

1 BOWNE TOWNSHIP PLANNING COMMISSION

2 ADOPTED MINUTES

3 REGULAR MONTHLY MEETING

4 TUESDAY, DECEMBER 2, 2025, 7:00 p.m.

5
6 The Bowne Township Planning Commission’s regular monthly meeting was held at the Historic Bowne
7 Township Hall, 8240 Alden Nash Avenue SE, Alto, Michigan, Kent County.

8 **1. CALL TO ORDER:**

9 The meeting was called to order by Member Oosting at 7:00 p.m.

10 **2. ROLL CALL:**

11 MEMBERS PRESENT: JIM OOSTING – CHAIR
12 JAY BARNHART
13 DAVID FUSS – TOWNSHIP BOARD REPRESENTATIVE
14 FRED OESCH
15 ROGER GRAHAM
16 DAVE HOEKSTRA

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18 NOT PRESENT: LARRY WINGEIER
19 SARAH LARSON – SECRETARY
20 SHAWN WENGER

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22 OTHERS PRESENT: BRADLEY KOTRBA – TOWNSHIP PLANNER, WILLIAMS & WORKS
23 SIX MEMBERS OF THE PUBLIC

24 **3. AGENDA: MOTION**

25 Chairman Oosting inquired of the Commission if any changes to tonight’s agenda were required.
26 After hearing none, Commissioner Graham motioned to accept the agenda submitted for the
27 December 2, 2025, regular Planning Commission meeting, seconded by Commissioner Barnhart.
28 Motion carried.
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30 **4. MINUTES: MOTION**

31 Chairman Oosting asked if there were any changes, additions, or corrections to the November 11,
32 2025, regular Planning Commission Draft Meeting Minutes. Commissioner Graham motioned to
33 accept the November 11, 2025, meeting minutes with one correction, and Commissioner Hoekstra
34 supported it. Motion carried.

35 **5. ACKNOWLEDGEMENT OF THE PUBLIC**

36 Chairman Oosting acknowledged and welcomed the members of the public.

37 **6. PUBLIC COMMENT AND CORRESPONDENCE CONCERNING ITEMS NOT ON THE AGENDA**

38 Chairman Oosting asked the public members if they would like to comment on any item not on
39 tonight's agenda. There were no other comments.

40 **7. COMMISSIONER COMMENTS**

41 No comments.

42 **8. PUBLIC HEARINGS:**

43 a. None

44 **9. OLD BUSINESS:**

45 a. Bowne Township Master Plan

46 Oosting asked if Kotrba summarize the Master Plan public survey and provide the Planning
47 Commission with instructions as to the next steps to get the survey started. Kotrba stated
48 that the principal reason for meeting tonight was to quickly review the updates to the public
49 survey that was supplied in the Commissioner's Packet. If the Commissioners has any
50 questions or concerns with the final edits, the next step would be to confirm the final
51 method of delivery to the public. Kotrba explained that it was made clear that the Township
52 Planning Commission would like to deliver a hard copy to all property owners in the
53 Township through the mail, but also provide links and codes to connect to the online version
54 if the survey taker would like to do so. He noted that has been done. What he would like to
55 confirm is the method of return to the consultant. He noted that because the surveys were
56 being delivered to the Township property owners, the survey, while mentioning that it is
57 anonymous, would not necessarily be if they returned the survey in their tax bill envelope or
58 dropped it off at Township Hall. It would be easier to have a pre-addressed return envelope
59 included in the mailing that would be sent straight to the consultant's office to maintain the
60 survey takers confidence in its anonymity.

61 The Commissioners did not feel that this was a critical issue with the return process of the
62 survey. They felt that if the Township was willing to stuff and mail the survey with the tax
63 and/or sewer bills (if applicable), they don't see it a big concern if the person returns it in
64 person to Township Hall or if the taker mailed it back in the tax bill envelope with their
65 name and address on it. They felt that if the person is concerned about anonymity the
66 person still does have the option of taking it online and not bother returning the hard copy
67 version. Kotrba stated that he just wanted to bring this to the Commissioners attention
68 before the final draft was delivered for mailing. That is all Kotrba wished to discuss and
69 needed the Planning Commission to determine at this meeting. Oosting thanked Kotrba and
70 was glad the survey would be distributed and then would remain open until March 2, 2026
71 for public comment.

72 **10. NEW BUSINESS:**

73 a. None

74 **11. PUBLIC COMMENTS:**

75 a. There were no comments.

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77 **ADJOURN**

78 Commissioner Graham made a motion to adjourn the meeting, which Commissioner Oesch
79 supported. The motion carried, and the meeting was adjourned at 8:12 PM.

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Bradley Kotrba
Recording Secretary