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**APPROVED
OTTAWA COUNTY
PLANNING COMMISSION**

**Wednesday, January 7, 2004 7:00 PM
Fillmore Administration Building
12220 Fillmore Street, West Olive**

DATE: January 7, 2004

PLACE: Ottawa County Fillmore Complex, Board Room

PRESENT: Betty Gajewski, Robert Rinck, Bill Miller, John DeGrazia, Jim Miedema, Cornelius Vander Kam

ABSENT: None

STAFF: Mark Knudsen, Soonja Hixon

GUESTS: John Robbins, Holland Sentinel; Ian Storey, Grand Rapids Press; Asher Pimpleton, Grand Haven Tribune

Call to Order:

Chair Gajewski called the meeting to order at 7:00 p.m. A quorum was present to conduct business. Invocation was given by Cornelius Vander Kam.

Approval of the Agenda:

04-01 Motion: To approve the January 7, 2004 Agenda with the following changes: Under New Business, Add Item G, Discussion of Grand Haven Township Master Plan Review, and Item H, Discussion of Training Seminar entitled "Public Meetings Exposed."
Moved by: DeGrazia Supported by: Rinck
UNANIMOUS

Approval of the Minutes:

04-02 Motion: To approve the minutes of the November 5, 2003 meeting..
Moved by: Vander Kam Supported by: DeGrazia
UNANIMOUS

Election of Officers:

04-03 Motion: To nominate Betty Gajewski as Chair.
Moved by: Miller Supported by: Vander Kam
UNANIMOUS

04-04 Motion: To nominate Bill Miller as Vice Chair.
Moved by: Vander Kam Supported by: DeGrazia
UNANIMOUS

04-05 Motion: To nominate Soonja Hixon as Secretary.
Moved by: Rinck Supported by: Vander Kam
UNANIMOUS

Announcements:

A. Introductions

Chair Gajewski asked the members of the audience to introduce themselves.

B. Reports of Meetings Attended

John DeGrazia attended the Ottawa County Trails Committee meeting.

Bill Miller reported that he attended the Wright Township and Chester Township Planning Commission Meetings.

Betty Gajewski attended the Parks and Recreation Commission meeting and reported that the trails at Hemlock Park are now open for skiing. She also attended a meeting presented by the West Michigan Strategic Alliance entitled "Green Infrastructure Strategy".

Cornelius Vander Kam reported that he attended several "Homeland Security" board meetings.

Robert Rinck attended his local unit of government Planning Commission meeting. He also attended the Grand Valley Metro Council Technical Committee meeting.

Jim Miedema had nothing to report.

Mark Knudsen reported that he has received an all expense paid trip to Portland, Oregon from the Environmental Protection Agency to discuss the Scratch 'N' Sniff brochure.

Petitions & Communications:

A. FYI Folder

- B. Letter to Byron Armstrong, Bureau of Transportation Planning, supporting Georgetown Township's application to install a ten foot wide non-motorized pathway along 44th Street/Port Sheldon Street Corridor
- C. Correspondence to and from Polkton Township regarding their Application for Farmland Agreement (PA 116) for Parcel No. 70-05-21-300-008
- D. Correspondence to Grand Haven Charter Township supporting the township's rezoning of Parcel No. 70-07-12-400-004 from Rural Residential (RR) to Residential (R-2)
- E. Correspondence to Chester Township approving Mr. Timothy Klein's PA 116 Termination Request
- F. Letter to Jamestown Township acknowledging receipt of the proposed zoning map amendments for selected parcels in Section 9 of Jamestown Township
- G. Correspondence from Tallmadge Charter Township regarding the township's Zoning Map Amendment Ordinance
- H. Correspondence to and from Chester Township regarding a Zoning Ordinance Amendment
- I. Correspondence to Park Township regarding participation in the township's Comprehensive Plan

- J. Correspondence to Port Sheldon Township regarding rezoning of the west 200 feet of Parcels #70-11-28-200-006 and #70-11-28-200-040 from Agricultural to R-1
- K. Correspondence to Georgetown Township declaring their Master Plan to be consistent with the Ottawa County Development Plan and with the master plans of contiguous local units of government

04-06 Motion: To receive for information Items A - K

Moved by: Vander Kam Supported by: Rinck

UNANIMOUS

Public Comments:

None

Presentations:

News Report - Scratch n' Sniff Brochure

Due to audio difficulties, Mark Knudsen said he would review the Fox News segment at the next Planning Commission meeting.

