

Agenda  
Ottawa County Housing Commission  
West Olive Administration Building – Conference Room F  
12220 Fillmore Street, West Olive, MI 49460  
Thursday, December 4, 2025, 10:00 am



1. Call to Order
2. Establish Quorum
3. Public Comments
4. Approval of the Agenda for the December 4, 2025 Meeting
5. Approval of the [Minutes](#) from the November 6, 2025 Meeting
6. Old Business
  - A. RLF Implementation Year End Review (Chris Uhl, Executive Director Eastern Region, IFF)
  - B. Small Footprint Homes Initiative
    - I. Finalizing Design Plans
    - II. Preparing Press Release
    - III. Creating Materials for Local Units of Government
    - IV. Presenting to Local Planning Staff and Consultants
    - V. ["Hope Ridge" Development Project Update](#)
    - VI. Emerging Small Home Development Opportunities
7. New Business
8. Public Comments
9. Other Business/Discussion Items
  - A. Schedule Strategic Planning Session
  - B. [Proposed Ottawa County Housing Commission 2026 Regular Meeting Schedule](#)
  - C. Next Meeting: January 8, 2026 (10:00 a.m.)
10. Adjournment

## UNOFFICIAL MINUTES

## OTTAWA COUNTY HOUSING COMMISSION

DATE: November 6, 2025

PLACE: Ottawa County Fillmore Complex, Conference Room F

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

ABSENT: None

STAFF: Matt Daub, Rich Lakeberg, Joe Pierce, Paul Sachs, Pam VanderMolen

PUBLIC: Mandy Cooper, Christina Fort, Steve Grose, Erin Kamphuis, Bob Karsten, Nick Rolinski, Dave Rozman, R. Wenger (virtual)

CALL TO ORDER

President Schuitema called the meeting to order at 10:01 a.m. A quorum was present to do business.

PUBLIC COMMENTS

None

APPROVAL OF AGENDA AND MINUTES

HC 25-29 Zylstra moved to approve the Agenda for November 6, 2025. The motion passed.  
UNANIMOUS

HC 25-30 Zylstra moved to approve the Minutes from October 2, 2025. The motion passed.  
UNANIMOUS

OLD BUSINESS

Lakeberg provided a presentation on the website mock-up for the Small Footprint Homes Initiative. The Commission provided suggested changes in regards to municipality selection, map of local municipalities acceptable to the project, and links/contacts to include in the response to the concept purchaser. Rolinski provided input on the website disclaimer. Local zoning and PUDs were also discussed.

Sachs provided the Commissioners with a map showing groundwater concern areas and municipal water service areas. Sachs provided a brief overview of next steps for the Corridor Analyses. Discussions included involving the workforce development community and last night's Blenden Township Planning Commission meeting regarding the proposed project BESS.

NEW BUSINESS

Mandy Cooper provided a presentation on Lakeshore Advantage. Discussions included workforce housing, local zoning, anchoring 20-30 year olds to this area, current job opening at Lakeshore Advantage, and rent vs. homeownership.

**UNOFFICIAL MINUTES**

Sachs informed the Commissioners that plans are taking place to organize the first Housing Partners Roundtable to be held during the first quarter of 2026.

**PUBLIC COMMENTS**

Public comments were made by the following:

1. Dave Rozman

**OTHER BUSINESS/DISCUSSION ITEMS**

President Schuitema stated that the next Housing Commission meeting is scheduled for Thursday, December 4. VanderMolen asked the Commissioners if they preferred the 2026 schedule to continue as the first Thursday of the month, however suggested the January meeting be held on the second Thursday due to the New Year holiday. The Commission agreed on both accounts.

**ADJOURNMENT**

HC 25-31      President Schuitema moved to adjourn the meeting at 11:02 a.m. The motion passed.  
UNANIMOUS

## Hope Ridge (702 E 8th St., 209 Waverly Rd., & 213 Waverly Rd) Planned Unit Development

**SUMMARY REPORT: “Public Outreach Workshop”** required per City of Holland *Unified Development Ordinance 39-12.07.C.6.d: Public Outreach Workshop*. A Public Outreach Workshop shall be required for the following Application Types: 1) New Construction in a Downtown Form Based Code Sub-District (F-CDT, F-NDT, F-EDT, F-WDT, and F-CENT).; **2) Planned Unit Developments (PUDs)**; 3) Rezoning of a property or properties to any Zone District other than LDR, CNR, and MDR. 4) Requirements: A mailed notice to property owners and occupants within a minimum radius of 600 feet from all development site property lines shall be provided a minimum of 15 days prior to the Workshop and to the DDA if located in a Downtown Form Based Code Sub-District. **A written summary shall be provided by the applicant in the development application stating what was discussed and how the public’s feedback was incorporated into the final Site Plan design.**



