



PLANNING COMMISSION MEETING PACKET CONTENTS

Thursday, January 5, 2023 at 5:45pm

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3. Staff Memo – Keeping of animals public hearing
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9. Draft Planning Commission Meeting Minutes – December 1, 2022

**CITY OF ZEELAND
PLANNING COMMISSION
AGENDA
JANUARY 5, 2023
5:45PM
CITY HALL – COUNCIL CHAMBERS**

5:45PM

- Meeting called to order
- Roll Call
- Excuse absent members
- Additional agenda items

VISITORS/PUBLIC COMMENT:

-

COMMUNICATIONS/REPORTS:

- Zeeland Township - 3251 88th Ave – Special Land Use Notice

PUBLIC HEARINGS:

- 5:50pm – Amendment additions of Section 4.140 Keeping of Chickens & Section 4.141 Keeping of bees to the Zoning Ordinance

ACTION:

- Planning Commission Meeting Minutes of December 1, 2022

UNFINISHED BUSINESS:

- Accessory dwelling units review
- 2023 Capital Improvement Projects Final Ranked List draft

NEW BUSINESS:

-

PUBLIC COMMENT

-

OTHER:

- 2023 Election of Officers
- Consider any other business which may lawfully come before the Planning Commission

**NOTICE OF PUBLIC HEARING
CITY OF ZEELAND
PLANNING COMMISSION HEARING**

Take notice that the Planning Commission whose chambers are in the Zeeland City Hall at 21 South Elm Street, Zeeland, Michigan, and whose telephone number is 772-0872, will meet:

Thursday, January 5, 2023

5:50 P.M.

City Hall Auditorium

in regard to the following matters:

- A. The addition of Section 4.140 to the Zeeland Zoning Ordinance so as permit the granting of a permit for the keeping of chickens on a residential lot provided that a homeowner complies with certain rules and regulations; and,
- B. The addition of Section 4.141 to the Zeeland Zoning Ordinance so as permit the granting of a permit for the keeping of bee hives on a residential lot provided that a homeowner complies with certain rules and regulations;

The proposed text for Sections 4.140 and 4.141 of the Zoning Ordinance may also be examined in the City Clerk's Office or in the Community Development Director's Office from 8:30 a.m. to 12:00 noon and from 1:00 p.m. to 5:00 p.m. on any day not a holiday from Monday through Friday. The public or anyone receiving this notice may present their oral or written comments at the said public hearing.

The City of Zeeland will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing with a need for an accommodation being provided upon a notice to the City of Zeeland by the Monday preceding the meeting by 5:00 p.m. With advance notice of seven calendar days, the City will provide interpreter services at public meetings, including language translation. Individuals requiring auxiliary aids or services should contact the City of Zeeland by writing or calling the City Clerk's office 772-6400.

CITY OF ZEELAND
PLANNING COMMISSION



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-0872 • (616) 772-0880

MEMORANDUM

DATE: Friday, December 30, 2022

TO: Planning Commission

FROM: Tim Maday, Community Development Director

RE: **January 5, 2023 Planning Commission agenda – Public hearing on the keeping of chickens and bees**

Background: In 2022, the Planning Commission has been studying the keeping of food producing animals, bees and chickens, on residential properties. Under current City Ordinance, the keeping of chickens and bees is only permitted on agriculturally zoned properties, as part of an approved agricultural operation. This study has included a review of the concepts in general, whether these activities are permitted in nearby communities, and how they are regulated in those communities. After this work, the Planning Commission directed staff to produce ordinance language that would allow for the keeping of such animals, for their consideration. Staff subsequently drafted language for review by the Commission.

Over the last several months, the Planning Commission has been discussing whether the keeping of bees and chickens is appropriate in the City of Zeeland, and if so, would the draft ordinance text appropriately regulate the activities to prevent detrimental impacts to neighboring properties. At the Commission's November 2022 meeting, Commissioners directed staff to schedule and notice a public hearing to receive comments regarding the keeping of animals and the draft text. For reference, the draft text is enclosed with this memo.

The public hearing will occur at the January 5, 2023 Planning Commission meeting. The hearing will be a chance for Commissioners to receive feedback from residents on both the overall concept of keeping food producing animals in the City of Zeeland, and the draft regulations for the keeping of such animals. No action is being requested of the Commission at the January 5th meeting. At a subsequent meeting, staff will ask Commissioners if they wish to pursue an ordinance amendment to allow for the keeping of chickens and bees in the City of Zeeland, and if so, whether the draft text to regulate the keeping of such animals is appropriate, or in need of revisions.

