINT SUPPLIES	363.24	
592-536.000-732.000-GENSUP	SUPPLIES	HD SUPPLY INC	HYDRANT & GENERAL SUPPLIES	296.02	
592-536.000-732.000-GENSUP	SUPPLIES	KUSTOM DEZINS LLC	LOGO ON BACK OF COATS	20.00	
592-536.000-732.000-GENSUP	SUPPLIES	MENARDS-HOLLAND INC	MAINTENANCE SUPPLIES	44.99	
592-536.000-732.000-METERS	SUPPLIES	ETNA SUPPLY COMPANY	8 INCH MEASURING CHAMBER	4,418.25	
592-536.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	BATTERIES & SAFETY LANYARD	24.54	
592-536.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	21.90	
592-536.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	SWINGLINE STAPLER & STAPLES	14.54	
592-536.000-732.000-SAFESU	SUPPLIES	AMAZON CAPITAL SERVICES	BATTERIES & SAFETY LANYARD	14.00	
592-536.000-732.000-SAFESU	SUPPLIES	AMAZON CAPITAL SERVICES	5-POINT HARNESS	49.99	
592-536.000-732.000-SAFESU	SUPPLIES	AVENTRIC TECHNOLOGIES LL	BATTERIES & PADS FOR AEDS	244.00	
592-536.000-733.000	WATER COST	OTTAWA COUNTY PUBLIC UTI	WATER USE / SYSTEM MAINTENANCE - FEBR	92,367.65	
592-536.000-802.000-MULTIP	Contracted Services	APPLIED INNOVATION	RICOH COPIER / PRINTER CONTRACT @ WWT	102.98	
592-536.000-802.000-MULTIP	Contracted Services	CINTAS CORPORATION #301	UNIFORMS / CONTRACT - FEBRUARY	232.04	
592-536.000-802.000-MULTIP	Contracted Services	H2O COMPLIANCE SERVICES	CROSS CONNECTION PROGRAM MGMT - FEBRU	1,140.75	
592-536.000-802.000-MULTIP	Contracted Services	SECURALARM LLC	ALARM MONITORING; TESTING & VIDEO CLO	237.00	
592-536.000-803.000	Professional Services	SCHOLTEN FANT	ATTORNEY SERVICES - FEBRUARY	217.50	
592-536.000-926.000-ELECTR	UTILITIES	GREAT LAKES ENERGY COOPE	ELECTRIC USAGE - MARCH	194.54	
592-536.000-930.000	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	16.98	
592-536.000-930.000-SYSTEM	MAINTENANCE	WOLVERINE POWER SYSTEMS	GENERATOR PREVENTATIVE MAINTENANCE @	925.00	
592-536.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	87.50	
Total For Dept 536.000 WATER				102,282.17	
Dept 537.000 SEWER					
592-537.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	INDOOR/OUTDOOR BROOM	9.58	
592-537.000-732.000-CHEMIC	SUPPLIES	HAVILAND PRODUCTS COMPAN	GBT POLYMER	260.50	
592-537.000-732.000-CHEMIC	SUPPLIES	HAVILAND PRODUCTS COMPAN	GBT POLYMER	1,080.00	
592-537.000-732.000-GENSUP	SUPPLIES	ALLENDALE ACE HOME CENTE	SUPPLIES - WASTE DEPT	102.45	
592-537.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	NITRILE DISPOSABLE GLOVES	198.85	
592-537.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	PHONE CASE; SAFETY GLASSES; THERMOMET	43.52	
592-537.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	FUSES; 1 INCH HOSE	209.00	
592-537.000-732.000-GENSUP	SUPPLIES	AMAZON CAPITAL SERVICES	RECTANGULAR FOLDING TABLES	90.78	
592-537.000-732.000-GENSUP	SUPPLIES	KUSTOM DEZINS LLC	LOGO ON BACK OF COATS	20.00	

INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP  
EXP CHECK RUN DATES 03/11/2026 - 03/24/2026  
UNJOURNALIZED  
OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 537.000 SEWER					
592-537.000-732.000-GENSUP	SUPPLIES	MENARDS-HOLLAND INC	MAINTENANCE SUPPLIES	45.00	
592-537.000-732.000-LABSUP	SUPPLIES	FLIER'S QUALITY WATER SY	DI WATER SYSTEM SERVICE	340.75	
592-537.000-732.000-LABSUP	SUPPLIES	METTLER-TOLEDO LLC	SCALE CALIBRATION	465.73	
592-537.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	BATTERIES & SAFETY LANYARD	24.54	
592-537.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	21.89	
592-537.000-732.000-OFFICE	SUPPLIES	AMAZON CAPITAL SERVICES	SWINGLINE STAPLER & STAPLES	14.54	
592-537.000-732.000-OFFICE	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	39.98	
592-537.000-732.000-OFFICE	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	66.47	
592-537.000-732.000-OFFICE	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	39.60	
592-537.000-732.000-SAFESU	SUPPLIES	AMAZON CAPITAL SERVICES	BATTERIES & SAFETY LANYARD	13.99	
592-537.000-732.000-SAFESU	SUPPLIES	AMAZON CAPITAL SERVICES	5-POINT HARNESS	49.99	
592-537.000-732.000-SAFESU	SUPPLIES	AVENTRIC TECHNOLOGIES LL	BATTERIES & PADS FOR AEDS	244.00	
592-537.000-802.000-MULTIP	Contracted Services	APPLIED INNOVATION	RICOH COPIER / PRINTER CONTRACT @ WWT	102.99	
592-537.000-802.000-MULTIP	Contracted Services	CINTAS CORPORATION #301	UNIFORMS / CONTRACT - FEBRUARY	232.04	
592-537.000-802.000-MULTIP	Contracted Services	PACE ANALYTICAL SERVICES	MERCURY TESTING	579.80	
592-537.000-802.000-MULTIP	Contracted Services	SECURALARM LLC	ALARM MONITORING; TESTING & VIDEO CLO	237.00	
592-537.000-803.000	Professional Services	SCHOLTEN FANT	ATTORNEY SERVICES - FEBRUARY	217.50	
592-537.000-930.000-COLLEC	MAINTENANCE	WOLVERINE POWER SYSTEMS	GENERATOR PREVENTATIVE MAINTENANCE @	325.00	
592-537.000-930.000-GENMAI	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	16.97	
592-537.000-930.000-SANITA	MAINTENANCE	BACK MUNICIPAL CONSULTIN	PACP CODING	479.87	
592-537.000-930.000-WRREMA	MAINTENANCE	WOLVERINE POWER SYSTEMS	GENERATOR PREVENTATIVE MAINTENANCE -	525.00	
592-537.000-935.000	Truck Maintenance	AUTOZONE STORE	AIR FILTER	20.89	
592-537.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	87.50	
592-537.000-971.000-GVSUTR	CAPITAL OUTLAY	CARDMEMBER SERVICE	CREDIT CARD CHARGES - FEBRUARY	1,815.61	
592-537.000-971.000-GVSUTR	CAPITAL OUTLAY	SCHOLTEN FANT	ATTORNEY SERVICES - FEBRUARY	1,581.08	
592-537.000-971.000-PIERCE	CAPITAL OUTLAY	F&V CONSTRUCTION MGMT IN	CONSTRUCTION/MGMT - PIERCE ST IMPROVE	220,715.00	
Total For Dept 537.000 SEWER				230,317.41	
Total For Fund 592 Water & Sewer				337,179.01	

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OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101 General Fund	111,026.62
Fund 404 CAPITAL/ONE-T	5,869.99
Fund 592 Water & Sewer	337,179.01

Total For All Funds:	<u>454,075.62</u>
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**INTERIM PAYMENTS**  
**Board Meeting: 03/23/26**

<b>DATE</b>	<b>CHECK #</b>	<b>AMOUNT</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>
3/4/2026	108431	\$ 57,415.20	SPARTA CHEVROLET INC	2026 CHEVROLET TRUCK FOR FIRE
3/12/2026	EFT	\$ 97,124.33	EMPLOYEES	Bi-Weekly Payroll
3/12/2026	EFT	\$ 27,106.34	FEDERAL GOV'T	Payroll IRS Tax Payment
3/17/2026	108474	\$ 2,069.11	ACENTEK	Telephone Charges - March
3/17/2026	108475	\$ 120.00	AMBS CALL CENTER	Emergency Call Number
3/17/2026	108476	\$ 279.50	ARROWASTE INC	Recycling / Trash Service @ WWTP
3/17/2026	108477	\$ 43,064.80	CONSUMERS ENERGY	Electric Usage - March
3/17/2026	108478	\$ 22.05	GABRIEL FLORES	Passport Shipping Cost Refund
3/17/2026	108479	\$ 1,382.07	VERIZON WIRELESS	Cell Phone Charges - February
3/17/2026	108480	\$ 445.75	WEX BANK-EXXON MOBIL	Fuel Charges
3/17/2026	108481	\$ 465.44	WEX BANK-SPEEDWAY	Fuel Charges - Public Utilities
3/17/2026	108482	\$ 733.22	WEX BANK-SPEEDWAY	Fuel Charges - Fire Dept
		<b>\$ 230,227.81</b>		

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

*February 16, 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, Bruce Zeinstra, Ray Nadda, Joe Jacquot, and Tom Zuniga  
Absent: Todd Bronson  
Staff and Guests Present: Greg Ransford, Marcel Vanderlone, Brian Koetje, Marissa Skoney, Lucia Izagurre, Jay Schippers, Sam Sterk
3. Communications and Correspondence: None
4. Approval of the Agenda. Motion to approve agenda as is by minutes by Mark Adams, Seconded by Joe Jacquot, **Approved 6-0**
5. Motion to Approve February 2, 2026 Planning Commission minutes until next meeting by Ray Nadda, Seconded by Joe Jacquot, **Approved 6-0**
6. Public Comments for *non-public hearing item*: None
7. Public Hearings:
  - A. Zoning Text Amendments
    - i. Section 3.11.B1D – Accessory Uses and Buildings
    - ii. Section 3.11.B2 – Accessory Uses and Buildings
    - iii. Section 3.11.B3A – Accessory Uses and Buildings
    - iv. Section 3.11.C1L – Accessory Uses and Buildings
    - v. Section 12.08B2A – Procedures
    - vi. Section 12.08B2B – Procedures
    - vii. Section 23.24 – Short Term Rentals
    - viii. Section 23.25 – Accessory Dwelling Units
    - ix. Section 32.02 – Definitions A (Accessory Dwelling Units)
    - x. Section 32.20 – Definitions S (Short Term Rentals)

Greg Ransford briefly described summaries of the text amendment sections.

Mr. Adams Opened and Closed public comment.

Mr. Adams Opened and Closed commissioner comments.

