

Agenda
Ottawa County Housing Advisory Board
West Olive Administration Building – Hickory Conference Room
12220 Fillmore Street, West Olive, MI 49460
Thursday, July 9, 2026, 10:00 am



1. Call to Order
2. Establish Quorum
3. Public Comments
4. Approval of the Agenda for the July 9, 2026 Meeting
5. Approval of the [Minutes](#) from the June 4, 2026 Housing Commission Meeting
6. Discussion Items
 - A. [Housing Advisory Board \(HAB\) Positions/Terms](#)
 - B. Lakeshore Advantage Housing Updates, Chris Marco
 - I. Pipeline
 - II. Outreach
 - III. Local Employer Summit on Housing
 - IV. Data/Progress Tracking
 - C. RLF Status Update:
 - I. Developers Listening Session – Reflections on Revolving Loan Fund in Ottawa County
 - D. Status Updates:
 - I. Leveraging County Property for Housing Options
 - II. Small Footprint Homes Initiative
 - III. 2026 Housing Action Plan/Board of Commissioners Strategic Plan
7. Action Items
 - A. None
8. Public Comments
9. Other Business
 - A. Next Meeting: August 6, 2026 (10:00 a.m.)
10. Adjournment

UNOFFICIAL MINUTES

OTTAWA COUNTY HOUSING COMMISSION

DATE: June 4, 2026

PLACE: Ottawa County Fillmore Complex, Hickory Conference Room

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

ABSENT: None

STAFF: Rich Lakeberg, Stephanie Oesch, Joe Pierce, Paul Sachs, Pam VanderMolen

PUBLIC: David DeVelder, Steve Grose, Barb Koning, Chris Marco, Dave Rozman, Estrellita

CALL TO ORDER

President Harmon called the meeting to order at 10:02 a.m. Roll call was conducted and quorum is established.

PUBLIC COMMENTS

None

APPROVAL OF AGENDA AND MINUTES

HC 26-29 Schuitema moved to approve the Agenda for June 4, 2026. The motion passed.
UNANIMOUS

HC 26-30 Brune moved to approve the Minutes from May 7, 2026. The motion passed.
UNANIMOUS

OLD BUSINESS

David DeVelder provided an overview of the current projects funded by the County's revolving loan fund (RLF) administered by IFF. Discussions included: the Grand Rapids Feedback Session (June 1) and scheduling an Ottawa County Feedback Session possibly co-hosted by Lakeshore Advantage. Staff will initiate planning of event and keep the Commission informed of progress. Sachs asked DeVelder to add a column showing 80% AMI into his tracker spreadsheet. DeVelder agreed.

Sachs provided an update on recent efforts regarding leveraging a specific County-owned property into an affordable housing option.

Chris Marco presented an overview of his efforts advocating for workforce housing and provided an update on planning a local employer summit on housing. Marco informed the Commissioners of a developer based in Holland (Kara Novak) willing to host a tour of their property developments in Muskegon for a team of delegates from local planning commissions and housing commissions. Sachs indicated such a tour could occur after commission structure is reorganized as an advisory board with expanded membership.

Sachs informed the Commissioners of a Fall event in collaboration with the Grand Rapids Association of Realtors (Emerge) and recent outreach/advocacy efforts regarding the Small Footprints Homes Initiative. Discussions included: minimum parcel size, zoning boards, future summit on land use, and potential future studies. Pierce provided a

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cumulative download summary on the Initiative. Pierce plans to share more municipality-specific information at next month's meeting.

Sachs provided an overview of the draft Board of Commissioner's 2026-2028 Strategic Plan reviewed/discussed at the Board of Commissioner's recent work session (June 1). Sachs informed the Commissioners of several housing-related tasks on the strategic plan. Zylstra and Sachs also informed the Commission of a task on the strategic plan to convene a Countywide Land Use Vision Summit.

