

**APPROVED  
OTTAWA COUNTY  
PLANNING COMMISSION**

**Tuesday, December 13, 2005 6:30 PM  
Fillmore Administration Building - Board Room  
12220 Fillmore Street, West Olive**

DATE: December 13, 2005

PLACE: Ottawa County Fillmore Complex, Board Room

PRESENT: Bill Miller, John DeGrazia, Betty Gajewski, Robert Rinck, Gary Scholten, Cornelius Vander Kam

ABSENT: Jim Miedema

STAFF: Mark Knudsen, Soonja Hixon

GUESTS: Lukas Hill, Spring Lake Township; Bill Smith, Emergency Management Unit

**Call to Order:**

Chair Gajewski called the meeting to order at 6:30 p.m. A quorum was present to do business. Invocation was given by Cornelius Vander Kam.

**Approval of the Agenda:**

**05-31 Motion:** To approve the December 13, 2005 Agenda with the following amendments:

- Under Presentations remove Item B – Shannon McMaster (Intern) – Build Out Analysis Presentation
- Under Discussion Items remove Item A – Capital Fundraising Campaign Non-Motorized Pathways Study and Item B – Environmental Data Book – Table of Contents
- Under Discussion Items change Item C and D to Item A and B
- Under Discussion Items add Item C – Letter from Grand Valley State University regarding updating the land use and cover inventory published by the Annis Water Resources Institute
- Under Other Items add Item A – Ottawa County Planning Commission's Resolution to John DeGrazia

Moved by: Vander Kam

Supported by: Scholten

**UNANIMOUS**

**Approval of the Minutes:**

**05-32 Motion:** To approve the minutes of the November 15, 2005 meeting.

Moved by: Vander Kam

Supported by: DeGrazia

**UNANIMOUS**

**Announcements:**

**A. Introductions**

Betty Gajewski introduced members of the audience.

## B. Reports of Meetings Attended

Cornelius Vander Kam attended the National Association of Counties (NACo) Board meeting in San Diego, California. He reported that NACo will be moving their headquarters next year from First Street to Massachusetts Avenue in Washington, D.C.

Bill Miller had nothing to report.

Betty Gajewski attended the Parks and Recreation Commission meeting. She reported the Parks and Recreation Department will not be increasing park fees for 2006. Betty said a presentation was provided by Park staff members regarding the Community Haven property. The Parks and Recreation Department is exploring the idea of turning the property into a "Farm Park" or "Petting Zoo". The Parks Department discussed several topics including the following: the types of groups that would be interested in using this type of facility; programs that could be offered to the public; and the type of equipment that will be needed to operate the park.

Gary Scholten had nothing to report.

John DeGrazia had nothing to report.

Robert Rinck attended the Timberland RC & D meeting.

## Presentations:

- Bill Smith, Emergency Management Unit, provided an overview of the Emergency Management Unit and their function. He discussed the various emergency programs that are funded by grants and programs that are not funded by grants. In addition, Bill discussed how land use planning can be utilized to enhance emergency management planning.

## Petitions & Communications

- A. FYI Folder
- B. 2006 Ottawa County Planning Commission Meeting Schedule
- C. Letter of correspondence dated November 16, 2005 to Zeeland Charter Township regarding the Ottawa County Planning Commission's support of the proposed Zeeland Charter Township Master Plan
- D. Letter of correspondence dated November 30, 2005 to Spring Lake Village regarding their new Master Plan

**05-33 Motion:** To receive for information Items A – D

Moved by: Rinck

Supported by: Vander Kam

**UNANIMOUS**

## Public Comments

Lukas Hill introduced himself as the new Spring Lake Township Community Development Director. He reported that the township completed their Request for Proposal (RFP) for Spring Lake Township's Master Plan. Lukas also reported there will be amendments made to the Wetland and Tree Ordinance. Spring Lake Township has data layers for water and sewage that the township engineer would like to incorporate in Ottawa County's GIS maps. Mark Knudsen will schedule a meeting with the GIS Department to discuss this matter. Finally, Lukas said the township Board adopted Ottawa County's standardized mapping colors.