Mr. Ransford recommended to add language “or designee” to Section 23.24 Short Term Rentals.

Motion to Approve as presented including the Section 23.24 Short Term Rentals by Rick Westerling ,  
Seconded by Tom Zuniga, **Approved 6-0**

8. Site Plan Review: None

9. New Business:

A. Allendale Christian School Gymnasium Addition – Minor versus Major Determination

Bruce has recused himself from this discussion

Mr. Ransford went over steps making the decision to major versus minor determination. Allendale Christian Schools described the issue with the current gymnasium. The expansion is not based on growing student populations or for increasing the number of attendees for events. This is to provide more useable space for the students that are already there.

Motion to consider the gymnasium addition of Allendale Christian School to be a minor, Motion by Joe Jaquot, Seconded by Tom Zuniga, **Approved 5-0**

Bruce joined discussion

B. Rusk Mining Site – Annual Report

Mr. Ransford briefly went over the report from Rusk Mining Site report that was given to the Planning Commission.

Planning Commission had concerns about list of complaints. Wanted to know if internally resolved issues are to be listed out in the report.

Jay Schippers addressed the Planning Commission about addressing the complaints that come to the mining company immediately and with a willingness to work with residents.

10. Old Business:

- A. Text Amendment Discussion Section 23.12BB – Agricultural and Rural Zoning District (private roads) Mr. Ransford acknowledged that this is the second draft of the text amendment. Small changes have been made. This will be moving to a public hearing for next steps.

11. Public Comment: None

12. Township Board Reports: Purchased new cemetery record keeping software, first reading of sewer and water ordinance, contract for 60<sup>th</sup> loop watermain

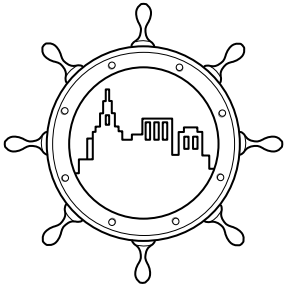
13. Commissioner and Staff Comments: None

14. Adjourn: 7:30 PM

**Next meeting March 2, 2026 at 7:00 p.m.**

Minutes respectfully submitted by Zachary Fields





# Fresh Coast Planning

119 1/2 Washington Avenue, Studio B  
Grand Haven, MI 49417  
www.freshcoastplanning.com

**Gregory L. Ransford, MPA**  
616-638-1240  
greg@freshcoastplanning.com


**Kevin Yeomans**  
616-349-0223  
kevin@freshcoastplanning.com

**Alexis Gulker**  
616-773-4638  
alexis@freshcoastplanning.com

**Aaron Bigelow**  
616-919-2370  
aaron@freshcoastplanning.com

**Andrea Goodell**  
616-313-9333  
andrea@freshcoastplanning.com

# MEMORANDUM

To: Allendale Charter Township Board of Trustees  
From: Gregory L. Ransford, MPA   
Date: February 21, 2026  
Re: Various Text Amendments

---

In accordance with Article 29 – Amendments and District Changes; Procedures of the Allendale Charter Township Zoning Ordinance (ACTZO), further below we provide our synopsis regarding several text amendments to the ACTZO, as recommended by the Allendale Charter Township Planning Commission (ACTPC) at their February 16, 2026, meeting.

As you may be aware, the primary text amendments are to add language to allow Short Term Rentals and Accessory Dwelling Units, where no language currently exists to permit those uses. Given this, the majority of the proposed Zoning Text Amendment Ordinance is entirely new and our usual documentation of changes shown to the ACTZO is minimal. Given the changes to existing text are minimal, we provide them within this memorandum.

As you are aware, the Board of Trustees (BOT) is the approving authority of text amendments.

## Board of Trustees Responsibility

Given that the Township is a charter township, two introductions and readings are required by the BOT to formally adopt a text amendment, and each reading of which would occur at two separate meetings. Included with the application materials is the formal Zoning Text Amendment Ordinance for your consideration of adoption and is formally necessary for the first and second readings.

## Proposed Text Amendments

Below is a summary of the proposed revisions to various sections of the ACTZO or proposed additions to the ACTZO. Proposed deletions are shown in strikethrough text. Proposed additions are shown in bold text.

- Section 3.11.B – Accessory Uses and Buildings
  - Currently, the ACTZO requires a setback for an accessory building within the Agricultural and Rural Zoning District to be at least two thirds the distance between the road right-of-way and the principal building but never be less than 300 feet from the road right-of-way. The ACTPC proposes to modify this section to allow an accessory building to meet the same setbacks as the principal building. As a result, the following revisions are proposed to the ACTZO.

### Section 3.11.B1d

The detached accessory building shall **meet the** ~~be~~ setback **requirements for** ~~from the road right of way at least two thirds (2/3) the distance between the road right of way and the principle~~ **principal** buildings, ~~but at no time shall the setback from the road right of way be less than 300 feet.~~

Section 3.11.B2

**Reserved for Future Use** [Current Text Omitted]

- The current text is omitted because it is authority to allow a lesser setback by special use approval. This is no longer needed if the revision to Section 3.11.B1d is adopted.

Section 3.11.B3a

Ten (10) feet from the ~~principle~~ **principal** building;

- This language is a correction of the text and unrelated to the proposed.

Section 3.11.C – Permitted Accessory Uses

**1l (“L”) Accessory Dwelling Unit**

- This language is unrelated to the proposed setback modification but is related to the Accessory Dwelling Units portion of our memorandum below.