I hope this memo is helpful in explaining the purpose of the upcoming public hearing, and the actions leading up to this point. Please do not hesitate to contact me regarding this memo, the enclosures or anything else.

PROPOSED TEXT

Sec. 4-140. Chickens.

(a) Other than in the A-1, Agriculture Zone District, no person shall keep chickens unless they first obtain a poultry permit and comply with all of the following conditions:

1. The keeping of chickens shall be done on a non-commercial basis. Persons keeping chickens must limit and mitigate any potential adverse impacts on surrounding properties. The keeping of chickens shall be exclusively used by the people occupying the property as a locally grown food source for the consumption of eggs or meat.
2. A maximum of four (4) egg laying chickens may be kept on a parcel if the parcel is zoned R-1, and is in the Single-Family Residential District. No roosters are permitted in the City.
3. A fully enclosed building and a fenced in yard must be constructed for the chickens. The chicken coop and yard must have an enclosed top. Chickens must be kept in the structure and in the enclosed yard at all times.
4. All covered enclosures or fenced enclosures shall be located in the rear yard, shall be no closer than three (3) feet to any property line of an adjacent property, and shall be located no closer than twenty-five (25) feet to any residential structure on an adjacent property.
5. The required chicken coop structure shall be considered an accessory building. The building shall be constructed of permanent residential building materials that are suited for the purpose intended and in a manner that serves to enhance the aesthetic appearance of the neighborhood or surrounding area.
6. The chicken coop shall be contained in a single structure not to exceed sixty (60) square feet in footprint and eight (8) feet in height. The minimum run size shall be eight (8) square feet.
7. The enclosure shall be located in a rear yard not less than three (3) feet from any property line.
8. The enclosure and premises shall be maintained in a clean and sanitary condition at all times. Manure must be removed from the chicken coop and yard not less than on a weekly basis. Manure shall not be composted on a residential lot.
9. Unless feed is in a feeder, chicken feed shall be stored in a sealed, vermin proof container.
10. Fresh water must be provided for the chickens on a daily basis.

11. If the slaughtering of chickens will occur, all waste, including feathers, must be immediately disposed of. The outdoor slaughtering of chickens is prohibited.

(b) The granting, suspension or termination of a poultry permit shall be governed by the following provisions:

1. The applicant shall pay the fee required by the fee resolution periodically adopted by the City Council.
2. Applications for original poultry permits shall be submitted to the Planning Commission.
3. The Planning Commission shall hold a site plan review hearing on an application. The criteria for the Planning Commission's decision on a site plan shall be based on the requirements of this section and also upon the site plan criteria requirements of the zoning ordinance.
4. An initial poultry permit shall be valid for two (2) years from the date of issuance.
5. A renewal application for a permit which has not lapsed may be approved by the zoning administrator provided that no complaints have been filed by any adjacent property owner during the previous permit term. If a complaint was filed during a permit term, then the application for renewal shall be heard by the Planning Commission. In the instance of a renewal application which is heard by the Planning Commission, the same provisions for a renewal application shall be applicable as exist for an initial application. A renewal poultry permit shall be valid for 2 years from the date of issuance.
6. In the event that the chickens become a nuisance to the public and/or to an adjacent property owner, the Planning Commission shall hold a public hearing to consider whether a permit should be suspended or terminated. A Planning Commission consideration of a nuisance shall occur upon the filing of an application to have a permit suspended or terminated.

PROPOSED TEXT

Sec. 4-141. Bees.

(a) Other than in the A-1, Agriculture Zone District, no person shall keep honeybees unless they first obtain a honeybee permit and comply with all of the following conditions:

1. The maximum number of hives that is permitted on a parcel is two (2) hives.
2. Hives shall only be permitted on lots where the principal use is a single-family dwelling.
3. Each hive shall have a maximum size of 20 cubic feet.
4. All hives shall be located in a rear yard, not closer than ten (10) feet from a property line, and at least twenty-five (25) feet from any dwelling on an adjacent property, and where public sidewalk is present at least 10 feet distant from it.
5. A flyway barrier at least six (6) feet in height shall shield any part of a property line that is within twenty-five (25) feet of a hive. The flyway barrier shall consist of a wall, fence, dense vegetation or a combination thereof.
6. A constant supply of water shall be provided for all hives during the time that the bees leave the hives.

