

Council Meeting  
Common Council  
August 7, 2023

The regular meeting of the Common Council was held at the Zeeland City Hall, 21 S. Elm Street, Zeeland MI on Monday, August 7, 2023. Mayor Klynstra called the meeting to order at 7:03 p.m.

PRESENT: Council members – Mayor Klynstra, Mayor ProTem Gruppen, VanDorp, Broersma, Kass,  
Timmer and Lam

ABSENT: Council member: – None

Staff present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, Community Development Director Maday, and City Clerk Holmes.

The invocation was offered by Councilmember Glenn Kass.

The Pledge of Allegiance was recited.

### 23.119 Approve Consent Agenda

Motion was made by Councilmember Broersma and seconded by Councilmember Kass to approve the Consent Agenda as presented:

1. Approve minutes of the regular meeting of July 17, 2023.
2. Approve minutes of the Work Study meeting of July 17, 2023.
3. Receive for information minutes of the July 13, 2023 Planning Commission meeting.

Roll call.

AYES: Timmer, VanDorp, Lam, Broersma, Gruppen, Kass and Mayor Klynstra

No Votes: None

Absent: None

### ***Communications/Visitors***

There were no communications/visitors this evening.

### ***City Manager's Report***

#### Planning Commission

The primary objective for this month's Planning Commission meeting was to gather public input on a potential Accessory Dwelling Unit (ADUs) ordinance. At the hearing we heard 4 individuals speak about the ordinance. Two were for it, and two were against it. Generally, the comments for it were providing more options to help aging/expanding family members and property rights. For example, if we do not allow someone to have an accessory dwelling unit for family members, are we denying a property right? The two individuals speaking against the ordinance questioned if it would change the character of a neighborhood. For example, something other than single-family homes. We also had one written comment in support of the ordinance.

One item that did come up during the hearing amongst staff and the commissioners was if the ordinance should allow the ADU "by right" or if it should be a special land use. In either case, if a proposed ADU meets criteria in the ordinance, it must be allowed by law. The primary difference is in the case of a special land use, the neighboring property owners would receive notice of the application and it would go before the Planning Commission. But again, if the ADU meets the criteria, the Planning Commission could not legally deny an ADU, even if the neighbors speak against it.

The Planning Commission will revisit the issue at their September 7 meeting and likely decide if they want to consider approval of the ADU ordinance (probably October meeting) or they could decide not proceed with the ordinance. Given there is a possibility that this could ultimately come before City Council, we are tentatively planning to have a work/study presentation on ADUs at a future meeting so that you have background information prior to being asked to vote on the matter.

On a different matter, we did hear a request for the city to consider allowing “short-term” housing for missionaries to use a home for periods of up to 6 weeks. Under our current ordinance language, this would be considered a short-term rental (90 days or less) and would not be allowed. The Planning Commission is willing to explore this matter and all of the various implications. For example, it would be difficult to limit this type of short-term use just for visiting missionaries.

### Main Avenue

The project still appears to be on schedule to have the portion of Main from Centennial to Maple open to traffic by the start of school later this month. A couple notes of clarification. This does not mean that block of Main will be completely done. There will likely be some work still being completed on the north side of the street. Additionally, once they are substantially complete with that block, they will move to the west in the Centennial to Church block. While working in that block, there will be times when there is only one lane of traffic maintained.

As curb has been poured and the public takes an interest in visiting the site, we have received a few comments on how narrow the street is at the bump-outs. As you recall, we are purposely narrowing the street at the bump-outs to slow traffic down and create safer pedestrian crossings. We would note that the bump-out widths are consistent with the existing mid-block crossing width between Elm and Church and that crossing has worked well (for both pedestrians and traffic) since installed in the early 2000s. In a recent conversation with our traffic consultant, he noted that we won't want to react too quickly to comments on if the design worked as planned (or not) until the project is complete and there has been some time for traffic to navigate the updated design.

### ZBA Variance

The Zoning Board of Appeals will hear a variance request from Geerlings Development (Midwest Construction) for a column to be installed within the site clearance area of their 3 E. Main site at the corner of Main/State. Staff is in support of the variance request given the various reasons eloquently stated in Tim's memo, which was included in the Council Packet. Of particular note, figure 3 within Tim's memo, depicts a rendering of the proposed building. Midwest has worked diligently with staff to design a building that is consistent with the downtown vision plan for that corner. We thank them for their efforts. Per the development agreement, staff is ready to support the design of the building.