- Section 12.08.B2a – STEP 2 Submit PUD Application
  - This section is proposed for revision to correct a reference within the section to another section of the ACTZO.

Section 12.08B2a – STEP 2 Submit PUD Application

A Preliminary PUD plan shall contain the information required by **Section 12.06**, Section ~~24.05~~ **24.04**, and shall follow Steps 3, 4, & 5.

- Section 12.08.B2b – STEP 2 Submit PUD Application
  - This section is proposed for revision to correct a reference within the section to another section of the ACTZO.

Section 12.08B2b – STEP 2 Submit PUD Application

A Final PUD site plan shall contain the information required by **Section 12.06**, Section ~~24.06~~ **24.05**, and shall follow Steps 4 & 5.

- Short Term Rentals (Section 23.24)
  - As you may be aware, the Michigan Supreme Court ruled in a case brought within Spring Lake Township that, unless explicitly permitted, commonly known short term rentals are regarded as similar to a hotel or motel. As a result, presuming the municipality permits a hotel or a motel in a commercial district, for example, but does not permit them in residential areas where we typically find short term rentals, the short term rental is illegal. Given this, to allow short term rentals within the Township, the ACTPC proposes the attached language. While the language is extensive, in short, it provides for the following:
    - Only allowed within the Agricultural and Residential Zoning Districts
    - Permitted by right, reviewed by the Zoning Administrator or his or her designee
    - Maximum of 50 short term rental units in the Township
    - Health Department approval
    - Performance standards such as minimum parking, maximum occupancy, trash collection, campfires, noise, trespass, nuisance, and the like

- Accessory Dwelling Units (Section 23.25)
  - As you know, affordable housing continues to be a point of discussion in many communities. Related, care for the elderly or other family members is also an interest of property owners within the Township. In response to those needs, the ACTPC proposes language to allow Accessory Dwellings Units (ADU) on property in the Township. In short, the proposed language provides for:
    - Limiting the occupants of the ADU to only immediate or extended family
    - The ADU may only exist if there is a single-family dwelling on the property
    - ADUs are only permitted in zoning districts where single-family dwellings are permitted
    - The property owner shall live on site
    - The ADU shall only be allowed in the rear or side yard of the principal dwelling
    - The maximum area of an ADU is 600 square feet
    - Prohibition of mobile homes, recreational vehicles, and temporary structures as an ADU
    - Prohibition of the ADU utilized as a motel, hotel, or similar
    - Prohibition of renting the ADU
- Definitions
  - As a result of the proposed addition of Section 23.24 – Short Term Rentals and Section 23.25 – Accessory Dwelling Units, a definition of each term is proposed within the ACTZO.

As aforementioned, the proposed language to accommodate Short Term Rentals and Accessory Dwelling Units, along with their definitions, are entirely new. Given this, we do not have any changes to show regarding these provisions. Please refer to the Zoning Text Amendment Ordinance for the proposed language.

### **Public Hearing**

No public comments were provided at the ACTPC meeting. No public hearing is required to be held by the Board of Trustees.

### **Recommendation**

Commissioner Westerling provided a motion to recommend adoption of the proposed text amendments. Motion was seconded by Commissioner Zuniga and carried 6-0 with three members absent.

### **Board of Trustees Action**

As aforementioned, accompanying this memorandum is the proposed Zoning Text Amendment Ordinance for introduction and first reading at your March 9, 2026, meeting. Following the first reading, the same Ordinance should have its second reading, final vote and adoption, if approved, at a subsequent meeting.

If you have any questions, please let us know.

GLR  
Planner

Attachment

ORDINANCE NO. \_\_\_\_\_

## ZONING TEXT AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE ZONING ORDINANCE, CHAPTER 470 OF THE CODE OF ORDINANCES, OF ALLENDALE CHARTER TOWNSHIP, OTTAWA COUNTY, MICHIGAN BY AMENDING SECTION 470-3.11.B1D – ACCESSORY USES AND BUILDINGS; AMENDING SECTION 470-3.11.B2 – ACCESSORY USES AND BUILDINGS; AMENDING SECTION 470-3.11B3A – ACCESSORY USES AND BUILDINGS; ADDING SECTION 470-3.11.C1L – ACCESSORY USES AND BUILDINGS; AMENDING SECTION 470-12.08B2A – PROCEDURES; AMENDING SECTION 470-12.08B2B – PROCEDURES; ADDING SECTION 470-23.24 – SHORT TERM RENTALS; ADDING SECTION 470-23.25 – ACCESSORY DWELLING UNITS; AMENDING SECTION 470-32.02 – DEFINITIONS (A); AMENDING SECTION 470-32.20 – DEFINITIONS (S); AND PROVIDING FOR REPEAL, SEVERABILITY PROVISIONS, AND THE EFFECTIVE DATE OF THIS ORDINANCE.

THE CHARTER TOWNSHIP OF ALLENDALE, COUNTY OF OTTAWA, AND STATE OF MICHIGAN ORDAINS:

Section 1. Accessory Uses and Buildings. Section 470-3.11.B1d of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

Section 470-3.11.B1d – Accessory Uses and Buildings

The detached accessory building shall meet the setback requirements for principal buildings.