New Business:

- A. Request for Resolution of Support from the Ottawa County Trails Committee regarding the Widening of Paved Shoulders Along Lakeshore Drive from Hayes Street to Fillmore Street

04-07 Motion: To approve the resolution supporting the widening of paved shoulders along Lakeshore Drive from Hayes Street to Fillmore Street.

Moved by: Rinck Supported by: DeGrazia

UNANIMOUS

- B. Crockery Township's Rezoning of Parcel No. 70-04-19-100-001 from Industrial to Agricultural 2

04-08 Motion: To support Crockery Township's Rezoning of Parcel No.70-04-19-100-001 from Industrial to Agricultural 2

Moved by: DeGrazia Supported by: Rinck

UNANIMOUS

- C. The West Michigan Green Infrastructure Strategy

Mark Knudsen provided a copy of the West Michigan Green Infrastructure Strategy report from the West Michigan Strategic Alliance for informational purposes.

- D. Internet Uses for Planning Department/Planning Commission

Mark Knudsen discussed the use of the Internet for responding to local units of government Master Plan reviews. Due to the narrow time frame permitted for review of Master Plans, Mark would like to utilize the Internet and e-mail for reviewing and voting on submitted plans. If the use of the Internet is not feasible, additional meetings will have to be held to meet the State guidelines. The Planning Commission members recommended that Greg Rappleye address the legal aspect of using the Internet for Master Plan reviews.

- E. Analysis of the Governor's "Michigan Land, Michigan's Future Report"

Mark Knudsen addressed several concerns with the Governor's report. He was hoping to have an analysis prepared for the Planning Commission members to review, but was unable to complete the analysis due to other deadline commitments. Mark said the completed analysis should be available for the next Planning Commission meeting.

F. Collaboration Forum for Local Unit's of Governments

Mark Knudsen reported that he would like to invite local units of governments' supervisors/managers and planning commission chairs to attend a meeting in February, 2004, to discuss the following countywide planning issues:

- County Development Plan
- Wireless broadband and video conferencing technology
- Countywide standardized Master Plan and Zoning Ordinance terminology/color coded maps

G. Grand Haven Township Master Plan Review

Mark Knudsen provided a map of Grand Haven Township's Southwest Quadrant Sub-Area Plan for the Planning Commission. Grand Haven Township is considering "down zoning" (reducing the zoning requirements) for a number of properties in the area. He asked for Planning Commission comments on the proposed rezoning so that he could present his recommendation to Grand Haven Township.

H. Discussion of Training Seminar - Excellence in Training Program

Mark Knudsen asked for input from the Planning Commission members regarding a training seminar entitled, "Public Meetings Exposed". Mark would like to include a mock planning commission demonstration as a part of the Excellence in Training Program. After a brief discussion, the Planning Commission members agreed that the seminar would be a valuable learning tool.

Old Business:

A. Citizen Planner Program (Update)

Mark Knudsen reported that fifty-six out of sixty-three participants received a certificate from the Citizen Planner Program.

B. M-104 Study (Update)

Mark Knudsen reported that the consultants will have a completed draft by January 16, 2004.

C. Non-Motorized Pathways (Update)

Mark Knudsen reported that the Ottawa County Trails Committee forwarded a Resolution for wider pathways on to the Ottawa County Road Commission. He said that the committee is looking into a countywide millage for trails. Betty Gajewski said she would like to receive notices of upcoming meetings.

D. North/South Corridor Study (Update)

Mark Knudsen reported that the Planning Department is continuing to work with the consultant. A meeting will be held with the Grand Valley Metro Council on January 13, 2004, to resolve a few issues concerning the study.

E. Ottawa County Development Plan (Update)

Mark Knudsen reported his staff have been involved with the Remonumentation Program and will resume work on the Ottawa County Development Plan shortly.

F. Right-of-Way Task Force (Update)

Mark Knudsen reported that a meeting was held with the Ottawa County Road Commission to discuss two issues. The first issue is the Road Commission's requirement for the designation of land as a "public park" in all reduced right-of-way developments. The other issue is the requirement for concrete curbs. Mark said many developers do not want to use narrower street standards in their development because installing concrete curbs is too costly. Most developers feel it would be more cost effective to pave a 32 foot wide road instead. Mark will continue to have discussions with the Road Commission to resolve these issues.

