

OTTAWA COUNTY PLANNING COMMISSION

APPROVED MINUTES

DATE: August 27, 2007

PLACE: Ottawa County Fillmore Complex, Conference Room A

PRESENT: Betty Gajewski, Bill Miller, Jim Miedema, Jim Holtvluwer, Matt Hehl

ABSENT: Jeffrey Wincel

STAFF: Mark Knudsen, Tabitha Rowley

GUESTS: Phil Meyer, City of Holland; LeAnn Knudsen

Call to Order:

Chair Gajewski called the meeting to order at 7:00 p.m. A quorum was present to do business. Invocation was given by Bill Miller.

Approval of the Agenda:

07-12 Motion: To approve the August 27, 2007 Agenda.

Moved by: Holtvluwer Supported by: Hehl **UNANIMOUS**

Approval of the Minutes:

07-13 Motion: To approve the minutes of the June 25, 2007 meeting.

Moved by: Holtvluwer Supported by: Hehl **UNANIMOUS**

Introductions:

Phil Meyer was introduced as the presenter for the meeting.

Presentations:

A. City of Holland Proposed Master Plan – Phil Meyer, Director of Community and Neighborhood Services

Phil stated that the City of Holland's updated Master Plan, "Sharpening the Vision," has been in development over the past few years. This Plan is a follow-up to the City's 1995 Plan, "Broadening the Vision." In addition to providing an update of the City's Strategic Plan, this Plan also includes a Downtown Framework Plan, Implementation Strategies, and an update to the City's Master Plan.

Phil discussed the foundation of the Plan, themes for downtown, unifying elements, and gave an overview of each area of the City. He also showed future park areas that may connect different

areas of the City. In addition, Phil answered questions regarding the Plan's implementation strategies and parks.

Action Items:

07-14 Motion: To support the City of Holland Proposed Master Plan

Moved by: Miedema

Supported by: Holtvluwer

UNANIMOUS

Announcements:

A. Reports of Meetings Attended

Mark Knudsen reported that because Gary Scholten resigned from his position on the Planning Commission because he was no longer a school board member. Mark also discussed an email that he had received from Ken Rizzio, stating that Ottawa County has lost approximately 700 jobs from four major manufacturers that have left the County.

Matt Hehl attended the MAC conference, where he attended a session regarding landfills. He reported that there is a county on the other side of the state that is working on a landfill based on the compost theory. They intend to pump sewage into the landfill to keep it wet, then cap it after 3-5 years. The methane will be pumped out, and all of the organic materials should break down. The landfill will later be mined for plastics and other materials that do not decompose. The cell can then be re-used again.

Bill Miller reported that the state is not mandating a gypsy moth spraying program next year. Additionally, he reported that Grant Township is looking at possibly creating an ethanol plant.

Betty Gajewski reported that the Parks Commission is still working on a Master Plan for the Community Haven property. In addition, the Park 12 property still remains a challenge in regards to encroachments.

Petitions and Communications:

A. FYI Folder

B. Letter of communication from Port Sheldon Township, dated 6/19/2007, regarding an amendment to Ordinance # 32, to correct a zoning map error

C. Letter of correspondence to Port Sheldon Township, dated 6/25/2007, waiving the right to review the amendment to Ordinance #32

D. Letter of correspondence to Ronald Bultje, dated 6/25/2007, regarding the Planning Commission and Zoning Board of Appeals Basic Training Seminars

E. Letter of correspondence to Jay Peters, Chair of the City of Holland Planning Commission, dated 6/26/2007, acknowledging receipt of the notice to revise the City of Holland's Master Plan

F. Letter of correspondence to Gary Scholten, dated 6/29/2007, regarding his service on the Ottawa County Planning Commission

- G. Letter of correspondence from Michigan Department of Agriculture, dated July 2007, regarding landowners in Ottawa County who have completed contracts with the State of Michigan under the Farmland and Open Space Preservation Act of 1974**
- H. Letter of communication from Ottawa County Economic Development Office (OCEDO), dated 7/3/2007, regarding OCEDO's Activity/Performance Report for the first half of 2007**
- I. Letter of correspondence to "Scratch N' Sniff" brochure distribution partners, dated 7/11/2007, to gauge the current level of interest in the brochures**
- J. On-Staff Planner/Zoning Administrator Email Questions and Answers**
- K. Letter of correspondence from Michigan State University Extension, dated 7/23/2007, regarding information on cost effective tree removal and utilization strategies to address invasive species attacks**
- L. Letter of communication from West Michigan Regional Planning Commission, dated 7/24/2007, regarding Sietsema Farms Feeds application for assistance from U.S. Department of Agriculture – Renewable Energy and Energy System Improvement Program**
- M. Letter of communication to Township Supervisors in Ottawa County, dated 8/16/2007, regarding "Scratch N' Sniff" brochures**

07-15 Motion: To receive for information Items A - M

Moved by: Holtvluwer

Supported by: Miedema

UNANIMOUS

Public Comments:

None

Discussion Items

A. Planning Commission By-Laws

Mark reported that the current Planning Commission By-Laws need to be updated to reference the state mandate that one Planning Commission member must be a school board member or an administrative employee of a school. A few other minor, technical changes were proposed. Mark asked if each Planning Commission member would review the proposed changes and let Tabitha know if they thought of any additional changes that were needed. He will bring all proposed changes back to the Planning Commission next month for a vote.