Section 2. Accessory Uses and Buildings. Section 470-3.11.B2 of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

Section 470-3.11.B2 – Accessory Uses and Buildings

(Reserved for Future Use)

Section 3. Accessory Uses and Buildings. Section 470-3.11.B3a of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

Section 470-3.11.B3a – Accessory Uses and Buildings

Ten (10) feet from the principal building;

Section 4. Accessory Uses and Buildings. Section 470-3.11.C1I of the Allendale Charter Township Zoning Ordinance shall be added to state in its entirety as follows.

Section 470-3.11.C1I – Accessory Uses and Buildings

Accessory Dwelling Unit

Section 5. STEP 2 Submit PUD Application. Section 470-12.08B2a of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

Section 470-12.08B2a – STEP 2 Submit PUD Application

A Preliminary PUD plan shall contain the information required by Section 470-12.06, Section 470-24.04, and shall follow Steps 3, 4, & 5.

Section 6. STEP 2 Submit PUD Application. Section 470-12.08B2b of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

Section 470-12.08B2b – STEP 2 Submit PUD Application

A Final PUD site plan shall contain the information required by Section 470-12.06, Section 470-24.05, and shall follow Steps 4 & 5.

Section 7. Short Term Rentals. Section 470-23.24 of the Allendale Charter Township Zoning Ordinance shall be added to state in its entirety as follows.

Section 470-23.24 – Short Term Rentals

- A. Permitted Districts. Short Term Rentals (STR) shall be a permitted use only in the Agricultural and Residential Zoning Districts, subject to issuance of a STR permit and compliance with all requirements of this Section.
- B. Definitions. For the purposes of this Section only, the following terms shall be defined as follows:
  - 1. “Occupant” means an individual living in, sleeping in, or otherwise having possession of a STR, and includes the guests and invitees of such individuals.
  - 2. “Owner” means the legal title holder(s) of a dwelling or the premises within which the STR is situated. In those cases in which the Owner is not a natural person, the Owner shall be the president of a corporate entity, member of an LLC, or other chief executive officer of the organization. All natural persons or entities with an interest in the STR shall be considered Owners.
  - 3. “Responsible Local Agent” means a person having a place of residence within 35 miles of the geographical limits of the Township and designated

by the Owner as legally responsible for operating STR(s) in compliance with this ordinance. The Responsible Local Agent may be the Owner or an individual having an ownership interest in an ownership group. The Responsible Local Agent shall be responsible for providing access to the dwelling for any and all inspections necessary to ensure compliance with the ordinances adopted by the Township. All official notices of the Township may be served on the Responsible Local Agent and any notice so served shall be deemed to have been served upon the Owner.

C. STR Applications.

1. Applications for a STR permit shall be submitted to the Zoning Administrator, or his or her designee, for review and approval, and shall contain all necessary information, as determined by the Zoning Administrator, or his or her designee, to show compliance with the requirements of this Section, including, but not limited to, the name, address, telephone number, and e-mail of the Local Responsible Agent. An application for a STR permit shall include a floor plan for every floor of the dwelling and a site plan pursuant to Section 470-24.05 of this Ordinance.
2. Fees for application of a STR permit shall be established by resolution of the Township Board and shall be paid at the time of application for the permit. Any State and local taxes levied against the premises of the proposed STR that are due and payable at the time of application shall also be paid at or before the time of application.

D. Regulations.

1. The total number of permits issued for Short Term Rentals in Allendale Charter Township shall be limited to fifty (50). No permit shall be issued to a property that will not be made available for rent. A permit shall be revoked by the Township Supervisor, or his or her designee, if the Supervisor determines that the permit was not obtained in good faith and the dwelling was not made available for rent.
2. A STR permit is required. No Owner shall lease or rent a dwelling to be occupied as a STR unless a STR permit has been approved for the dwelling. The operation of a dwelling as a STR without a permit is prohibited, and shall constitute a violation of the Zoning Ordinance.
3. An Applicant seeking original permit approval for a STR shall include written evidence that the use of the dwelling as a STR has been approved by the Ottawa County Health Department Environmental Health Division, and that the Township Fire Chief or the Fire Chief's designee has inspected and approved the use of the dwelling as a STR.

4. A person holding a STR permit who seeks renewal of the STR permit shall include written evidence, with each annual renewal application, that the Township Fire Chief or the Fire Chief's designee has reinspected and approved the use of the dwelling as a STR for the renewal year. The reinspection must have occurred within 30 days of the date of submitting the renewal application.

E. Conditions of STR Approval and Performance Standards.

1. Every STR shall provide enough on-site parking spaces to accommodate a minimum of two vehicles, plus one additional parking space for each two additional rental occupants above the first two occupants. Vehicles may not be parked in the yard of the dwelling or on-street. Shared parking areas or shared easements cannot be used to satisfy the minimum parking space requirements, unless the Applicant submits the signed consent of each party sharing the use of the parking or easement area.
2. Only the principal dwelling on a lot may be permitted and used as a STR. The maximum occupancy shall not exceed the limit established by the Township Fire Chief, or the Fire Chief's designee, for the dwelling. In no case shall the maximum number of Occupants in a STR exceed ten (10) persons and no more than two (2) persons per bedroom. No Occupants may sleep in tents, in accessory buildings, in recreational vehicles, or in trailers on the real property hosting the STR.
3. Every STR shall have adequate trash receptacles and a contract in effect with a waste hauler licensed to operate in the Township, with trash pick-up to occur not less than once weekly. Trash collection areas shall be kept in a sanitary, neat and orderly fashion at all times, with no trash spilling onto the ground.
4. Any campfires on the real property hosting the STR shall be maintained in designated fire pits and shall comply with the applicable fire code and all applicable Township Ordinances. The designated fire pit shall be inspected and approved by the Township Fire Chief.
5. The STR shall comply with the noise limitation provision of Chapter 178 of the Code of Ordinances adopted by the Township.
6. No person shall lease or rent a STR until all conditions have been met for a STR permit. The Owner shall post in a conspicuous place within the dwelling and at the driveway apron within one (1) foot of the public or private right-of-way the name, address, and telephone number of the Responsible Local Agent.
7. The appearance of a dwelling used as a STR shall not conflict with the residential character of the neighborhood. The dwelling shall be properly maintained as required by applicable local and state codes, and kept in good repair so that the use in no way detracts from the general appearance of the neighborhood.