(b) The granting, suspension or termination of a honey bee permit shall be governed by the following provisions:

1. The applicant shall pay the fee required by the fee resolution periodically adopted by the City Council.
2. Applications for original honeybee permits shall be submitted to the Planning Commission.
3. The Planning Commission shall hold a site plan review hearing on an application. The criteria for the Planning Commission's decision on a site plan shall be based on the requirements of this section and also upon the site plan criteria requirements of the zoning ordinance.
4. An initial honeybee permit shall be valid for two (2) years from the date of issuance.
5. A renewal application for a permit which has not lapsed may be approved by the zoning administrator provided that no complaints have been filed by any adjacent property owner during the previous permit term. If a complaint was filed during a permit term, then the application for renewal shall be heard by the Planning Commission. In the instance of a renewal application which is heard by the Planning Commission, the same provisions for a renewal application shall be applicable as exist for an initial application. A renewal honeybee permit shall be valid for 2 years from the date of issuance.
6. In the event that a hive becomes a nuisance to the public and/or to an adjacent property owner, the Planning Commission shall hold a public hearing to consider whether a permit should be suspended or terminated. A Planning Commission consideration of a nuisance shall occur upon the filing of an application to have a permit suspended or terminated.



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MEMORANDUM

DATE: Friday, December 30, 2022

TO: Planning Commission

FROM: Tim Maday, Community Development Director

RE: **2023 Planning Commission Capital Improvement Projects List Development – Adoption of ranked list**

Background: Since October, the Planning Commission has been developing its 2023 Capital Improvements Projects List for consideration by Council during their fiscal 2023/2024 strategic planning and budgeting sessions. The CIP List is a document that contains the public improvement projects that the Planning Commission believes would be desirable for the City, and further the development of the City in accordance with the Master Plan. This development has included a review of the Commission's 2022 list, a bus tour of the City, discussion of new ideas, and most recently, the ranking of the projects that were placed on the list by Commissioners.

Enclosed with this memo is a copy of the draft 2023 ranked CIP list based on the ranking worksheets that were returned. At the meeting on January 5th, staff will ask the Commission if the rankings on the draft list match the overall desires of the Planning Commission, or if items should be re-ordered. Following that conversation, staff will seek a motion to approve the list, either as presented or as amended by the Commission at the meeting. Should the list be approved, it will be forwarded to City Council for consideration during their strategic planning and goal setting sessions that will occur in late January.

I hope that this memo is helpful both in providing background information related to the development of the Commission's 2023 CIP list, and the actions needed to finalize the list. Please do not hesitate to contact me regarding this memo, the enclosed list or anything else you may have questions about.



Draft Ranked 2023
CITY OF ZEELAND PLANNING COMMISSION
CAPITAL IMPROVEMENT PROJECTS RECOMMENDATIONS

Rank	Recommendation
1	Complete the installation of snowmelt and updated streetscape on Main Ave
2	Redevelop the properties at 135 and 137 E Main Ave
3	Construct a passage way to downtown north parking lot
4	Continue to support the redevelopment of the Sligh Building
5	Determine location of separated pedestrian crossing of BL-196
6	Complete Central Business District parking study
7	Determine future use of 370 E Rich Ave, adjacent to Hoogland Park
8	Work with developer to start construction of new development at 3 East Main Ave
9	Construct new pickleball courts at Huizenga Park
10	Update parks throughout city
11	Install broadband throughout the City
12	Implement the Parks Master Plan
13	Return Centennial St and Maple St to 2-way streets
14	Work with Ottawa County Road Commission to install a left turn signal at State St and Riley St
15	Identify a commuter parking lot and stop for WMX initiative
16	Continue to eliminate sidewalk gaps
17	Develop long-term Washington Ave plan b/w Elm and Church, incorporating a potential WMX stop, etc. and work toward purchase of property needed to support the plan.
18	Build noise reduction barrier and beautification along business I-196
19	Convert old water tank lot to a pocket park with natural play and gathering spaces
20	Remove old water tank across from Captain Sundae
21	Install bus shelters or benches at bus stops that are the most used
22	Purchase property at the intersection of Main Ave and State St for redevelopment
23	Identify locations for high density housing
24	Build noise reduction barrier, beautification and safety barrier between bike path and railroad on Washington
25	Develop and implement long-term State Street traffic plan
26	Connect E Garfield Ave to industrial site at 450 E Roosevelt Ave
27	Improve the pedestrian crossing at Main Ave and Fairview Rd
28	Update parking requirements for downtown developments
29	Add traffic calming measures on Central Ave and Lincoln Ave
30	Install improved greenery along Washington from Fairview Rd to Carlton St
31	Continue tree replacement
32	Beautify the intersection of State St and Riley St
33	Purchase non-conforming parcels on East Main Ave for parking
34	Participate in a Hyperloop Terminal to connect West Michigan and Chicago, Detroit, Atlanta

