

**FREMONT COMMUNITY JOINT PLANNING COMMISSION (FCJPC)
MEETING MINUTES**

**Monday, March 26, 2007
5:00 – 6:30 PM
Fremont City Hall
City Council Chambers**

Members Present: Dayton Township: Barbara Popp
Dayton Township: Chuck Whitman
Sheridan Charter Township: Don Potter
Sheridan Charter Township: Jack Taylor (Chair)
Sheridan Charter Township: Jeff Wharton
City of Fremont: Sherri Anderson-Patterson
City of Fremont: Jim Breinling
City of Fremont: Don Henry
City of Fremont: Peg May
City of Fremont: Lon Vredeveld

Members Absent: Dayton Township: Kent Folkema
Dayton Township: Shirley Hooker
Sheridan Charter Township: Tom Karnemaat

Others Present: Dayton/Sheridan Townships: Peter Lance
City of Fremont: Chris Yonker
City of Fremont: Michele Ribant

Guests: MSU Newaygo Extension Office: Ryan Coffey
Land Info. Access Assoc. Staff: Joe VanderMeulen
Harry Burkholder
Heather Seyfarth

Call to Order

The Commission was called to order at 5:00 p.m. by Chair Jack Taylor. The Chair noted the following:

FCJPC Agreement: Everyone received a signed copy of the Joint Planning Agreement for their records.

Continuing Education Opportunity: The Citizen Planner Program was available through the MSU Newaygo County Extension Office this spring and that if you cannot attend each session, you may sign up for individual sessions. Michele Ribant indicated that anyone interested in participating in the Program should contact her, so she may register them.

Amended Motion Form: The form in the packet was revised based on comments made at a previous meeting.

Notice of Intent to Prepare a Plan: The proper notice had been sent in accordance with the Township Planning Act to notify the appropriate parties that the FCJPC was beginning the update of the *Joint Comprehensive Development and Growth Management Plan*.

Results of Newaygo County Comprehensive Development Land Use Plan Survey: The Commission should read this document so that members have an understanding of what the County is proposing in terms of its Land Use Plan. Ryan Coffey, who has been working on the County Plan, indicated he expects that the Plan the Joint Planning Commission is updating will not be at variance with the County Plan. He believed that the County Plan should be finished by the end of 2007.

Review & Approval of Minutes

A motion was made by Chuck Whitman, seconded by Don Potter and carried to approve the minutes from the January 22, 2007 FCJPC meeting.

Note: The meeting scheduled for February 26, 2007 was cancelled due to inclement weather; therefore, there are no meeting minutes to approve for February, 2007.

Update on the FCJPC Budget Approvals/Grant Requests

Michele Ribant reported that the Boards for Dayton Township and Sheridan Charter Township and the Fremont City Council approved their portions of the FCJPC budget as required by the Joint Planning Agreement. She reported that the Commission was awarded \$5,000 through the MSU Prosperity Team Planning Grant program and that the grant money is to be used for Smart Growth education. She also noted that a grant funding request on behalf of the Commission was submitted in the amount of \$20,590 to the Fremont Area Community Foundation to cover additional activities (e.g., additional Smart Growth education, several additional maps, a land use change analysis, etc.) that were not covered under the basic Comprehensive Plan budget that was approved by the Commission. She said the Commission will not know whether they received the funding from the Community Foundation until April 27, 2007.

Development of Job Descriptions

Chair Taylor reported that a Subcommittee convened to develop job descriptions that were provided to the Commission for the following positions:

- Recording Secretary
- Chair
- Vice Chair
- Secretary/Treasurer

He asked if anyone had any changes to the job descriptions, and the following changes were proposed:

- All Job Descriptions: References to the Commission should be changed from “FAJPC” to “FCJPC.”
- Chair: The duties of the Chair should include participation in the creation of the annual FCJPC budget.
- Recording Secretary: The duties of the Recording Secretary should include sending agendas, minutes, etc. to the Zoning Administrators of all governmental units that are party to the Joint Planning Agreement.
- Secretary/Treasurer: The duties of the Secretary/Treasurer should include the retention of records for training and continuing education hours as well as participation in the creation of the annual FCJPC budget.

A motion was made by Jim Breinling, seconded by Peg May and carried to approve the job description for the Recording Secretary with the aforementioned recommendations.

A motion was made by Don Potter, seconded by Lon Vredeveld and carried to approve the job description for the Chair position with the aforementioned recommendations.

A motion was made by Don Henry, seconded by Jim Breinling and carried to approve the job description for the Vice Chair position with the aforementioned recommendation.

A motion was made by Sherri Anderson-Patterson, seconded by Barbara Popp and carried to approve the job description for the Secretary/Treasurer with the aforementioned recommendations.

Jack Taylor indicated he would update the job descriptions accordingly and then advertise the Recording Secretary position.