## Action Items

- A. Georgetown Township's Rezoning Request of Parcel Numbers 70-14-18-300-021 and 70-14-18-300-022

**05-34 Motion:** To not support the rezoning request from Georgetown Township of Parcel Numbers 70-14-18-300-021 and 70-14-18-300-022

Moved by: Vander Kam

Supported by: Scholten

**UNANIMOUS**

- B. Hiring of Nederveld and Associates to rewrite the City of Hudsonville's Master Plan and Zoning Ordinance as part of the Urban Smart Growth Program

**05-35 Motion:** To support the hiring of Nederveld and Associates to rewrite the City of Hudsonville's Master Plan and Zoning Ordinance

Moved by: Scholten

Supported by: DeGrazia

**UNANIMOUS**

### **Discussion Items**

- A. Excellence Through Training Program – How to Read a Site Plan Users Evaluation

An evaluation was distributed to participants who attended the November 30, 2005 training program. Overall, the feedback regarding the program was positive, but several participants provided comments that the seminar could have been more detailed regarding reading and measuring site plans. Betty Gajewski recommended more detail on topography at the next training seminar. Betty asked Mark if additional training seminars will be offered in the future. Mark said he is currently working with Chuck Pistis to conduct a "Citizen Planner" Seminar, and hopes to have additional training available to planners and zoning board officials in late Spring through the Excellence Through Training Seminars.

- B. Bull's Eye Planning Award

Mark Knudsen said Chris Clement has been busy remonumenting corners for the Remonumentation Program. The corners must be received by the State no later than December 31, 2005. Due to the deadline commitment, he has been unable to work on the Bull's Eye Planning Award certificates and plaques, but will have everything ready for next months meeting.

- C. Letter from Grand Valley State University Regarding a report entitled, "An Analysis of Land Use and Land Cover Change 1978-1992, Ottawa County, Michigan"

In 1992, the Grand Valley State University completed a study entitled "An Analysis of Land Use and Land Coverage Change 1978-1992". This study contained information on land use and growth projections for Ottawa County. Betty Gajewski reported that the study is outdated and requested a cost proposal from Grand Valley State University to update the report. Betty believes an update of the report would be very beneficial and asked Mark if Ottawa County would be willing to pay for the cost to update the study. Mark Knudsen reported that cost may be a factor and asked Betty if the Parks and Recreation Department would be willing to contribute to the study. He also indicated the local units of government may be willing to participate in the project and will draft a letter to see if they may be interested in sharing the cost.

### **Other Items**

- A. Ottawa County Planning Commission's Resolution to John DeGrazia

Betty Gajewski presented a Resolution to John DeGrazia for his service to the Ottawa County Planning Commission over the past six years.

The meeting adjourned at 8:36 p.m.

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### **Agenda**

1. Call to Order (6:30 p.m.)

2. Invocation
3. Approval of the Agenda for the December 13, 2005 Meeting
4. Approval of the Minutes from the November 15, 2005 Meeting
5. Announcements (6:30 p.m. – 6:40 p.m.)
  - A. Introductions
  - B. Reports of Meetings Attended
6. Presentations (6:40 p.m. – 7:20 p.m.)
  - A. Bill Smith - Emergency Services (6:40-7:10)
  - B. Shannon McMaster (Intern) – Build Out Analysis Presentation (7:10-7:25)
7. Petitions & Communications (7:25 p.m. – 7:35 p.m.)
  - A. FYI Folder
  - B. 2006 Ottawa County Planning Commission Meeting Schedule
  - C. Letter of correspondence dated November 16, 2005 to Zeeland Charter Township regarding the Ottawa County Planning Commission's support of the proposed Zeeland Charter Township Master Plan
  - D. Letter of correspondence dated November 30, 2005 to Spring Lake Village regarding their new Master Plan

**Motion:** To receive for information Items A – C

8. Public Comments (3 Minutes Per Person) (7:35 p.m. – 7:45 p.m.)
9. Action Items (7:45 p.m. – 8:05 p.m.)
  - A. Georgetown Township's Rezoning Request of Parcel Numbers 70-14-18-300-021 and 70-14-18-300-022

**Motion:** To support/not support the rezoning request from Georgetown Township of Parcel Numbers 70-14-18-300-021 - Low Density Residential (LDR) and 70-14-18-300-022 – Rural Residential (RR), to be rezoned to Low Medium Density Residential (LMR)

B. Hiring of Nederveld and Associates to rewrite the City of Hudsonville's Master Plan and Zoning Ordinance as part of the Urban Smart Growth Program

**Motion:** To support/not support the hiring of Nederveld and Associates to rewrite the City of Hudsonville's Master Plan and Zoning Ordinance

10. Discussion Items (8:05 p.m. – 8:25 p.m.)
  - A. Capital Fundraising Campaign – Non-Motorized Pathways Study
  - B. Environmental Data Book - Table of Contents
  - C. Excellence Through Training Program - How to Read a Site Plan Users Evaluation
  - D. Bull's Eye Planning Award

11. Other Items (8:25 p.m. – 8:25 p.m.)

12. Adjournment (8:25 p.m.)