City of Zeeland

DEC 22 2022

Received

ZEELAND TOWNSHIP
PLANNING COMMISSION
NOTICE OF PUBLIC HEARING

TO: THE RESIDENTS AND PROPERTY OWNERS OF ZEELAND TOWNSHIP, OTTAWA COUNTY, MICHIGAN, AND ANY OTHER INTERESTED PERSONS:

PLEASE TAKE NOTICE that the Planning Commission of Zeeland Township will conduct a public hearing concerning the following matters to be held on Tuesday, Jan. 10, 2023, at 7:00 p.m. at the Zeeland Township Hall, located at 6582 Byron Road, Zeeland, MI.

PLEASE TAKE FURTHER NOTICE that the item(s) to be considered include, in brief, the following:

1. An application from Knight Transport, for a Special Land Use Permit to construct and operate a facility for the purpose of indoor sorting of recycled materials.
 - a. Property is located at 3251 88th Ave. also commonly known as permanent parcel number 70-17-07-400-026.

Written comments will be received from any interested persons concerning the foregoing application(s) by the Zeeland Township Clerk at the Township Hall at any time during regular business hours up to the date of the hearing and may be further received by the Planning Commission at the hearing. All interested persons are invited and urged to attend.

Karen Kreuze
ZEELAND TOWNSHIP PLANNING COMMISSION CHAIR
616-772-6701



**CITY OF ZEELAND
PLANNING COMMISSION MEETING MINUTES
CITY HALL – 21 SOUTH ELM STREET
DECEMBER 1, 2022
5:45PM**

-5:48PM - Chairman Elhart called the meeting to order and requested a roll call.

Present: Commissioners Doug Barensse, Amanda Cooper, Bill Elhart, Glenn Kass, Dan Klompmaker, Tim Klunder, Kevin Klynstra, and Rebecca Perkins

Absent: Commissioner Bob Blanton

Also Present: City Planning Consultant Paul LeBlanc, City Attorney Jim Donkersloot, Zoning Administrator Timothy Maday, and Recording Secretary Ryan Galligan

-Moved by Barensse to excuse absent member Blanton since he had given prior notice that he would be unable to attend this meeting. Supported by Klompmaker. All voted aye.

-Moved by Barensse to approve the minutes of the November 10, 2022 Planning Commission meeting. Supported by Klompmaker. All voted aye.

Holland Charter Township – Notice of Proposed Comprehensive Plan Amendments – November 10, 2022

Maday explained a notice from Holland Township had been received regarding a Master Plan amendment Future Land Use map designation from Public/Quasi-Public to Light Industrial zoning for vacant land northeast of the 124th Ave and Ransom St intersection.

Resolution – 421 E Main Ave – Rezoning to C-2, Central Business District

Maday explained the request to rezone 421 E Main Ave from the C-1, Neighborhood Shopping district to the C-2, Central Business district was approved by the Commission after a public hearing on November 10, 2022, noting the rezoning is consistent with the Future Land Use map and Master Plan. He stated voting on the resolution is the Commission's last action on the matter, with the request moving forward for City Council consideration.

Motion 2022.35

Moved by Klompmaker to approve the resolution to rezone the property at 421 E Main Avenue, parcel number 70-17-18-460-019, from the C-1, Neighborhood Shopping district to the C-2, Central Business district.

Supported by: Barensse

Roll Call Vote on Motion 2022.35

Ayes: Barensse, Cooper, Elhart, Kass, Klompmaker, Klunder, Klynstra, and Perkins

Nays: None

Absent: Blanton

Motion Passes

421 E Main Ave – Site Plan Review – Brian Lamar

-5:50PM Chairman Elhart opened the public hearing.