Discussion on Attorney to be used in Connection with the FCJPC

Mr. Taylor opened the discussion by recommending that the Commission use the attorney services of Clifford Bloom, the attorney for Sheridan Charter Township. He felt that Mr. Bloom is very familiar with planning and zoning for Township governments. Barbara Popp suggested the Commission look into other possible candidates to ensure the Commission has evaluated the qualifications of more than one attorney. The comment was made that we hopefully will not need the services of an attorney on a regular basis. After some discussion, the Chair requested Commissioners contact him directly with ideas on the matter and that the Commission would put off making a decision on the issue at this time.

Joint Comprehensive Development and Growth Management Plan Project

Joe VanderMeulen greeted the Commission and outlined his role in the Comprehensive Plan update project as the facilitator. He introduced Heather Seyfarth and Harry Burkholder, his associates, who will be working closely with the Commission on the project during the next year. He then asked the Commissioners to introduce themselves and answer the following three questions as an ice breaker:

1. What was the last purchase you made in the Fremont Community over \$20.00?
2. Where was the last place you walked or exercised?
3. Where did you go on your last night out?

After receiving some very interesting feedback on the questions, Mr. VanderMeulen reviewed what got the Commission to this point – the establishment of the Joint Planning Agreement, which was part of the *Partnerships for Change* Program. He also covered such topics as “What is a Comprehensive Plan?” and “Why Develop a Comprehensive Plan?”

Ms. Seyfarth distributed the “Fremont Community Comprehensive Plan Revision Work Plan” and corresponding calendar. She explained each task and the action items the Commission would be involved in throughout the Plan update project. She highlighted that in early May workshops on Smart Growth are anticipated and that the Commission needs to determine a time and date for those presentations. The Commission decided on the following:

Smart Growth Education Workshops

1. Public Officials: Monday, May 7, 2007 (3:00 PM – 5:00 PM)
2. General Public: Monday, May 7, 2007 (7:00 PM – 9:00 PM)
3. Joint Planning Commission: Monday, May 14, 2007 (Regular meeting time: 5:00 PM – 6:30 PM)

Note: A location for the meetings has yet to be determined.

Ms. Seyfarth pointed out that other important dates in the Work Plan include the public meeting dates:

- Public Visioning Session: July 23, 2007
- Public meeting: October 22, 2007

Joe VanderMeulen informed the Commission that there will be homework for the next Joint Planning meeting. He asked the Commissioners to participate in a community photo exercise, explaining that the purpose of the exercise is to help gather visual information about the Fremont Community through the eyes of its citizens and leaders. The photos taken will be used to facilitate discussions during project meetings, which will help in the formation of the Plan. The Commissioners and staff were asked to take pictures of certain photo areas within the community.

The Commissioners and staff identified below volunteered to take pictures in the following topic areas:

- Housing: Peg May and Peter Lance
- Local Economy: Chuck Whitman and Barbara Popp
- Transportation, Utilities & Public Services: Jim Breinling and Chris Yonker
- Natural Resources: Don Potter and Jeff Wharton
- Community Character: Don Henry and Sherri Anderson-Patterson

Jack Taylor offered to inform Dave Lue and Tom Karnemaat of the assignment. He said he and each of them would take pictures in different topic areas. Barbara Popp said she would be seeing Kent Folkema and that she would ask him to participate in the exercise. Michele Ribant said she would do the same for Lon Vredeveld, who had left the meeting early. It was brought up that Shirley Hooker had a broken ankle; and therefore most likely will not be able to participate in this exercise.

Mr. VanderMeulen reviewed *Issues Identified in 1999* that were considered important to the Fremont Community; he inquired whether they were still relevant issues. The feedback received was as follows:

- Traffic (congestion and routing): The Commission felt traffic was worse today than in 1999.
- Inadequate Road Conditions: Commissioners felt that it was still an issue; there are many pot holes, crumbling streets and poor drainage issues.
- Need to Preserve Farmlands and Open Space: The Commission felt this was still very much an issue.
- Increase Job Opportunities: The Commission felt this was still an issue.
- Expand Commercial & Industrial Base: It was expressed that the Commercial and Industrial base should not only be expanded, but should also, where appropriate, be redeveloped.
- Concerns about Zoning: It was expressed that people are only concerned about zoning when it is personal to them, especially when it comes to enforcement.
- Concerns about Government/Officials: The Commission did not think this was a pressing issue.

Other general issues Commissioners felt needed to be addressed in the community included:

- Cooperation between the schools and government officials: In the Fremont Community, three school bond issues have gone down in the past few years. There needs to be better coordination and cooperation amongst the governmental units and school officials.
- Farmland should be used for farmland: It was expressed that during the Plan update there should be a focus on appropriate land allocation and that best practices should be promoted. It was also expressed that infill development within the urban area should be promoted.

Public Comment

There were no members of the public present; therefore, there was no public comment.

Next Meeting Date

Monday, April 23, 2007
City of Fremont
City Council Chambers
101 E. Main Street
5:00 – 6:30 PM

Adjournment

There being no further business, the meeting adjourned at 6:47 PM.