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**APPROVED
OTTAWA COUNTY
PLANNING COMMISSION**

**Thursday, February 12, 2004 10:00 AM
Fillmore Administration Building
12220 Fillmore Street, West Olive**

DATE: February 12, 2004

PLACE: Ottawa County Fillmore Complex, Board Room

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

ABSENT: Cornelius VanderKam

STAFF Mark Knudsen, Sara Schrader, Paul Sachs, Aaron Bodbyl-Mast, Aaron Boos

GUESTS: Jan Steggerda, Park Township; Jim Beelen, Allendale Township; Frank Beltman, Park Township; Stu Visser, Park Township; Joanne Marcetti, Grand Haven Township; Patrick Waterman, Grand Haven Township; Greg Ransford, Robinson Township; Craig Bessinger, City of Ferrysburg; Mark VanderPloeg, City of Holland; Art Miller, Spring Lake Township; Andy Bowman, Grand Valley Metro Council; Jay Hoekstra, Grand Valley Metro Council; Brad Slagh, Zeeland Township; Art Grimes, City of Zeeland; Chuck Bevelheimer, City of Grand Haven; Chris Kuncaitis, Robinson Township; Pauline Luben, City of Hudsonville; Dan Strikwerda, City of Hudsonville; Mark Kowitz; Jon Mersman, Holland Township; Dianne Berenbrook, Chester Township, Chuck Pistis, MSU Extension; Ken Souter, Port Sheldon Township; Marion Hoeve, Holland Township; Ryan Cotton, Village of Spring Lake; Richard Edmonds, Olive & Tallmadge Township; Gord Schrottenboer, Ottawa County Commissioner; Bill Berns, Crockery Township; JoAnn Becker, Wright Township; Jo Kelly, Chester Township; John Vanlwaarden, Park Township Planning Commission; Mannette Minier, Georgetown Township; Howard Baumunn, Port Sheldon Township; Ian Storey, Grand Rapids Press; Asher Pimpleton, Grand Haven Tribune; John Charles Robbins, Holland Sentinel; Sue Higgins, MACC; Jim Borushko, Muskegon County Administrator; Al Vanderberg, Ottawa County Administrator

Call to Order:

Chair Gajewski called the meeting to order at 10:00 a.m. A quorum was present to do business. Invocation was given by Robert Rinck.

Approval of the Agenda:

Motion: To approve the February 12, 2004 Agenda.
Moved by: Miedema Supported by: Rinck
UNANIMOUS

Approval of the Minutes:

Motion: To approve the minutes of the January 7, 2004 meeting
Moved by: Rinck Supported by: DeGrazia
UNANIMOUS

Presentations:

A. Joint Meeting with Local Officials and Planning Commission Chairs

1. County Development Plan (Proposed Concepts)

A. Countywide Wireless Broadband and Videoconferencing Technology

Ottawa County is researching alternate ways for local units of government to meet with each other. One way to accomplish this goal is to utilize the Internet and video conferencing. Under this method, local Planning Commissions would meet on the same night and come in early for virtual joint meetings when needed. In order to transfer the information over the Internet a camera and Internet connection in local units meeting room would be utilized. According to Mark Knudsen, Ottawa County Planning & Grants, wireless broadband may be able to provide the means to provide Internet connections.

Mark stated that the Ottawa County Planning & Grants staff put together a Request for Information to send out to potential wireless providers. It will ascertain whether a partnership can be created between providers and local units to provide the local units with "712" broadband capacity for free. Some companies have already indicated it may be a possibility.

Mark distributed the Request for Information to the local units of government and asked them to review it and return comments back to the Planning & Grants Department. The cost of the equipment is between \$6,000 - \$12,000. The County is currently looking for grant dollars that may help with purchasing the equipment.

Jon Mersman, Holland Township, raised a concern that if every commission has the same meeting night, there could be problems with engineers, planners, or attorneys who would need to be at more than one meeting at the same time. Joanne Marcetti, Grand Haven Township suggested that quarterly joint meetings could be scheduled on a different night than their regular meeting to resolve that issue.

B. Standardized Master Plans and Zoning Ordinance Terminology / Color Coded Maps

Mark introduced the idea of creating standardized Master Plans and Zoning Ordinance Terminology and Color Coded Maps for the entire County. The Planning & Grants staff created a zoning map and master plan map that utilizes a common color scheme and terminology. These categories are based on density ranges, but the maps indicate that the user should consult the local ordinance for specific density requirements. A matrix was created showing the County's proposed color scheme and terminology versus the current schemes and terminology that is being utilized by the local units of government. (Due to their complexity, the cities will be completed at a later date.) Examples of the new terminology and color coded maps were located on the walls for attendees to review. The County has chosen blue for residential, green for agriculture, gray for industrial and red for commercial. The higher the density is in an area, the darker the color. The maps also account for multiple districts in the same category with different densities and PUDs by using dots and slash marks. Each community will receive a copy of the large tables for both zoning and master plans, maps of the zoning and master plans and a conversion table that shows how everything was converted to units per acre. The County is willing to meet with local units of government individually if they would like to discuss this concept further.