G. Road Salt Issue (Update)

Mark Knudsen reported that a meeting was held last month with the Ottawa County Farm Bureau, Chuck Pistis, several blueberry farmers, and the Planning and Grants staff. He said several blueberry farmers are ready to file lawsuits if the road salt issue is not resolved. A meeting with the Road Commission will be held on January 14, 2004, at 2:00 p.m., to discuss alternatives to salt, when they are being used, and where the alternatives are being applied. Mark said that Chuck Pistis' staff is sending out a survey to all blueberry farmers in the area to determine how extensive the damage is to their blueberry crop. A land owner in Allendale Township who owns thirty acres of spruce trees, 8-12 feet high, is willing to donate the trees to provide a protective hedge for blueberry farms.

Other Business:

A. Ottawa County Planning Commission 2004 Meeting Schedule

A copy of the 2004 meeting schedule was provided to the Planning Commission members.

Adjournment:

The meeting was adjourned at 8:44 p.m.

Agenda

1. Call to Order (7:00 p.m.)
2. Invocation
3. Approval of Agenda for the January 7, 2004 Meeting
4. Approval of the Minutes from the November 5, 2003 Meeting
5. Election of Officers

Motion: To nominate _____ as Chair, _____ as Vice Chair, and _____ as Secretary.

6. Announcements (7:05 - 7:15 p.m.)
 - A. Introductions
 - B. Reports of Meetings Attended

7. Petitions & Communications (7:15 - 7:30 p.m.)
 - A. FYI Folder
 - B. Letter to Byron Armstrong, Bureau of Transportation Planning, supporting Georgetown Township's application to install a ten foot wide non-motorized pathway along 44th Street/Port Sheldon Street Corridor
 - C. Correspondence to and from Polkton Township regarding the Application for Farmland Agreement (PA 116) for Parcel No. 70-05-21-300-008
 - D. Correspondence to Grand Haven Charter Township supporting the townships rezoning of Parcel No. 70-07-12-400-004 from Rural Residential (RR) to Residential (R-2)
 - E. Correspondence to Chester Township approving Mr. Timothy Klein's PA 116 Termination Request
 - F. Letter to Jamestown Township acknowledging receipt of the proposed zoning map amendments for selected parcels in Section 9 of Jamestown Township
 - G. Correspondence from Tallmadge Charter Township regarding the township's Zoning Map Amendment Ordinance
 - H. Correspondence to and from Chester Township regarding a Zoning Ordinance Amendment
 - I. Correspondence to Park Township regarding participation in the township's Comprehensive Plan
 - J. Correspondence to Port Sheldon Township regarding rezoning of the west 200 feet Parcels #70-11-28-200-006 and #70-11-28-200-040 from Agricultural to R-1
 - K. Correspondence to Georgetown Township declaring the Master Plan to be consistent with the Ottawa County Development Plan and with the master plans of contiguous local units of government

Motion: To receive for information Items A - K

8. Public Comments (3 Minutes Per Person) (7:30 - 7:40p.m.)

9. Presentations (7:40 - 7:45 p.m.)

News Report - Scratch n' Sniff Brochure

10. New Business (7:45 - 8:20 p.m.)

- A. Request for Resolution of Support from the Ottawa County Trails Committee regarding the Widening of Paved Shoulders Along Lakeshore Drive from Hayes Street to Fillmore Street

Motion: To approve/not approve the resolution supporting the widening of paved shoulders along Lakeshore Drive from Hayes Street to Fillmore Street

- B. Crockery Township's Rezoning of Parcel No. 70-04-19-100-001 from Industrial to Agricultural 2

Motion: To support/not support Crockery Township's Rezoning of Parcel No.70-04-19-100-001 from Industrial to Agricultural 2

- C. The West Michigan Green Infrastructure Strategy
- D. Internet Uses for Planning Department/Planning Commission
- E. Analysis of the Governor's "Michigan Land, Michigan's Future Report"

Motion: To forward/not forward the analysis of the Governor's "Michigan Land, Michigan's Future Report" to the full Board of Commissioners and request that a copy of the analysis be sent to Ottawa County legislators

- F. Collaboration Forum for Local Unit of Governments

11. Old Business (8:20 - 8:35 p.m.)

- A. Citizen Planner (Update)
- B. M-104 Study (Update)
- C. Non-Motorized Pathways (Update)
- D. North/South Corridor Study (Update)
- E. Ottawa County Development Plan (Update)
- F. Right-Of-Way Task Force (Update)
- G. Road Salt Issue (Update)

12. Other Business (8:35 - 8:40 p.m.)

- A. Ottawa County Planning Commission 2004 Meeting Schedule

13. Adjournment (8:40 p.m.)