**Event Details:** Monday, November 17th, 2025, 5PM - 7PM

**Event Location:** Central Avenue Christian Reformed Church, Holland

**Estimated Attendees:** 25 (3 neighbors responding to mailers) – See Attached Sign-in Sheets

**Team Support:** Terri Caldwell and Scott Sterenberg on behalf of City on a Hill / Doors of Hope Program (Developer), Nicholas Rolinski (Consultant and Project Rep.), Dreisenga and Associates (Civil Engineer), Paul Sachs, Matthew Daub, Rich Lakeburg (Ottawa County Department of Strategic Impact)

**The following questions were received and addressed by the project team through a presentation / discussion + “open house” format:**

***How do people apply and how do they qualify for such a home?***

***Is there a faith based requirement to live in one of the houses?***

***Is it exclusively single women and children?***

***Where do things stand with the City? Are there hurdles?***

***What is the current zoning?***

***What are the lease terms and details?***

**How many units?**

**Who takes care of the common space?**

**Are they on separate utilities?**

**Are there requirements to have them attend life skills program?**

**Timing...would this be phased or would it be all at once?**

**Has fundraising started?**

**What is the hopeful timeline?**

**Do you currently own the property?**

**Does the government pay for this (housing, leases, etc.)?**

**Summary of Feedback:** At the time of the event, feedback was quite limited. Instead, residents sought clarification to questions, and engaged with the team as specific answers were discussed. A representative from a nearby housing-related non-profit organization expressed encouragement for the concept, and noted that opportunities for organizational collaboration around this and other projects could offer significant opportunities for the community as it deals with housing affordability and access. It was expressed verbally to neighbors that they could reach out to the Project Team should additional concerns or feedback emerge.

Rollinski

**Mailer Sent to Neighbors on October 23, 2025:**



## “HOPE RIDGE” PROJECT OPEN HOUSE

 Monday, Nov. 17th  
5:00 - 7:00 PM

 Location:  
Central Avenue Christian  
Reformed Church  
(Annex bldg. at the  
corner of Central Ave  
and 10<sup>th</sup> St.)

259 Central Ave  
Holland, MI 49423

Contact:  
Nick Rolinski Project Rep.  
(616) 481-2557

 CITY  
HILL

*Learn about the proposed  
Planned Unit Development (PUD)  
in your neighborhood!*

*Properties located at the following addresses are  
under consideration for a PUD rezoning, which aims  
to provide additional housing to the site:*

- 702 E 8<sup>th</sup> St. (currently zoned NMU)
- 209 Waverly Rd. (currently zoned MDR)
- 213 Waverly Rd. (currently zoned MDR)

*As a neighbor, you're receiving this notice because  
you are associated with a property address nearby.  
We hope you can join us for this community  
conversation!*

*In collaboration with City on a Hill's Doors of Hope program.*

**Pictures from the event:**

Ottawa County Housing Commission  
 2026 Meeting Schedule  
 12220 Fillmore Street Complex  
*Meetings are held on the first Thursday of the Month  
 in Conference Room F Unless Otherwise Noted*

|                   |   |          |   |                   |
|-------------------|---|----------|---|-------------------|
| January 8, 2026*  | - | 10:00 am | - | Conference Room F |
| February 5, 2026  | - | 10:00 am | - | Conference Room F |
| March 5, 2026     | - | 10:00 am | - | Conference Room F |
| April 2, 2026     | - | 10:00 am | - | Conference Room F |
| May 7, 2026       | - | 10:00 am | - | Conference Room F |
| June 4, 2026      | - | 10:00 am | - | Conference Room F |
| July 2, 2026      | - | 10:00 am | - | Conference Room F |
| August 6, 2026    | - | 10:00 am | - | Conference Room F |
| September 3, 2026 | - | 10:00 am | - | Conference Room F |
| October 1, 2026   | - | 10:00 am | - | Conference Room F |
| November 5, 2026  | - | 10:00 am | - | Conference Room F |
| December 3, 2026  | - | 10:00 am | - | Conference Room F |

\*change due to Holiday

\*\*location change due to room availability

~~Strikethrough denotes Cancelled or Rescheduled Meeting~~

Potential reschedules to avoid Spring Break and Holiday weeks:

April 16

July 9

September 10