According to Mark, another reason to create a standardized mapping system is to help with different projects that will be included in the County Development Plan. Using the 48th/68th Corridor Study as an example, he noted that it was difficult for the consultant to look at the master plan maps and analyze them, since there was no big picture county wide. Also, it provides users with the "big picture."

Mannette Minier, Georgetown Township, stated that the Georgetown Planning Commission is

currently working on revising its Master Plan. Because of the possibility of the standardized maps, the Township has tabled its Master Plan for the time being.

Joanne asked Mark if a time table has been established for the completion of the maps. Mark stated that no time table has been set yet, but the County is hoping to have the County Development Plan complete by June. He stated that this conversion does not have to happen over night, but could be implemented as each local unit of government is updating their master plan or zoning ordinance. Joanne, thinks that Grand Haven Township would support the standardized mapping system. She would like to see the project go forward.

Jim Beelen, Allendale Township noted that he likes the idea of colors that have contrast. Jim thanked the department for taking on this initiative and asked whether there would need to be 100% participation in order to move forward. According to Mark, this project could move forward with only the units that wish to participate.

Pauline Luben, City of Hudsonville, stated that this was a good project for the Planning & Grants Department to take a lead on for Ottawa County. She also inquired as to when the department will complete the city's information. According to Mark, the Planning & Grants Department would start that next week.

Patrick Waterman, Grand Haven Township, asked whether the standardized mapping will require the local units of government to amend their zoning ordinances. According to Mark, the experts disagree on the answer. Mark suggested that a formal opinion be obtained from Scholten & Fant on whether the local units of government will need to republish the changes.

Howard Baumunn, Port Sheldon Township, stated that his township recently updated their Master Plan, although he supports the color change, he indicated it was difficult to change district names because of people's perceptions of zoning district names.

Art Grimes, City of Zeeland, stated that this is great for planning purposes on a countywide basis.

Mr. Andy Bowman, Grand Valley Metro Council, stated that they have projects in eastern Ottawa County and hoped the standardized mapping would not conflict with other initiatives.

Mark wrapped up the above discussion by asking the following three questions:

1. Does anyone object to the project based, multi-jurisdiction County Development Plan? There were no objections.
2. Does anyone object to looking at common zoning and master plan maps and terminology? There were no objections.
3. Does anyone object to Ottawa County sending out the Request for Information for wireless broadband? There were no objections.

Mark concluded by stating that a formal letter will be sent to the Supervisors and City Managers asking them sign off on the above three items. He also stated that the Planning & Grants Department will be sending out the maps and matrixes to the local units of government who can review the information and send back comments and requests for individual meetings to the Planning & Grants Department.

Announcements:

A. Introductions

Chair Gajewski had the members of the audience introduce themselves.

Al Vanderberg, the new Ottawa County Administrator introduced himself and stated that he was excited about the initiatives that the Planning Department is under taking.

B. Reports of Meetings Attended

Betty Gajewski reported that she attended the Parks and Recreation Commission meeting. A survey was completed by individuals who hunt on County property. According to the survey, everyone enjoyed the experience and supports the program. Betty spoke about a discussion that was held about the impacts of snowmobiles on the asphalt on the Musketawa Trail. The Parks Department is looking at a new type of asphalt that will hold up better than the current asphalt. Ms. Gajewski also reported that the Rosy Mound project is progressing and they are looking at a dedication this Spring. Finally, Ms. Gajewski reported that a Master Plan was released last week for parcels of property at Ottawa Beach in Park Township that is owned by Ottawa County.

Mark reported that he attended an EPA conference in Portland, Oregon where he gave a presentation on Rural Smart Growth Demonstration Project and the Scratch N' Sniff brochure. Mark also reported that Ottawa County has entered into a two year contract where it will receive 10% of the sales on the brochure. Mark thanked his staff for their hard work and effort in preparing for the information and maps for today's meeting.

Robert Rinck reported that he attended a Road Salt Meeting, the on-staff planning meeting, and Planning Commission Meetings for Wright Township, Chester Township, and the City of Coopersville.

Jim Miedema reported that he attended the Michigan Township Association Conference and visited Wayne Kuiper's office.

Petitions and Communications:

- A. FYI Folder - This month's FYI Folder will be distributed at the March 3, 2004 meeting because Soonja is out for a couple of weeks.
- B. Letter of Correspondence to the Ottawa County Road Commission supporting Allendale Township's proposed "Towne Center" development project.
- C. Letter of Correspondence to Crockery Township supporting the township's rezoning of Parcel No. 70-04-19-1000-001 from Industrial to Agricultural 2.
- D. Letter of correspondence to Wright Township acknowledging receipt of Wright Township's amendment to Ordinance No. 5, Section 504.1.
- E. Letter of correspondence to distribution partners regarding the Scratch N' Sniff brochure.
- F. Letter of correspondence to various governmental entities/individuals regarding the company used to create the Scratch N' Sniff brochures.
- G. Letter of invitation to on-staff planners regarding a meeting on January 30, 2004, to discuss countywide planning issues.
- H. Letter of invitation to the local units of government Supervisors/Managers regarding a meeting on February 12, 2004 to discuss county wide planning issues.

