

CITY OF NORTON SHORES
PLANNING COMMISSION MEETING
August 12, 2025

A regular meeting of the Norton Shores Planning Commission was called to order on Tuesday, August 12, 2025 at 5:30 p.m. in the community room of the Norton Shores Branch Library, 705 Seminole Road.

Present: Chair Interim Morano, Commissioners Johnson, Kell, Romine, Trygstad, and Westgate; also, Doug Hughes, Lexi Stibitz, and Ted Woodcock.

Absent: Chair Carroll, Vice Chair Lans, and Commissioner Philips

25-P28 Minutes

Commissioner Trygstad moved to approve the minutes of the July 8, 2025 Planning Commission meeting. The motion was supported by Commissioner Westgate and carried unanimously.

Public Comment – Agenda

None

25-P29 Special Use Permit – 428 Seminole Rd., Cassie Klassen Home LLC

Deputy Clerk Stibitz certified the July 25, 2025 publication and mailing of notices. A public hearing was held.

Cassie Klassen, 3961 Lake Point Dr., provided an overview of her interior design business.

Antonio Romanelli, 436 Seminole Rd., a neighbor of the business location came to share his support.

Commissioner Trygstad moved to recommend to the City Council that special land use approval be granted to Cassie Klassen, the purchasing party, to open an interior design business at 428 Seminole Rd. The Planning Commission in the exercise of its discretion, reviewed the particular facts and circumstances of each proposal in terms of all of the following standards and each shall find adequate evidence showing that each must be satisfied: The proposed use will be harmonious with the existing or intended character of the general vicinity and in accordance with the general objectives of the master plan and zoning ordinances of current adoption because other businesses are also in the area. The proposed use will be served adequately by existing essential public services and facilities, such as highways, streets, police and fire protection, drainage structures, refuse disposal and schools, or the applicant will provide for those services and facilities because the utilities currently exist. The proposed use will not cause an overcrowding of land or undue concentration of population because there will be few clients at any

one time. The proposed use is consistent with the public health, safety, and welfare of the City of Norton Shores the proposed use is unique. The proposed use constitutes a socially and economically desirable use of the land when considering those who will use the land, residents and property owners of the immediately adjacent properties, as well as the community as a whole because the proposed use will have a minimal impact on the surrounding area. The motion was supported by Commissioner Romine and carried unanimously.

Commissioner Trygstad moved to approve the site plan to Cassie Klassen, the purchasing party, to open an interior design business at 428 Seminole Rd. with the following conditions: 1. All staff revisions must be approved prior to final site plan approval being granted, including all applicable codes and City ordinances. The motion was supported by Commissioner Romine and carried unanimously.

Discussion – Cluster Zoning

City Planner Ted Woodcock addressed concerns raised by the City Council regarding recent land divisions that may be circumventing the intent of the Conservation Cluster Development (CCD) overlay district—particularly its requirements related to “development.” Planning Commission members suggested that clarifying or formally defining the term “development” within the zoning ordinance could help address the issue. The Commission discussed whether alternative terminology, such as replacing “developed” with “improved,” might be more appropriate. One commissioner noted that “development” could be interpreted as broadly as earth-moving activities, while others leaned toward a more specific definition such as “vertical construction.” City Attorney Doug Hughes proposed that reducing the minimum lot size requirement within the CCD overlay district—from 5 acres to 2.5 acres—might also help clarify or address some of the issues raised. The Commission generally agreed that instead of overhauling the existing cluster development language, it may be more effective to simply define the term “development” more clearly within the ordinance. One commissioner further suggested renaming Section 48-771, currently titled Applicability of CCD, to better reflect the purpose and scope of the section.

Discussion – Commercial Fencing

City Planner Ted Woodcock identified a need to revise the existing fencing ordinance to establish distinct standards for commercial and residential properties. The Planning Commission supported this approach and recommended creating separate ordinance sections for commercial and residential fencing regulations. Commissioners also suggested including language clarifying that state and federal regulations would supersede local ordinance provisions for commercial properties, where applicable. One commissioner proposed allowing taller fencing—specifically in front yard areas—for commercial and industrial properties, provided the fencing remains outside of

required setbacks and public rights-of-way. The Commission reached consensus on permitting a maximum fence height of 8 feet for commercial uses

General Public Comment

None

Meeting adjourned at 6:07 p.m.

A handwritten signature in black ink, appearing to read 'Lexi Stibitz', written over a horizontal line.

Lexi Stibitz, Deputy Clerk