

ROBINSON TOWNSHIP PLANNING COMMISSION  
February 23, 2016

The regular meeting of the Robinson Township Planning Commission was called to order at 7:30 PM at the Robinson Township Hall.

Present	Absent
Shawn Martinie	Steve Young
Rich Sibley	George Schippers
Travis Vugteveen	
Bill Maschewske	
Tom TenBroeke	

Also present were Township Attorney Ron Bultje and Zoning Administrator Kathy Kuck. There were no members of the public present.

A motion was made by Rich Sibley and seconded by Travis Vugteveen to approve the minutes of the January 26, 2016 meeting as written. The motion carried unanimously with two members absent.

Non-Commission Member Inquiries – None

Reports and Communications

Travis Vugteveen reported the following from the Township Board.

1. Cleanup day is scheduled for April 29, 2016.
2. The regular meeting schedule was set for the Township Board.
3. A new wage schedule was set.
4. A new mechanical inspector has been approved from IMS.

Announcements – None

Old Business

The Bay Park Sapphire LLC/Merle Boes public hearing for a rezoning request for a portion of Parcel No. 70-08-21-400-032 to be rezoned from A-1 to Highway Commercial was cancelled at the request of the applicant. The applicant has reportedly decided to try to work within the boundaries of the current Yellow Jacket parcel.

Rich Sibley – What about sewer requirements for the proposed development?

Zoning Administrator Kathy Kuck – Based upon the sewer capacity requirements of the present plan, regulation would elevate to the State and public sewer would be required.

A motion was made by Travis Vugteveen and seconded by Rich Sibley to table the Bay Park Sapphire LLC request for rezoning pending direction from the applicant and until the next regular Planning Commission meeting (May 24, 2016).

The motion carried unanimously with two members absent.

Bill Maschewske – Inquired if the criteria to evaluate a rezoning request should be contained within the Zoning Ordinance.

Township Attorney Bultje – The criteria are not required to be included in the Zoning Ordinance. However, if the criteria were included in the Zoning Ordinance, then they must be used.

The recodification of the Zoning Ordinance was discussed. Attorney Bultje stated he would have his secretary perform this task now that anticipated amendments have been completed.

The pending MDOT Earth Change application was discussed. MDOT personnel plan to be present at the March Planning Commission meeting. It was noted that if MDOT wishes to seek a variance to the Earth Change Ordinance (cell concept), such variance would need to be decided by the Township Board since it is a police power ordinance and not a zoning ordinance.

The Planning Commission discussed the possibility of engaging Tim Bureau as an environmental and hydrogeological consultant for the pending MDOT Earth Change application.

#### New Business

At 8:20 PM., the annual election of Planning Commission officers was held as required.

A motion was made by Travis Vugteveen and seconded by Tom TenBroeke to retain the current slate of officers consisting of Shawn Martinie – Chairperson, Rich Sibley – Vice Chairperson, and Bill Maschewske – Secretary.

A roll call vote was taken.

Tom TenBroeke – Yes

Bill Maschewske – Yes

Shawn Martinie – Yes

Rich Sibley – Yes

Travis Vugteveen – Yes

The motion carried unanimously with two members absent.

The next item of business was to establish a regular meeting schedule for the Planning Commission.

A motion was made by Rich Sibley and seconded by Tom TenBroeke to schedule regular meetings of the Planning Commission for May 24, 2016, August 23, 2016, November 22, 2016, and February 28, 2016.

The motion carried unanimously with two members absent.

The draft Annual Report and Budget prepared and presented by Chairperson Martinie was reviewed.

A motion was made by Tom TenBroeke and seconded by Rich Sibley to approve the 2015 – 2016 Annual Report and 2016 -2017 Budget for the Planning Commission.

The motion carried unanimously with two members absent.