8. Occupants of a STR shall not encroach or trespass on neighboring properties.
  9. Occupants of a STR shall not create a nuisance. For purposes of this subsection, a nuisance includes, but is not limited to, any of the following: (1) any activity that violates Chapter 178 of the Code of Ordinances adopted by the Township; and, (2) any activity that violates state or Township firework regulations.
  10. Any dwelling occupied as a STR shall have public water service and public sanitary sewer service, or if it does not have either or both, any water well or septic system serving the dwelling must be inspected by and approved by the Ottawa County Department of Public Health for use as or with a STR.
  11. Separate cooking facilities in a STR are prohibited.
- F. Nontransferable. A STR permit is not transferable. Upon sale of a property, the new owner must apply for a new STR permit.
- G. Expiration and Reapplication.
1. A STR permit shall expire annually, commencing one year after the date of original permit approval. A person holding a STR permit shall submit an application for renewal at least 30 days prior to each annual expiration date. The permit may be renewed if:
    - i. No complaints have been received by the Township during the preceding one-year term of the STR permit, relating to the use or operation of the STR.
    - ii. No letters of violation were issued to the Owner of the STR during the preceding one-year term of the STR permit, relating to the use or operation of the STR.
    - iii. No municipal civil infraction citations were issued to the Owner of the STR, during the preceding one-year term of the STR permit, relating to the use or operation of the STR.
    - iv. The STR permit holder has submitted written evidence that the Township Fire Chief, or the Fire Chief's designee, has reinspected the STR dwelling within 30 days of the submission of the application for renewal and has approved the dwelling for continued use as a STR.
  2. If item iv, immediately above, is not satisfied, the Zoning Administrator shall deny the application for renewal of the STR permit.
  3. If any of items i, ii or iii, immediately above, are not satisfied, the Zoning Administrator shall refer the renewal application to the Township Board to determine whether the requested permit renewal shall be approved or denied, and if approved, whether any special conditions should be imposed

on the renewed permit to prevent recurrence of similar complaints and/or violations.

4. No rentals of a STR are permitted upon the expiration of a permit for a STR, until such time as it has been renewed by the Zoning Administrator or Township Board, as applicable.
- H. Violations; Suspension; Revocation; Appeals. In addition to any other penalty authorized by law, a STR permit may be suspended or revoked if the Township Board finds by competent, material, and substantial evidence, and after written notice of the charges to the Owner and an opportunity for the Owner to be heard, that the Owner has violated or failed to fulfill the requirements of this Ordinance. Written notice of the charges and notice of hearing before the Board shall be personally served on the Owner or served on the Owner by certified mail, no less than 21 days before the hearing. A person aggrieved by an alleged violation of this Ordinance by an Owner or Occupant of a STR may petition the Zoning Administrator, in writing, to commence a Township Board hearing under this paragraph for the suspension or revocation of the permit for a STR. The Zoning Administrator shall have the sole discretion to decide whether to commence a hearing on the petition of an aggrieved person. If the petition of an aggrieved person is granted, the aggrieved person shall be entitled to notice and to participate in the hearing, to the same extent as the Owner of the STR, including by offering testimony and documentary evidence in support of an alleged violation.
1. Upon a finding by the Township Board of a first violation within any 12 month period, the permit may be suspended for up to 60 days, during which time the STR shall not be rented. In deciding whether or not to suspend a permit, and for what duration, the Township Board will consider the severity of any violation, the rental history of the Owner, and any other factors deemed relevant.
  2. Upon a finding by the Township Board of a second violation within any 12 month period, the permit may be suspended for 120 days, during which time the STR shall not be rented. In deciding whether or not to suspend a permit, and for what duration, the Township Board will consider the severity of any violation, the rental history of the Owner, and any other factors deemed relevant.
  3. Upon a finding by the Township Board of a third violation within any 12 month period, the permit shall be revoked and the Owner shall not again be issued a STR permit for a minimum period of 12 months, during which time the former STR dwelling shall not be rented. In deciding the duration of the revocation, the Township Board will consider the severity of any violation, the rental history of the Owner, and any other factors deemed relevant. After a permit for a STR has been revoked, a new permit shall not

be granted until a new STR application has been submitted and approved under this Section.

Section 8. Accessory Dwelling Units. Section 470-23.25 of the Allendale Charter Township Zoning Ordinance shall be added to state in its entirety as follows.

#### Section 470-23.25 – Accessory Dwelling Units

Accessory Dwelling Units are intended to provide flexible living quarters for immediate or extended family members only. ADUs are subject to the following regulations.

