

**MONTCALM COUNTY
PLANNING COMMISSION
MINUTES**

Monday, February 09, 2004, 7:00 p.m.
Third Floor Conference Room
Administrative Building

Members Present: John Johansen
 Franz Mogdis
 Bruce Noll
 Lonnie Smith
 David Raney
 Don Smucker

Members Absent: Phil Lund

Participating Members Present: Ed Sell
 Jerry McCoy
 Don Cooper
 Don Lehman
 George Jackson
 Jason Kimbrough
 Dick Arntz

Others Present: Lisa Lund

The meeting was called to order by Chairman Mogdis at 7:00 p.m.

Ed Sell took roll and announced a quorum present.

Franz Mogdis opened the floor for public comment. There was none.

The minutes of the January 6, 2004 meeting were reviewed.

Motion by Noll, second by Smith to approve the January 6, 2004 minutes as printed. Motion Carried.

The agenda was reviewed.

John Johansen asked to add Citizen Planner and Montcalm Destiny 2020 to the agenda.

Motion by Johansen, second by Noll to approve the agenda as amended with the addition of Citizen Planner and Montcalm Destiny 2020. Motion Carried.

Under old business, the commission discussed the position of recording secretary.

John Kroneck entered at 7:02 p.m.

The Board of Commissioners approved the recommended changes to the rules of procedure that would allow the commission to appoint a recording secretary.

Motion by Noll, second by Raney to appoint Lisa Lund as the recording secretary for the Montcalm County Planning Commission. Motion Carried.

The Citizen Planner program was discussed.

Scholarships are offered by Michigan Farmland and Community Alliance for any county that has a citizen land use committee. The scholarship is \$200 per person after the completion of the course. John Johansen registered himself and Bruce Noll to complete the program.

Phil Lund entered at 7:05 p.m.

John Johansen explained that there is an opportunity to save on the budget by carpooling to the citizen planner training sessions. He asked for cooperation in making that happen.

The four members attending the citizen planner session have to select the optional last training session.

There are still openings for the Citizen Planner training program.

The people in attendance introduced themselves.

Under new business, the 2004 workplan was reviewed.

Copies were made of a draft workplan. (See attached)

Franz Mogdis explained that letters were sent out to solicit materials from county local units of government and surrounding counties.

Franz Mogdis explained that the board approved the recommended rule of procedure changes and the budget runs through September 30.

The Health Department geographic information system (GIS) was discussed.

The draft workplan was reviewed. It was prepared by Don Smucker.

Don Smucker explained the importance of getting a wide group of people involved in the planning process.

Franz Mogdis asked John Johansen to explain Montcalm Destiny 2020 and how it might help with gaining wide participation.

John Johansen explained the formation and organization of the Montcalm Land Use Coalition. The Land Use Coalition would like to support the efforts of the planning commission.

Montcalm Destiny 2020 was created by the land use coalition. A two-hour informational session is planned for March 18, 2004 to get input to and from citizens interested in land use planning and the future of Montcalm County.

The purpose of the forum is to explain the purpose and importance of land use planning.

The forum could be used to help gain citizen participation and input into the planning process.

A draft proposal for preparing a master land use plan from the West Michigan Regional Planning Commission (WMRPC) was reviewed. It included a work plan for completing a master plan.

Franz Mogdis suggested contacting two or three other firms to get a description of the services they would provide and a cost of their services.

John Johansen explained that he likes the work of the WMRPC because they have been doing quite a bit of work with land use planning. They completed a master land use plan for Osceola County.

John Johansen also explained that WMRPC got good public involvement in Osceola County and they will spread the cost of their services over a longer time period.

Don Cooper explained that WMRPC worked with the county on the recreation plan update.

Franz Mogdis explained he has copies of the 1971 master land use plan and the 1968 county water and sewer plan.

The 1971 plan did not include a zoning component.