Sachs informed the Commission that the Board of Commissioners will be reviewing/approving the draft Resolution dissolving the Housing Commission and creating the Housing Advisory Board, along with the draft Housing Advisory Board Bylaws at their June Planning & Policy meeting and again at their full Board meeting later in June.

NEW BUSINESS

Sachs informed the Commission of a local PUD case study (Tallmadge Point). The Commission discussed.

Oesch and Pierce provided an overview on the 2025 Building Permit Report. Oesch showed the Commission how to find the dashboards on the County website and migrate through the statistics. Pierce discussed with the Commission why collecting this type of data has its issues and how they filter through to clean up the data to show an accurate representation of the data.

PUBLIC COMMENTS

None

OTHER BUSINESS/DISCUSSION ITEMS

Schuitema thanked Oesch and Pierce for the data work and suggested utilizing local realtor sites (such as GRAR) to assist with compiling data. President Harmon asked how ADUs are categorized. Oesch will check into this. Schuitema asked who utilizes this data. Pierce answered Fiscal Services definitely utilizes for the County's bond rating. Sachs answered County staff and external entities also utilize it on many grant applications.

President Harmon stated that the next Housing Commission meeting is scheduled for Thursday, July 9.

ADJOURNMENT

HC 26-31 President Harmon moved to adjourn the meeting at 11:31 a.m. The motion passed.
UNANIMOUS

COUNTY OF OTTAWA**STATE OF MICHIGAN****RESOLUTION**

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Campus in the Township of Olive, Michigan on the 23rd day of June 2026, at 9:00 a.m. local time.

PRESENT: Commissioners: Jordan Jorritsma, Jim Barry, Allison Miedema, Joe Moss, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Phil Kuyers, Jacob Bonnema, John Teeples, Josh Brugger.

ABSENT: Commissioners: None.

It was moved by Commissioner Joe Moss and supported by Commissioner Phil Kuyers that the following Resolution be adopted:

WHEREAS, Michigan Counties have been delegated the power to “purchase, acquire, construct, maintain, operate, improve, extend or repair housing facilities and eliminate housing conditions which are detrimental to the public peace, health, safety, morals and welfare. See MCL §125.652 (“Act”). Historically, Ottawa County has relied on a statutory Housing Commission to exercise authority under the Act. See MCL §125.653(3)(d).

WHEREAS, to promote public accountability and access to funding controlled by the elected Board of Commissioners, the Ottawa County Board of Commissioners (“Board”) determines that it is the public interest to disband its statutory housing commission and create an advisory housing board that will study housing problems and recommend housing solutions to the Board so that it may more efficiently exercise its

own powers under the Act or coordinate with the powers of local units of government;

NOW THEREFORE BE IT RESOLVED that effective immediately the Board hereby repeals the Housing Commission Ordinance codified at 400.4.1 *et seq.* in the Ottawa County Code and disbands the Housing Commission created thereby;

BE IT FURTHER RESOLVED that an Ottawa County Housing Advisory Board (“HAB”) is created and the following By-Laws detailing its purview and operations is approved:

BYLAWS

OF THE

OTTAWA COUNTY HOUSING ADVISORY BOARD

SECTION I – PURPOSE

The Ottawa County Housing Advisory Board (“HAB”) was created on June 23, 2026, by the Ottawa County Board of Commissioners as an explicitly non-statutory, advisory board. The provisions of the "Resolution Establishing the Ottawa County Housing Advisory Board" and any amendments thereto are incorporated herein by reference. HAB’s purpose is to review the housing needs of Ottawa County and to recommend solutions to meet those needs with a focus on what the County and the local units of government may do within their statutory and/or police powers.