### Lakeshore Advantage Developer Day

Klunder was able to join Lakeshore Advantage for the portion of their tour that went through Downtown Zeeland. It was a quick tour, but it was well received, and participants were impressed with the number of things (private and public) occurring. While we are aware of the numerous things happening, or about to happen in Downtown Zeeland, when you have to try and cover them all in about 15 minutes, it truly is amazing to hear/see the post-Covid resurgence we are/will experience.

### Byron Road

We were notified that Byron Road has been re-opened to east/west traffic from 84th to I-196. The west bound ramp to I-196 is open, but the east bound ramps remain closed.

## Upcoming Events

This week will be another busy week in Zeeland. Tuesday will feature the rescheduled Zeeland Zoom, Thursday features Music on Main and Friday features Chalkfest.

### **7:10 P.M. - PUBLIC HEARING PROTO TEC, INC., ACT 198 APPLICATION**

Mayor Klynstra called the Public Hearing for Proto Tec, Inc. Act 198 Application to order at 7:10 p.m.

In April of 2023, Proto-Tec Incorporated submitted an Act 198 exemption certificate application for \$272,583 in real property improvements related to the renovation and alteration of their facility at 260 N Church Street to accommodate a large CNC bridge mill.

In November of 2022, City Council established an Act 198 district for this property, which allows them to seek an Act 198 exemption certificate. On June 19, 2023, the City Tax Exemption Committee reviewed the exemption application for the project. The Committee unanimously voted to bring the application to the full Council and schedule a public hearing on the approval of the exemption certificate application.

Kyle and Cody VandenBosch, co-owners from Proto Tec, Inc., were present at tonight's meeting. Kyle explained that he and Cody bought the business from their father six years ago. Their building project is almost wrapped up and the final piece of equipment is installed and should be up and running in the next few weeks. They are a machine shop that supports several local businesses such as Gentex and JR Automation. They do a lot of high precision machine work. With this current expansion, they are increasing their format to the size of parts that they can handle. They will be the only company in Zeeland that will be able to handle parts this large. Having additional capabilities should help keep their company stable. They will also be adding 2-3 new jobs with this expansion.

They currently have 5 employees and are involved in Zeeland Athletics, North Holland Reformed Church, the Fish and Game Club and are involved in teaching kids hunting and fishing. They credit their success to their employees.

Staff has found that the application and related documents are in order, and are excited at the opportunity to support Proto-Tec's expansion in the City of Zeeland through the granting of the Act 198 Exemption Certificate.

Motion was made and supported to close the Public Hearing at 7:17 p.m. Motion carried. All voting aye.

### 23.120 Proto Tec, Inc. Act 198 Tax Abatement Application

Motion was made by Councilmember Gruppen and seconded by Councilmember VanDorp to approve the Act 198 Tax Abatement Application for Proto Tec, Inc., 260 N. Church Street as presented.

Roll call.

AYES: VanDorp, Lam, Broersma, Gruppen, Kass, Timmer and Mayor Klynstra

No Votes: None

Absent: None

23.121 Early Voting Contract with Ottawa County

Motion was made by Councilmember Broersma and seconded by Councilmember Gruppen to approve the Agreement for Early Voting Administrative Services with Ottawa County from October 1, 2023 to December 31, 2025 as presented.

Roll call.

AYES: Lam, Broersma, Gruppen, Kass, Timmer, VanDorp and Mayor Klynstra

No Votes: None

Absent: None

23.122 Resolution #5, Adopt Snowmelt Special Assessment Roll

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to adopt Snowmelt Special Assessment District Resolution No. 5 which adopts Special Assessment Roll No. 2023-1-SM for the operation and maintenance of a snowmelt system.

At City Council's July 17 meeting, City Council held a public hearing to allow property owners to comment on the proposed operation and maintenance special assessment for the snowmelt system. At the Public Hearing, we did receive one public comment concerning the higher tax rates for non-homestead properties, but we did not receive any objections to the special assessment. Because we only received one comment from the over 50 property owners in the proposed district, staff would recommend approval of the special assessment Resolution.

Roll call.

AYES: Broersma, Gruppen, Timmer, VanDorp, Lam and Mayor Klynstra

No Votes: Kass

Absent: None

23.123 ZBA Reappointment

Motion was made by Councilmember Kass and seconded by Councilmember Broersma to reappoint Doug Barnes to the Zoning Board of Appeals with said term expiring May 4, 2026.

Community Development Director Maday gave an update on the status of the single-family residential property at 134 E. Central Ave. since the time of the June 13, 2023 memo describing previous Community Development Department actions related to this property.