B. Water Quality Study

Mark reported that the U.S. Geological Survey (USGS) has returned a proposal for a countywide water quality study with itemized costs for the project. The total cost would be approximately \$1.4 million. This would include a 5-6 year study. However, in the proposal, USGS stated that they would be unable to provide a portion of the data that Ottawa County had requested.

Mark said that he will ask a representative from USGS to attend next month's meeting to help explain why they would not be able to provide portions of the requested data.

C. Purchase of Development Rights (PDR) Program

Mark reported that about two years ago, the Ottawa County Administrator's Office began requesting input from stakeholders regarding a PDR program. The County Board of Commissioners has approved the concept of a PDR program, but a plan to administer the program must be developed. The Planning Commission has been selected to oversee this project to potentially take over the scoring and application process.

Mark stated that he has been working with a small group of people to develop a scoring system to bring back to the Planning Commission for input at next month's meeting. Since the County does not have the funds to administer the program, other organizations may be asked to assist in program administration. Bill Miller said he would bring the idea up for discussion at the next Conservation District board meeting.

D. Transportation and Miscellaneous Issues

1. Countywide Corridor Plan

a. M-104 Corridor Overlay District

Mark reported that the M-104 Sample Ordinance has been sent to Scholten & Fant for legal review.

b. New Holland Street & Port Sheldon Street Corridor

Mark reported that he and Meghann Rauscher, from the Planning Department staff, have been meeting with all of the local units of government along the New Holland Street & Port Sheldon Street Corridors to discuss setbacks.

2. North Bank Trail

Mark reported that Meghann has also been very involved in the North Bank Trail Committee. When completed, the North Bank Trail will connect Coopersville and Spring Lake to the Musketawa Trail. The Committee has recently been given a verbal agreement for three miles of easements along the trail.

3. Trails Fund

As had been previously reported, Mark, Meghann, and Tabitha have met with Ann Tabor from the Grand Haven Area Community Foundation (GHACF) to discuss the set-up of an Endowment Fund for regional connector trails in Ottawa County. Mark reported that there was discussion about setting up one fund within the GHACF, and dividing that fund into four County quadrants. Mark asked the Planning Commission if this idea seemed logical, as opposed to setting up funds with four different Community

Foundations. The Planning Commission members agreed that having one fund and splitting that into quadrants made more sense.

Mark said that he would invite Ann Tabor to attend the next meeting to explain the fund in greater detail and to answer any questions Commissioners may have about the fund.

4. Robinson Township FEMA Grant

Mark showed a map of the properties that have/have not been purchased in the Limberlost and Van Lopik areas of Robinson Township. He stated that 18 homeowners were participating in the program, 16 were uncertain, and 26 were unlikely or not willing to participate.

E. Ottawa County Road Commission Salt Management Manual

Mark reported that he had received a Winter Parking Lot and Sidewalk Maintenance Manual from the Ottawa County Road Commission. The Manual is intended for use by snow removal contractors, and it seems to provide valuable information. It was produced by the Minnesota Pollution Control Agency, and we have obtained verbal permission to reproduce the information in the Manual if we credit them.

Mark asked if the Planning Commission members had ideas on how to best distribute this information. Betty asked if there would be a way to abbreviate the Manual and make it a little more enticing for people to read. In addition, Betty mentioned that the Manual would need to be updated to reflect Michigan Laws.

Jim Holtvluwer stated that most townships require snowplow contractors to be licensed. It may be possible to distribute the information to local units of government, and ask them to relay the packets to snow removal contractors.

F. Urban Smart Growth Architectural Guidelines Portfolio Meeting with Local Units of Government

Mark reported that there has been a meeting tentatively scheduled for September 17 with the local units of government to discuss the Urban Smart Growth Architectural Guidelines Portfolio, Property Addressing, and Wireless Internet.

G. Michigan Association of Planning Award & Conference to be held October 17-20, 2007 at Grand Traverse Resort

Mark reported that the Road Salt project has won an award from the Michigan Association of Planning. He asked if any of the Planning Commission members would like to attend the MAP conference and/or awards ceremony in October. If so, they should let Tabitha know by September 7.

H. Excellence Through Training

The Fall Excellence Through Training brochures have been mailed out. The seminars will include information on Risk Management and Site Plan Reviews. Mark reported that at least 20 registrants would be needed to ensure the courses would not be cancelled.

Input and Strategy Session

A. County Development Plan – Vision Statements

Due to a lack of time, this item will be discussed at next month's meeting.

The meeting adjourned at 9:10 PM.