- A. An ADU may be attached to the principal dwelling through only a breezeway. Otherwise, an ADU shall be detached from the principal dwelling.
- B. ADUs shall only be permitted as an accessory use to a single-family dwelling.
- C. ADUs shall be permitted in all districts where single-family dwellings are permitted and only one (1) ADU may be located on a lot.
- D. The property owner shall maintain residence on the property, either within the principal dwelling or the ADU.
- E. ADUs shall have their own separate entrance, kitchen, sleeping area, and full bathroom facilities.
- F. ADUs shall meet all setback requirements applicable to the principal dwelling and shall be located in the side yard or rear yard of the principal dwelling.
- G. ADUs shall meet all applicable building, safety, and fire codes.
- H. ADUs shall be connected to a sewage disposal system and water supply system approved by the County Health Department. Proof of Health Department approval must be provided prior to the issuance of a building permit.
- I. Exterior building materials and designs shall be of similar style and character as that of the principal dwelling.
- J. ADUs shall not exceed six hundred (600) square feet in area. A single stall garage may be attached to the ADU and shall not count toward the maximum area herein.
- K. Mobile Homes, recreational vehicles, and temporary structures shall not be used as an ADU.
- L. An ADU shall not be utilized as a Motel, Hotel, Motor Hotel, Boarding House, Lodging House, Rooming House, Bed and Breakfast, Short Term Rental, or for rent in any way other than to an immediate or extended family member of the owner/resident of the primary residence. If the primary residence is rented out so that the owner does not occupy the dwelling, the ADU shall not be rented.

Section 9. Definitions (A). Section 470-32.02 of the Allendale Charter Township Zoning Ordinance shall be amended to add the following definition in alphabetical order within the section.

Definitions (A)

Accessory Dwelling Unit (ADU). A detached residential living unit on the same parcel on which a single-family dwelling is located that provides independent living facilities, including basic requirements for living, sleeping, eating, cooking, and sanitation, for one (1) or more person or persons.

Section 10. Definitions (S). Section 470-32.20 of the Allendale Charter Township Zoning Ordinance shall be amended to add the following definition in alphabetical order within the section.

Definitions (S)

SHORT TERM RENTAL. The rental or subletting of a single-family dwelling for compensation for a term of not more than 27 consecutive nights. The rental of the following shall not be considered short-term rentals: Bed and breakfast establishments, motels, resorts, campgrounds, transitional houses operated by a charitable organization, group homes such as nursing homes and adult foster care homes, substance abuse rehabilitation clinics, mental health facilities, and other similar healthcare related facilities.

Section 11. Repeal. All ordinances or parts of ordinances in conflict with this Ordinance are hereby expressly repealed.

Section 12. Severable Provisions. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 13. Effective Date. This amendment to the Allendale Charter Township Zoning Ordinance was approved and adopted by the Township Board of Allendale Charter Township, Ottawa County, Michigan on \_\_\_\_\_, 20\_\_\_, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended; after introduction and a first reading on \_\_\_\_\_, 20\_\_\_, and after posting and publication following such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on \_\_\_\_\_, 20\_\_\_, which date is the eighth day after publication of a Notice of Adoption and Posting of the Zoning Text Amendment Ordinance in the \_\_\_\_\_ as required by Section 401 of Act 110, as amended. However, this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

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Adam Elenbaas, Township Supervisor

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Jody Hansen, Township Clerk

CHARTER TOWNSHIP OF ALLENDALE  
Ottawa County, Michigan

Resolution No. 2026-07

RESOLUTION IN OPPOSITION TO MICHIGAN HOUSE BILLS 5531 AND 5581–5584 (2026) REGARDING  
LOCAL MUNICIPAL ZONING AUTHORITY

At a regular meeting of the Allendale Charter Township Board of Trustees, Ottawa County, Michigan, held at the Township Offices in Allendale, Michigan, at 6:00 p.m. on the \_\_\_\_ day of March, 2026, the following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**WHEREAS**, House Bills 5529 through 5531, and 5581 through 5584, of 2026 (hereinafter “the Bills”) have been introduced in the Michigan House of Representatives and are currently under consideration; and

**WHEREAS**, the Bills propose to amend provisions of state law that would significantly limit the ability of local municipalities to regulate land use and development through locally adopted zoning ordinances; and

**WHEREAS**, zoning authority in Michigan is granted to local units of government through the Michigan Zoning Enabling Act, which authorizes cities, villages, and townships to adopt and administer zoning ordinances in order to promote the public health, safety, and general welfare of their communities; and

**WHEREAS**, the Michigan Zoning Enabling Act reflects the long-standing policy of the State of Michigan that land use decisions are most effectively made at the local level, where officials can evaluate community needs, infrastructure capacity, and local planning priorities; and

**WHEREAS**, Allendale Charter Township has engaged in careful and deliberate long-range planning, including the development and implementation of its Master Plan and Zoning Ordinance, with substantial public input from residents, property owners, and stakeholders; and

**WHEREAS**, the Bills would impose new state-level limitations and requirements related to site plan review, residential development standards, parking requirements, minimum square footage regulations, housing types permitted within zoning districts, and other locally determined development standards; and

**WHEREAS**, such state preemption would undermine the ability of local communities to implement locally adopted plans and zoning regulations that reflect the unique character, growth patterns, and infrastructure capacity of their community; and

**WHEREAS**, local governments are best positioned to evaluate infrastructure limitations and service capacities—including water and sewer systems, transportation networks, emergency services, and other municipal resources—when determining appropriate land uses and development patterns; and

**WHEREAS**, preserving local decision-making authority allows communities such as Allendale Charter Township to responsibly manage growth, protect neighborhood character, and ensure that development occurs in a manner consistent with the health, safety, and welfare of Township residents; and

**WHEREAS**, the Allendale Charter Township Board of Trustees supports thoughtful housing opportunities and responsible development, but believes that such decisions should remain subject to local planning processes and community input rather than broad state preemption.