SECTION II – ORGANIZATION

2.1 MEMBERSHIP

The HAB shall consist of no more than eleven (11) voting members. Two (2) members shall be members of the Ottawa County Board of Commissioners. The County shall make every reasonable effort to ensure that the remaining membership includes:

- One (1) member being a nonprofit developer
- One (1) member being a for-profit developer
- One (1) member being from the financial services industry
- Two (2) members being from local government, preferably one from the cities and villages and one from the townships.
- One (1) member being from the housing advocacy community
- One (1) member being a representative of residents

- One (1) member being a representative of the general business community
- One (1) member being a representative from the real estate community

HAB members who are County Commissioners shall serve one-year terms and be appointed by the Chairperson of the County Board pursuant to the County Board of Commissioner's Board Rules. Other HAB members shall serve three (3)-year terms. The HAB members who are not County Commissioners shall be appointed pursuant to the Policy on Ottawa County Appointments to Boards and Commissions.

2.2 FIDUCIARY DUTIES

While HAB members represent different constituencies within Ottawa County, they shall endeavor to promote the general public good rather than special interests.

2.3 ATTENDANCE

A member unable to attend a HAB meeting should contact the HAB Chairperson and/or Ottawa County Department of Strategic Impact or the Chairperson by 5:00 p.m. on the day preceding the meeting to provide the reason for the anticipated absence. As stated in the County Board's Administrative Policy regarding appointments to boards and commissions, all appointees are expected to maintain at least a seventy-five percent (75%) attendance record at meetings and shall not miss more than three (3) consecutive meetings without acceptable reasons. An appointee may be removed by the HAB Chairperson for failure to meet this expectation.

SECTION III – OPERATIONS

3.1 SESSION

The HAB shall meet on an annual session coterminous with the calendar year.

3.2 MEETINGS

While advisory boards are not subject to the Open Meetings Act, the HAB shall comply with the notice, minute taking and public comment requirements of the Act. The HAB shall hold at least four (4) meetings per session, including an organizational meeting. The organizational meeting shall be the first meeting held after January 1 of each year. At the organizational meeting, the HAB shall select a Chairperson and a Vice-Chairperson.

At the organizational meeting, a schedule of regular meetings for the year shall be established, including the organizational meeting for the following year. This schedule shall include the date, time, and location of each meeting. Notwithstanding the above, regular meetings may be adjourned and rescheduled by the Chairperson for cause. Special meetings to discuss specific topics may be called by the Chairperson or by a written request signed by three (3) HAB members and filed with the Secretary. Special meetings shall require seven (7) calendar days' written notice to all Board members, including the

meeting date, time, location, and topic. Each HAB member shall be responsible for keeping the Secretary (defined in Section 3.5 below) apprised of their current address, email address, and telephone number. If such information is provided, no defect in notice shall be recognized.

3.3 TELECONFERENCING

- Any Board member wishing to attend physically shall be permitted to participate in person.
- Any Board member wishing to attend remotely must contact the Secretary sufficiently in advance of the meeting to participate via telephonic or videoconferencing hookup.
- The telephonic or videoconferencing hookup shall include two-way communication to ensure all Board members can hear and participate in the discussion.
- The Chairperson and the Secretary recording the minutes, if possible, shall be physically present at the meeting location. If no physically present member is appointed Chair *pro tem* by the Board, the Chairperson or Vice-Chairperson, respectively, shall chair the meeting remotely.
- Any Board member attending remotely is permitted to vote.

3.4 VOTE OF THE BOARD

No HAB action shall be official unless it is approved through a proper vote (as defined below) at a properly convened meeting (as defined below) or ratified by a proper vote at a subsequent, properly convened meeting. A "properly convened meeting" refers to a HAB meeting where a majority of appointed members are present, either physically or remotely, and which was subject to seven (7) calendar days' prior written notice to each member. A "proper vote" refers to a polling of the HAB members, whether through voice vote or roll call, at a properly convened meeting, which, unless otherwise specified in these bylaws, results in a majority of members present, physically or remotely, voting in support of a motion or resolution.

3.5 OFFICERS

The officers of the HAB shall consist of a Chairperson and a Vice-Chairperson, elected for a one-year term by a proper vote at the organizational meeting. The HAB shall also appoint a non-member to serve as Secretary on an annual basis. Officers shall perform the following functions, including but not limited to:

- **Chairperson:** Shall preside at Board meetings, serve as its signatory, and coordinate its activities.
- **Vice-Chairperson:** Shall exercise the powers of the Chairperson when the Chairperson is unavailable.

