

ROBINSON TOWNSHIP PLANNING COMMISSION  
April 26, 2016

The special meeting of the Robinson Township Planning Commission was called to order at 7:30 PM at the Robinson Township Fire Station.

Present	Absent
Shawn Martinie Rich Sibley Travis Vugteveen Bill Maschewske Tom TenBroeke Steve Young George Schippers	None

Also present were Township Attorney Ron Bultje, Zoning Administrator Kathy Kuck, and ten members of the public. See attached attendance sheet.

A motion was made by Tom TenBroeke and seconded by George Schippers to approve the minutes of the March 22, 2016 Planning Commission meeting as written. The motion carried unanimously.

Reports and Communications

Travis Vugteveen reported the following from the Township Board.

1. Various approvals were made regarding the renovation of the Township Hall.
2. Jeff Mussalta of the Ottawa County Road Commission was present and explained the reasons for higher costs for road paving.
3. The Site Plan for the LifeTree Community Church was approved.
4. John Wood was appointed as alternate member for the Zoning Board of Appeals.

Non-Commission Member Inquiries – None

Announcements -- None

Old Business – Reordered to follow New Business.

New Business

The detailed Site Plan for David's Garage was reviewed compared to Section 31.7 of the Robinson Township Zoning Ordinance as follows:

Sections A. through J. were acceptable.

K. The applicants submitted a document from their engineer for the project indicating that the current retention pond was marginally large enough and recommended enlarging the basin by 8 feet to the north.

Dennis Buist – Stated he will have Nederveld submit the drainage plan to the Water Resources Commissioner for review and approval or recommendation.

Sections L. through Q. –Acceptable.

R. The submitted lighting plan was reviewed compared to the Zoning Ordinance requirements. It was determined to be acceptable, however, the applicants need to submit additional copies of the most recent lighting information for Township Board review.

S. Acceptable.

T. The Fire Chief has reviewed and approved.

U. Acceptable.

V. The Township Treasurer has verified ownership.

W. through Y. Acceptable.

Z. For an addition, the material submitted was acceptable.

AA. through CC. Acceptable.

The Site Plan Review Worksheet was reviewed in detail next.

A. Master Plan and M-231 Sub-Area Plan. Proposed uses and development activity shall be substantially consistent with the Robinson Township Master Plan, as supplemented by the M-231 Sub-Area Plan.

Response: Subject property not in the M-231 Sub-Area and meets the standards.

B. Connectivity. Pathways for bicycles and pedestrians shall be incorporated throughout the development and along all perimeter streets to ensure connectivity between internal uses and with adjacent properties.

Response: Not applicable, use not changing.

- C. Traffic Circulation. The number, location, size of access and entry points, and internal vehicular and pedestrian circulation routes shall be designed to promote safe and efficient access to and from the site, and circulation within the site. In reviewing traffic features, the number, spacing, and alignment of existing and proposed access points shall be considered relative to their impact on traffic movement on abutting streets and adjacent properties.  
Response: Not applicable, no change to existing except for additional parking spaces.
- D. Interior Street Connectivity. Streets or private roads may be required to be extended to exterior lot lines in order to allow connection to existing or planned streets on adjacent parcels, to provide for secondary access, to establish continuity of the circulation system, and to reduce traffic and impact to the transportation network.  
Response: Not applicable. No change to the existing and the site meets the standards.
- E. Natural Resource Preservation. Site design shall prioritize the preservation of natural features, such as steeper slopes, wetlands, significant hardwood tree stands, streams, and other significant site characteristics. Applicants must demonstrate how alternatives were considered during the planning process and shall provide justification for the selected development alternative.  
Response: Not applicable, no significant change to existing.
- F. Stormwater. Stormwater detention and drainage systems shall be designed so the removal of surface waters will not adversely affect neighboring properties or public stormwater drainage systems and shall maintain or improve predevelopment conditions.  
Response: Conditions in the motion are to include review and approval by the Water Resources Commissioner.
- G. Landscaping. The landscape shall be preserved in its natural state, insofar as practicable, by minimizing unnecessary tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas. Provision or preservation of landscaping may be required to ensure that the proposed uses will be adequately buffered from one another internally and from surrounding property.  
Response: Not applicable, no change.
- H. Screening. Where commercial uses abut residential uses, appropriate screening consisting of attractively designed, opaque fencing or equivalent landscaping shall be provided to shield residential properties from noise, headlights, and glare.  
Response: Not applicable, does not abut residential properties.
- I. On-site Treatment. Outside of utility service areas or prior to sanitary sewer availability, land use intensity shall be scaled appropriately based on the

capability of on-site systems to adequately accommodate usage. On-site treatment systems shall be designed to protect groundwater and surface water quality to the maximum extent possible.

Response: Not applicable, no change to existing.

- J. Utility Service. All utility service shall be underground, unless deemed impractical by the Township, on the basis of the size of the development, the cost of placing utility service underground, the character of the area, and such other factors as are deemed important by the Township.

Response: Not applicable, no change to utilities.