**NOW, THEREFORE, BE IT RESOLVED** that the Allendale Charter Township Board of Trustees hereby expresses its opposition to the passage of House Bills 5529 through 5531, and 5581 through 5584 of 2026, due to the significant limitations these bills would place on local zoning authority and local decision-making as provided under the Michigan Zoning Enabling Act.

**BE IT FURTHER RESOLVED** that the Allendale Charter Township Board of Trustees urges members of the Michigan Legislature to preserve the long-standing principle of local control over land use planning and zoning decisions as contemplated by the Michigan Zoning Enabling Act.

**BE IT FURTHER RESOLVED** that copies of this Resolution be transmitted to the Governor of the State of Michigan and to all members of the Michigan Legislature representing residents of Allendale Charter Township, Ottawa County.

All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed only to the extent necessary to give full force and effect to the provisions herein.

This Resolution is deemed severable. Should any provision, clause, word, or sentence be declared invalid or unenforceable, the remainder shall remain in full force and effect.

STATE OF MICHIGAN

COUNTY OF OTTAWA

YEAS:

NAYS:

ABSENT:

Resolution declared adopted on March \_\_\_\_, 2026

\_\_\_\_\_  
Jody L. Hansen  
Allendale Charter Township Clerk

\_\_\_\_\_  
Adam Elenbaas  
Allendale Charter Township Supervisor

**CERTIFICATION**

The undersigned Clerk of Allendale Charter Township hereby certifies that this Resolution was duly adopted by the Allendale Charter Township Board of Trustees at a meeting held on the 9<sup>th</sup> day of March, 2026 pursuant to proper notice and compliance with Act No. 267 of the Public Acts of 1976.

\_\_\_\_\_  
Jody L. Hansen  
Allendale Charter Township Clerk



e-mailed  
3/11/26

February 16, 2026

Allendale Charter Township  
Attn: Laurie Richards  
PO Box 539  
Allendale, MI 49401

Dear Friends,

We are pleased to inform you of the amount available to request from the Veteran's Memorial Fund held here at the Community Foundation for 2026. Following the Foundation's Spending Policy, the spendable amount\* for the upcoming fiscal year is as follows:

Vetera: \$312.00

You may submit a written request, via the enclosed grant recommendation form, for this distribution at any time during the 2026 calendar year. To ensure your request can be processed in a timely manner, we strongly recommend submission occurs before November 15<sup>th</sup>. **In addition to the attached form, a copy of the minutes approving this action from your organization's Board of Directors is required for distribution.**

In the event that the distribution is not taken by December 31, 2026, these funds will simply roll back into the principal portion of your fund and continue to grow the fund balance. A reminder will be sent electronically in the third quarter of 2026. If you would like to update the email contact on file, please reach out at your earliest convenience.

Thank you for following this procedure to ensure that we are honoring your organization's intent for use of these funds. For questions about updating your fund, please contact Chris Riker, [criker@ghacf.org](mailto:criker@ghacf.org). If you have any questions regarding this distribution process or your fund's purpose, please email Amy Moore at [amoore@ghacf.org](mailto:amoore@ghacf.org).

We are happy to partner with you to help build your fund and to support your valuable work in the community. We are always here to help you with ideas to raise awareness and dollars for your fund – just give us a call.

Sincerely,

Amy Moore  
Vice President of Grants & Program  
Grand Haven Area Community Foundation

Adrienne Whisman  
Philanthropic Services Associate  
Grand Haven Area Community Foundation

*Enclosure*

*\*Determined each year as 4% of the average of the previous 12 rolling quarters' average market value of the fund balance of each individual fund managed as an endowment within the Foundation, ending December 31<sup>st</sup>.*



Allendale  
Community Foundation



Grand Haven Area  
Community Foundation



Coopersville Area  
Community Foundation

# Recommendation for Grant Distribution from Organization Funds

Please mail completed forms to the GHACF address below or email them to Adrienne Whisman at [awhisman@ghacf.org](mailto:awhisman@ghacf.org).

Amy Moore, Vice President of Grants & Program  
Grand Haven Area Community Foundation  
6 Sherman Ave.  
Grand Haven, MI 49417

Dear Amy:

Please let this letter serve as our recommendation for a grant in the amount of \$312.<sup>00</sup> from our Fund(s):

The grant will be used to support Allendale Charter Township Veterans Day  
This project is in accordance with our Fund Agreement with the Grand Haven Area Community Foundation. Attached is a copy of the Minutes approving this action from the meeting of the Board of Directors held on \_\_\_\_\_.

Non-FASB account \$ \$312.<sup>00</sup>

FASB account \$ \_\_\_\_\_

Sincerely,

Board President or Chair

Treasurer (or equivalent member  
of the Executive Committee)

**Our Organization's contact information is as follows:**

Organization Name: Allendale Charter Township

Address: 6676 Lake Michigan Drive

City: Allendale

State: Michigan Zip Code: 49401

Preferred Contact's Name: Natasha Shepard

Contact's Email: nshepard@allendalemi.gov

**Internal Use Only**

Date Received:

Reviewed by:

Check here to confirm that a copy of the Minutes approving this request is enclosed.