Brian Lamar of CL Construction explained the owners plan to replace the Community Restaurant at 421 E Main Ave that burned down earlier this year with the same size 4,350 square foot single story building with the same footprint.

Commissioners discussed interior parking lot landscaping requirements. The applicant stated they were seeking a waiver from the requirements as there is no landscaping there currently, and they are not proposing to alter the parking lot as part of the project.

Commissioners discussed that the parking lot is in the rear of the building, and is not very visible from the street. There are also substantial streetscape improvements planned to occur in this area in 2023/2024.

Maday reviewed department review comments as follows:

Clean Water: "My only comment is that I would require a 1,000 gallon oil and grease interceptor to be installed!"

ZBPW Water: "ZBPW Water department has no concerns except if water service needs to be increased in the future for fire protection that should be identified and figured out before the main street project."

Fire Chief: "What is the intended or desired occupancy load (how many patrons do you plan to seat)?"

Maday noted department comments would be addressed during building permit plan review.

Maday reviewed requirements for landscape buffers in the C-2 district and Commissioners discussed if the requirement for a landscaping buffer along the east property line, where there is a residential use should be waived.

Lamar noted that the property owner to the east has a driveway that is actually on the 421 E Main Ave site. Installing the required screening would eliminate access to the driveway.

Commissioners discussed installing screening along the vacant lot behind the residential property at 427 E Main Ave. Should the lot be developed in the future, vehicles in the parking lot at 421 E Main Ave may cast light onto the property.

-6:13PM Moved by Klompmaker to close the public hearing. Supported by Barensen. All voted aye.

Motion 2022.36

Moved by Klompmaker to approve the site plan for the construction of a single story building, approximately 4,350 square feet in area to be used as a restaurant at 421 E Main Avenue, parcel number 70-17-18-460-019, as presented with the following stipulations:

- **Parcel must be rezoned to C-2 district by the Zeeland City Council**
- **Parking lot landscaping requirements are waived;**
- **Screening on south 150 feet of east property line was waived with required screening material on remaining portion of east property line subject to Staff approval.**

Supported by: Barensen

Roll Call Vote on Motion 2022.36

Ayes: Barensen, Cooper, Elhart, Kass, Klompmaker, Klunder, Klynstra, and Perkins

Nays: None

Absent: Blanton

Motion Passes

Keeping of Animals Ordinance Review – Draft text Sec 4.140 Chickens & Sec 4.141 Bees

Commissioners decided to make no changes to draft text for keeping of chickens and bees and directed Maday to schedule a public hearing for the January 5, 2022 Commission meeting.

Accessory Dwelling Units (ADUs) Review – Paul LeBlanc

City Planning Consultant Paul LeBlanc presented information and reviewed concepts of accessory dwelling units (ADUs). Commissioners discussed:

- The possibility that ADU's would provide housing for young people and older people who are aging out of current housing to live;
- Through ordinance, use as short term rentals may be prohibited.
- They are often used by entry level employees;
- Main concerns are density and parking, noting few people construct ADU's, even if allowed by ordinance;
- Parking requirements – some jurisdictions don't require parking, some require parking space(s), some allow driveway stacking to count as parking;
- Special Land Use permission likely required;
- Size restrictions, if accessory building either specify maximum square footage or percentage of main dwelling unit;
- Tiny homes would not be allowed;
- Property owner would be required to live onsite in one of the units;
- Allow in all residential districts or restrict;
- Setback requirements;
- Require separate entrance for ADU and primary;
- Deed restriction to prevent use as two-family rental property;
- Accessory buildings may be three feet from side and rear lot lines, which would create very small setbacks for ADU's, if conversions of garages is permitted.

Barense stated he supports ADUs on large lots.

LeBlanc will draft text for review by Commissioners at their February 2023 meeting.

2023 Capital Improvements Projects (CIP) List

Commissioners discussed the draft 2023 Capital Improvements Project (CIP) list, making additions and edits. Maday requested Commissioners turn in their ranked draft CIP list by December 23, 2022 to be compiled into a final ranked list for review at the January 5, 2023 meeting.

2023 Planning Commission Meeting Calendar

Commissioners approved meeting dates for 2023 with calendar to be approved by City Council.

-7:14PM moved by Klompaker to adjourn. Supported by Barense. All voted aye.

Submitted by,

Ryan Galligan
Recording Secretary