

Agenda
Ottawa County Housing Commission
West Olive Administration Building – Conference Room F
12220 Fillmore Street, West Olive, MI 49460
Thursday, November 6, 2025, 10:00 am



1. Call to Order
2. Establish Quorum
3. Public Comments
4. Approval of the Agenda for the November 6, 2025 Meeting
5. Approval of the [Minutes](#) from the October 2, 2025 Meeting
6. Old Business
 - A. Small Footprints Homes Project Update
 - B. Corridor Analysis – Next Steps
7. New Business
 - A. Lakeshore Advantage – Mandy Cooper
 - B. Housing Partners Roundtable
8. Public Comments
9. Other Business/Discussion Items
 - A. Next Meeting: December 4, 2025 (10:00 a.m.)
10. Adjournment

UNOFFICIAL MINUTES

OTTAWA COUNTY HOUSING COMMISSION

DATE: October 2, 2025

PLACE: Ottawa County Fillmore Complex, Conference Room F

PRESENT: Ken Brune, Pat Harmon, Klynt Marcusse, Jared Schuitema, Doug Zylstra

ABSENT: None

STAFF: Jennifer Brozowski, Matt Daub, Ron Frantz, Barb Koning, Paul Sachs, Pam VanderMolen

PUBLIC: Steve Grose, Bob Karsten, Ryan Kilpatrick (virtual)

CALL TO ORDER

President Schuitema called the meeting to order at 10:00 a.m. A quorum was present to do business.

PUBLIC COMMENTS

None

APPROVAL OF AGENDA AND MINUTES

HC 25-25 Zylstra moved to approve the Agenda for October 2, 2025. The motion passed.
UNANIMOUS

HC 25-26 Zylstra moved to approve the Minutes from September 4, 2025. The motion passed.
UNANIMOUS

OLD BUSINESS

Daub provided an overview on the progress of the overall Small Footprint Homes Initiative. Discussions included legal protection for the plan sets, upcoming strategy meeting on logistics of sharing plan sets, additional development site(s) possibly in the works, and zoning discussions with local units.

NEW BUSINESS

Jennifer Brozowski and Barb Koning provided an update on Community Action Agency's upcoming grant submission for their Mobile Home Rehabilitation Program. Discussions included asset limited income constrained population, weatherization repairs, selection process for approved builders, how to procure additional approved builders, and what this Commission can do to help. It was determined a letter of support from this Commission would be the best approach.

HC 25-27 Zylstra moved to tentatively approve a letter of support for the United Way Grant for CAA (Community Action Agency), pending review. The motion passed.
UNANIMOUS

UNOFFICIAL MINUTES

Brozowski will send grant information to Sachs for drafting a letter of support from this Commission. Sachs will send the draft letter of support to President Schuitema for final approval. *(Letter was approved and distributed on 10/3/2025)*

Sachs provided a presentation on Creating Housing Opportunities in a Challenging Land Use Environment.

Ryan Kilpatrick provided a presentation on Corridor Analyses. Discussions included community engagement, developer/nonprofit involvement, and next steps to advance data-informed land planning including collaborating with Housing Next and Lakeshore Advantage. President Schuitema asked Kilpatrick to forward his presentation to staff to allow them to share it with the Commission. Kilpatrick agreed.

PUBLIC COMMENTS

Public comments were made by the following:

1. Steve Grose

OTHER BUSINESS/DISCUSSION ITEMS

President Schuitema stated that the next Housing Commission meeting is scheduled for Thursday, November 6.

ADJOURNMENT

HC 25-28 President Schuitema moved to adjourn the meeting at 11:29 a.m. The motion passed.
UNANIMOUS