- **Secretary:** Shall be responsible for arranging meetings, recording and distributing minutes, and performing administrative duties necessary for the HAB's functions. The role of Secretary shall be carried out by the Director of the Ottawa County Department of Strategic Impact or, upon a proper vote of the HAB, a departmental staff person. The Secretary shall not be considered a member of the HAB.

3.6 COMMITTEES

The HAB may establish special committees and task forces as deemed necessary. Members of special committees or task forces need not be HAB members. Any special committee or task force may be required to file a written report of its activities upon completion of its assigned task. Special committees or task forces shall be dissolved upon presentation of a final report, at the discretion of HAB. HAB may dissolve any special committee or task force at any time. The Chairperson shall appoint committee and task force members, subject to approval by a proper vote of the HAB. Each committee or task force shall elect a chairperson from its membership.

3.7 RULES OF ORDER

Except as otherwise provided herein, Robert's Rules of Order shall govern all HAB meetings, including those of its committees and task forces. Members shall have the following rights and duties:

- When a member wishes to speak, they shall be recognized and address the Chairperson.
- When two (2) or more members wish to speak simultaneously, the Chairperson shall determine who speaks first.
- When a member is speaking on any matter before the HAB, they shall not be interrupted except to be called to order.
- When a member is called to order, they shall immediately suspend their address, except to register an appeal. The HAB, if appealed to, shall decide the matter by a proper vote. If there is no appeal, the Chairperson's ruling shall be final.
- The Chairperson shall vote on all questions decided by yeas and nays, except on an appeal from their own decision. When a yeas and nays vote is taken, every member present, physically or remotely, shall vote or note their abstention.

3.8 PUBLIC PARTICIPATION

Each person providing public comment must state their name and city/township of residence and address the Chairperson in an orderly manner. The Chairperson may set reasonable limits on public participation, subject to reversal by a proper vote of the HAB.

3.9 MINUTES

The Secretary shall record, prepare in writing, and maintain minutes of each HAB regular and special meeting, noting attendance and all Board actions.

SECTION IV – DUTIES

4.1 ADVISORY FUNCTION

The HAB's function shall be to make policy recommendations and propose initiatives for housing-related matters to the County Board, which may also task the HAB with specific housing-related tasks. HAB shall have no authority to enter contracts or assume debt or issue bonds or notes in its name or the name of Ottawa County. HAB shall have no authority to acquire any interest in real estate, whether by lease, fee or other contract.

SECTION V – ADOPTION AND AMENDMENTS

These Bylaws were approved by the County Board. HAB may propose written amendments to these Bylaws, which will not become effective until properly approved by the County Board.

BE IT FURTHER RESOLVED that the following members of the Statutory Housing Commission shall be appointed to the following seats on the Housing Advisory Board:

- Klynt Marcusse, For-Profit developer
- Kenneth Brune, Financial Services
- Patrick Harmon, Resident
- Jared Schuitema, Real Estate
- Doug Zylstra, County Commissioner

BE IT FUTHER RESOLVED that all resolutions and parts of resolutions, ordinances and Board actions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: Jordan Jorritsma, Jim Barry, Allison Miedema, Joe Moss, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Phil Kuyers, Jacob Bonnema, John Teeples, Josh Brugger.

NAYS: Commissioners: None.

ABSTENTIONS: Commissioners: None.

RESOLUTION ADOPTED:



Josh M. Brugger
Chairperson, Ottawa County
Board of Commissioners



Justin F. Roebuck
Ottawa County Clerk/Register

STATE OF MICHIGAN)
)ss.
COUNTY OF OTTAWA)

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Ottawa County Board of Commissioners, Ottawa County, Michigan, at a regular meeting duly called and held on the 23rd day of June 2026, the original of which is on file in my office.



Justin F. Roebuck, Ottawa County Clerk/Register of Deeds