Since 2016, the dwelling at 134 E Central Ave has been in a partially demolished state, with City Ordinance violations on the property. This department's most recent action related to this property was a May 17, 2023 letter requiring that the dwelling and premises be brought into compliance with City Ordinance by July 31, 2023. Shortly after July 31, 2023, staff reviewed the condition of the property determine if it had been brought into compliance with City Ordinance as directed in the May 17, 2023 letter from the Community Development Department and found that it had not been brought into compliance.

Roll call.

AYES: Lam, Broersma, Mayor Klynstra

No Votes: Gruppen, Kass, Timmer, VanDorp

Absent: None

Motion failed.

Councilmember Kass expressed his thanks for the concrete work that has been done around the City on the sidewalks. Small things such as this, make a large impact in the neighborhoods.

Mayor Klynstra attended the Open House at the West Michigan Regional Airport on Wednesday, August 2.

Mayor Klynstra and his wife Sheryl were judges at the Howard Miller Library Pet Show on July 26.

There being no further business, motion was made by Councilmember Broersma and seconded by Councilmember Timmer to adjourn the meeting at 7:28 p.m. Motion carried. All voting aye.

  
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Kevin Klynstra, Mayor

  
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Pamela Holmes, City Clerk

MEMORANDUM OF WORK-STUDY SESSION  
Zeeland City Hall Council Chambers  
Monday, August 7, 2023  
6:00 P.M.

PRESENT: Councilmembers – Mayor Klynstra, Gruppen, VanDorp, Broersma, Kass, Timmer, Lam  
ABSENT: Councilmembers – None

Staff Present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, Community Development Director/Assessor Maday, BPW General Manager Boatright and City Clerk Holmes

Mayor Klynstra called the meeting to order at 6:00 p.m.

***Ottawa County Early Voting Contract***

Ottawa County Clerk, Justin Roebuck, was present to explain the proposal for early voting implementation in Ottawa County. Roebuck reported on the proposed locations for early voting, responsibilities, and the cost breakdown for the County and participating jurisdictions.

***Centennial and Maple Streets Conversion Study Presentation***

Plockmeyer explained at the January 3rd Council meeting, City Council awarded a contract to Progressive AE to perform a traffic study to evaluate the possibility of converting Centennial between Main and Central and Maple between Central and Lincoln from one-way operation to two-way operation. The study for Maple included one 16-hour traffic count and a brief review of the data to confirm the viability. The study of Centennial was a bit more immersive and included a pilot program which has temporarily converted Centennial from one-way to two-way operation with traffic counts and on-site observations occurring during peak traffic hours while school was in session. Plockmeyer included in the Council packet, a copy of the report from Progressive AE which outlines the results of this traffic study and recommendations regarding the possible conversion.

Progressive AE's recommendations were to convert Maple to a two-way operation and to retain the current pilot program to permanently convert the two-block section of Centennial back to a two-way operation.

Throughout this process, we have been communicating to the neighborhood that we would hold a public hearing prior to making the conversion of Centennial to two-way operation permanent. We would then envision a City Council decision on this permanent conversion at a future meeting after the public hearing.

After discussion, Council would like to pursue both recommendations and hold a Public Hearing for Centennial at their second meeting in September and a Public Hearing for Maple at a later date to be determined.

***Downtown Back Parking Lots Landscaping Project***

Plockmeyer reported staff has been working with MC Smith and Associates (MCSA) to redesign the permanent rear landscaping beds around the back entrances of the businesses that are adjacent to the North and South Municipal Parking Lots. To date the project scope has included: surveying all existing planting beds, evaluating irrigation and proposing additions where needed, determining the health of all current plantings and recommending which to remove. After those steps were completed, MCSA proposed a planting palette and implementation design to complete the project. In addition to the landscaping around the back entrances, the project also includes the landscape islands along Cherry Street that separate the sidewalk from the South Municipal Parking Lot. This project was presented to SARB in July and received full support from the board.

Staff wanted to bring a project update back to City Council before going out for bid in August. The City allocated \$50,000 in the FY24 Downtown Vision Fund budget to install this project. We are optimistic that MCSA believes this project will come in right around budget. If the project is bid this month, contractors could potentially have two planting seasons to choose from (fall or spring). We would like to see this project completed before Memorial Day 2024. Upon completion, the newly updated landscaping beds will become the City's responsibility to maintain. With updated irrigations, plantings, and consistent maintenance, staff looks forward to how the rear entrances to downtown will raise the bar of excellence and will complement the major Main Avenue project.

There being no further items to discuss, the Work Study adjourned at 6:57 p.m.



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Pamela Holmes, City Clerk