Motion: To receive for information Items B-H
Moved by: Miller Supported by: Rinck
UNANIMOUS

Public Comment:

Joanne Marcetti, informed the Planning Commissioners that Grand Haven Township is currently in the process of amending its Master Plan for the southwest quadrant of the township. Currently, most of southwest quadrant is agriculture which includes blueberries and nursery stocks. Under the Grand Haven Township Balanced Growth Plan, the developer is required to bring water, sewer and roads to the development.

According to Joanne, there is a developer who will be bringing more development to the southwest quadrant in the near future by building an upscale development on eighty acres in this quadrant. Under the 1997 Land Division Act, the developer does not have to come to the township for land splits. Therefore changing zoning in areas of the southwest quadrant which have no paved roads or infrastructure is a priority. Grand Haven Township has identified thirty parcels (three that are Agricultural) that they would like to rezone to Rural Residential PUD. Under this designation, the property would only be eligible for splits if they developer paves roads at that time of development.

Joanne reviewed the findings of a study that was completed by the Huron River Watershed Council on gravel roads and the impact they have on the transportation system and watersheds. According to the study, if there is more then one house for every ten acres, the road deteriorates rapidly and drops in classification.

Joanne informed the Planning Commission that in order to maintain some control over development and to accommodate balanced development in the southwest quadrant, Grand Haven Township would like to downsize the selected lots. This amendment is not intended to stop growth, but to bring in well thought-out development.

Joanne stated that the County currently owns a few hundred acres in the southwest quadrant. Grand Haven Township would like the right of first refusal to purchase it if the County decides to sell the property. According to Joanne, this is a well thought out plan but may be controversial. The township sent out thirty copies of the plan to every resident that will be affected and the township will be scheduling a public hearing on this issue.

Bill Miller asked Joanne what the current zoning is on the parcels. According to Joanne, most of the properties are Rural Residential and will be down-zoned to Rural Preserve PUD, which allows for one house per ten acres.

Jim thanked the Planning Commission for the letter of support for the Town Center. He informed the Planning Commission that Allendale Township met with the Ottawa County Road Commission. At that meeting the Road Commission requested more information, but may be willing to work with the township on narrower road sections.

Mark informed the Planning Commission that the Excellence Through Training Brochures went out on Wednesday, February 11, 2004.

Jay Hoekstra, Grand Valley Metro Council, announced that their annual Growing Communities Conference at the Meijer Gardens will be held on June 10, 2004.

Adjournment:

Motion: To adjourn the meeting.

Moved by: Rinck

Supported by: Miedema

UNANIMOUS

Agenda

1. Call to Order (10:00 a.m.)

2. Invocation
3. Approval of the Agenda for the February 12, 2004 Meeting
4. Approval of the Minutes from the January 7, 2004 Meeting
5. Presentations (10:10 - 10:40 a.m.)
 - A. Joint Meeting with Local Officials and Planning Commission Chairs
 1. County Development Plan (proposed concepts)
 2. Countywide Wireless Broadband and Videoconferencing Technology
 3. Standardized Master Plans and Zoning Ordinance Terminology/Color Coded Maps
 4. Other Discussion Items
6. Announcements (10:40 a.m. 10:50 a.m.)
 - A. Introductions
 - B. Reports of Meetings Attended
7. Petitions & Communications (10:50 - 11:00 a.m.)
 - A. FYI Folder
 - B. Letter of Correspondence to the Ottawa County Road Commission supporting Allendale Township's proposed "Towne Center" development project
 - C. Letter of Correspondence to Crockery Township supporting the townships rezoning of Parcel No. 70-04-19-1000-001 from Industrial to Agricultural 2
 - D. Letter of correspondence to Wright Township acknowledging receipt of Wright Township's amendment to Ordinance No. 5, Section 504.1
 - E. Letter of correspondence to distribution partners regarding the Scratch N' Sniff brochure
 - F. Letter of correspondence to various governmental entities/individuals regarding the company used to create the Scratch N' Sniff brochures
 - G. Letter of invitation to on-staff planners regarding a meeting on January 30, 2004, to discuss countywide planning issues
 - H. Letter of invitation to the local units of government Supervisors/Managers regarding a meeting on February 12, 2004 to discuss countwide planning issues

Motion: To receive for information Items A - H

8. Public Comments (3 Minutes Per Person) (11:00 - 11:10 p.m.)
9. Adjournment (11:10 p.m.)