Review of the Township Hall Site Plan was next on the agenda. Township Attorney Bultje noted that the parcel the Township Hall is located upon is zoned RR and requires a Special Use to expand as a non-conforming use. (The Township Hall was conforming when constructed) Since the Special Use approval was needed before the Site Plan could be reviewed for recommendation to the Township Board, the Planning Commission reviewed the current submission as a courtesy to the Township in the event there were any omissions or clarification needed. The submission was reviewed compared to the referenced requirements in Section 31.7 of the Zoning Ordinance.

- A. Acceptable
- B. Acceptable
- C. Acceptable
- D. Acceptable
- E. Need uses of adjacent properties and structures within 100 ft. of site boundaries identified.
- F. Acceptable
- G. Acceptable
- H. Acceptable
- I. Utilities are not shown or their sizes.
- J. Acceptable
- K. The drainage system is not being changed.
- L. No net change, therefore N/A.
- M. Acceptable
- N. Acceptable
- O. The flagpole should be shown. The setback for the new addition and the AC unit needs to be checked. Review rear yard requirements.
- P. The patio is shown on the site plan. Check yard requirements.
- Q. No sign information is given.

- R. Check location of exterior lights and make compliant with Section 4.34 of the Zoning Ordinance. Just the addition needs to comply.
- S. A statement needs to be made regarding the dumpster and the new location of garbage cans.
- T. Acceptable.
- U. No revision levels are shown and preparation dates are needed.
- V. Acceptable.
- W. Indicate parking spaces and number of employees.
- X. No completion date specified.
- Y. Acceptable.
- Z. Acceptable.
- AA. State not in flood plain.
- BB. Acceptable.
- CC. Acceptable.

Standards and Criteria review from the Zoning Ordinance per the Site Plan Review Worksheet.

- A. Master Plan and M-231 Sub-Area Plan --Compliance with the Master Plan and the Sub-Area plan. Requires Special Use permit due to RR zoning.
- B. Connectivity – N/A since the site is not being significantly being changed.
- C. Traffic circulation -- N/A – Site is not being significantly changed.
- D. Interior street connectivity -- N/A – Site is not being significantly changed.
- E. Natural resources preservation -- N/A – One tree is being removed.
- F. Stormwater -- N/A – Site is not being significantly changed.
- G. Landscaping -- N/A. Maintaining current grandfathered status.
- H. Screening -- N/A – Site is maintaining current grandfathered status.
- I. On-site treatment -- N/A – No change to existing system.
- J. Utility services -- Not currently shown. Include on the Site Plan.
- K. Exterior uses -- Meets standards.
- L. Emergency access -- Meets standards.
- M. Water and sanitary sewer -- N/A – No change to existing.
- N. Signs -- Sign information needs to be included with the site plan.
- O. Building design -- Meets standards.
- P. Civic space – Meets standards since the entire site is civic space.

Following discussion, it was agreed to schedule a special Planning Commission meeting for March 8, 2016 to review the Township Hall Site Plan and Special Use application and to conduct a site visit to the MDOT earth change area if possible.

The rezoning request received from Northland Farms prior to the moratorium for the M-45 and M-231 area was discussed. Repeated attempts to contact Northland Farms by the Zoning Administrator by email have resulted in no response. It was agreed to send the applicants a certified return receipt requested letter requiring escrow funding and confirmation to proceed.

Chairperson Martinie noted the class offered by the Michigan Association of Planners in Grand Rapids on March 9, 2016 on the subject of site plan review. Funding approval will be requested from the Township Board for attendance by Travis Vugteveen, Shawn Martinie, Bill Maschewske, and Rich Sibley.

A motion was made by Tom TenBroeke and seconded by Rich Sibley to approve paying salaries for the month of February, 2016 (one meeting).  
The motion carried unanimously with two members absent.

Zoning Administrator Kathy Kuck reported that a site plan is pending from Dave's Garage for expansion and from Life Tree Church. It was also noted that the Township's Disorderly Conduct Ordinance should be reviewed.

A motion was made by Travis Vugteveen and seconded by Tom TenBroeke to adjourn the Planning Commission meeting at 9:55 PM.  
The motion carried unanimously with two members absent.

Respectfully submitted,

Bill Maschewske, Secretary  
Robinson Township Planning Commission