Motion by Johansen, second by Raney to request information and cost proposals from consultants that provide planning services. Motion Carried.

The planning commission budget for 2004 was reviewed. A budget report for December 2003 was reviewed.

John Johansen explained that any items greater than the \$5,000 budgeted would have to be approved by the Board of Commissioners.

Phil Lund questioned whether planning funds will be available as a result of Electrolux's move from the county.

Franz Mogdis explained that opportunities for funding should be available.

The commission discussed how to go about accessing some of the funds that might be available.

Franz Mogdis explained that the Michigan Economic Development Corporation (MEDC) should be approached.

The commission discussed how land use planning plays a part of the economic development and job creation process.

John Kroneck exited at 7:50 p.m.

Legislators at both the federal and state level should be contacted to discuss funding needs.

Don Smucker felt that a list of documents needed should be developed at the next meeting.

Don Smucker felt that the commission does need professional planning help. Don felt that the WMRPC plan should provide more opportunities for public input and participation.

Franz Mogdis explained that an inventory of planning data is needed prior to hiring professional planning help.

Jason Kimbrough exited at 8:01 p.m.

Don Cooper explained that there is a need to educate the public and townships about what the purpose is of the planning commission.

Franz Mogdis questioned whether it should help the land use coalition sponsor Destiny 2020.

Bruce Noll felt that it shouldn't participate. The land use coalition will educate the public about the planning commission.

David Raney also cautioned about linking the two organizations too closely together.

The next meeting is Monday, March 8, 2004, at 7:00 p.m.

Ed Sell explained that the north wall of the room would be better for putting up maps. The east wall will probably be used for projected presentations.

The Central Dispatch system is currently looking at implementing a GIS system.

GIS systems in the county were discussed.

The importance of using the same base map was discussed.

Meeting adjourned at 8:14 p.m.

Respectfully submitted,

Franz Mogdis, Chairman

Montcalm County Planning Commission Work Plan

1. Information Gathering/Organizing

Objective: To gather the appropriate background information and to define the planning process to efficiently involve a large group of stakeholders in securing input.

Steps:

a. Send out notice to all relevant entities of the intent to plan and solicit documents from them.

b. Create a Fact Book

- list all of the information needed to be gathered, sources of that information and assign responsibilities for gathering and evaluating information that is available.

- decide if some studies, investigations or surveys need to be done by outside entities and costs and feasibility of getting needed work done.

- set up meetings with county units of government and adjacent counties to help avoid conflicting planning decisions.

- decide on how to present the information gathered in a format most useful for use of everyone involved in the planning process.

c. Establish the planning process

- develop meeting plans, places and facilitators

- identify stakeholders and citizen planning committee membership

Develop a timeline with deadlines for the above.

2. Create a Citizen Plan Committee

a. Invite organizations to send a representative to planning meetings

- be sure to maintain a balanced representation of views

b. Assure citizen group reflects values of the community

- consider a survey of the citizen committee

- d. Establish meeting rules and process for determining if the group has arrived at a consensus.
- e. Establish a relationship with the news media

3. Prepare a Draft Plan

- a. Decide on plan content-text, maps, plats and charts, plans for development, addressing of land use issues, and projections into the future.
- b. Establish a process to utilize the Fact Book and Citizen Committee in developing planning recommendations.
 - identify issues, concerns and priorities to address.
 - have subcommittees to work on each set of priorities to evaluate alternatives and their impacts on people and the environment.
 - subcommittees to develop drafts of chapters.
 - report findings to the Citizens Committee, and develop final draft for the Planning Commission.
 - keep everyone informed of the process and progress.
 - do final editing of draft plan

4. Adopting the Plan

- a. Disseminate the plan for review after necessary approvals of the Planning Commission and Board of Commissioners.
- b. Deal with comments and amendments from the process of review.
- c. Hold public hearings on revised plan as required, review and deal with comments and any plan further revisions.

5. Implement the Plan