- K. Exterior Uses. Exposed storage areas, machinery, heating and cooling units, service areas, loading areas, utility buildings and structures, and similar accessory areas shall be located to have a minimum negative effect on adjacent properties, and shall be screened, if reasonably necessary, to ensure compatibility with surrounding properties.

Response: Not applicable.

- L. Emergency Access. All buildings and structures shall be readily accessible to emergency vehicles. Prior to approval or as a condition of approval, building layouts, internal circulation, and other site characteristics that affect life safety shall be reviewed and approved by the appropriate public safety official or fire marshal.

Response: The Fire Chief has approved.

- M. Water and Sanitary Sewer. Water and sanitary sewer installations shall comply with all Township, County and State specifications and requirements, and the utility service area policies outlined in the M-231 Sub-Area Plan, as applicable.

Response: Not applicable, no change.

- N. Signs. Signs shall be located to avoid the creation of distraction and visual clutter. They shall be designed to be visually compatible with the architecture of the principal structure. Sites with multiple signs should incorporate common design theme.

Response: Not applicable, no change to existing condition.

- O. Building Design. To the maximum extent reasonable, new or substantially remodeled buildings shall be reasonably compatible in appearance with, or shall enhance, the established general character of other buildings in the immediate vicinity or development.

Response: Meets standard, matches existing structure.

- P. Civic Space. At least one (1) civic space shall be provided per development, including but not limited to small parks, playgrounds, fountains and sitting areas, or other similar elements. The developer shall provide civic space that is designed and sized commensurate with the scale of the proposed development, intended user, level of public access, occupant load, and type of lot.

Response: Not applicable and response is acceptable.

The Special Use request was reviewed compared to the standards in Chapter 32.5 of the Zoning Ordinance as follows.

- A. Acceptable.
- B. 1. through 3. Acceptable.  
4. No change to existing.
- C. Acceptable and complies with Master Land Use Plan.
- D. and E. Acceptable.
- F. and G. Acceptable and no change.
- H. Meets all standards and conditions.
- I. through L. Acceptable.

A motion was made by Rich Sibley and seconded by George Schippers to recommend to the Township Board approval of the Detailed Site Plan and the Special Use request based upon meeting the standards in Sections 31.8 and 32.5 of the Zoning Ordinance, respectively, and with the following conditions.

1. Compliance with all Federal, State, County, and Township ordinances.
2. Compliance with the applications and the representations recorded in the minutes.
3. Approval by the Water Resources Commissioner of the stormwater drainage plan.
4. Submission of additional copies of the lighting plan presented at this meeting prior to Township Board approval.
5. All conditions applicable to the 2007 Site Plan and Special Use approval.

A roll call vote was taken.

Steve Young – Yes

Tom TenBroeke – Yes

George Schippers – Yes

Bill Maschewske – Yes

Shawn Martinie – Yes

Rich Sibley – Yes

Travis Vugteveen – Yes

The motion carried unanimously.

At 8:30 PM., the Merle Boes/Bay Park Sapphire LLC Site Plan and Special Use applications for a service station/convenience store proposed at the corner of 120<sup>th</sup> Ave. and M-45 were discussed. The proposed project is located within the M-231 Overlay District.

Chairperson Martinie – Discussed the summary review by LSL Planning of the Site Plan application regarding non-compliance compared to the Zoning Ordinance. The major issues are non-compliance with access management, site design, and the build-to-zone.

Mike Boes – If you want a gas station/convenience store, the gas pumps need to go in front of the store. It does not make sense to build according to the Zoning Ordinance.

Township Attorney Ron Bultje – Explained the process for Zoning Board of Appeals relief for some Zoning Ordinance or Special Use application requirements.

Ryan Ysseeldyke of Holland Engineering – The new plans submitted tonight address some of the issues noted in the LSL memo with the exception of the location of the building and the gasoline pumps. He noted that if the building were to be located per the Zoning Ordinance, it would need to be glass on three sides.

Bill Maschewske – The Planning Commission needs to have a discussion with LSL to see if other gas stations/convenience stores are able to meet the Zoning Ordinance requirements.

Township Attorney Ron Bultje – Agrees.

Matt Pelt – Thinks the gas pumps belong in the front.

Chairperson Martinie – Noted it takes a special project to fit this particular corner parcel.

Township Attorney Ron Bultje – This issue needs to be discussed with LSL to determine if there are specific uses that should be exceptions to the ordinance.

Mike Boes – Knows of only one example of a service station/convenience store built per the Zoning Ordinance and it went bankrupt.

Township Attorney Ron Bultje – The Township needs to decide what businesses, if any, might be excepted from specific requirements.

Ryan Ysseeldyke – States the Township has mixed pedestrian friendly development with a Highway Commercial area that is not readily pedestrian friendly.

Matt Pelt – Feels it could be a safety issue if the pumps were located behind the building.

Rich Sibley – Stated concerns about the distance between access points on M-45 and the distance to the 120<sup>th</sup> Ave. intersection.

Township Attorney Ron Bultje – These access points could be approved without setting a precedent because they are existing MDOT approved curb cuts.

Chairperson Martinie – What do we want LSL to do? Are our standards in the overlay district reasonable, even for a gas station? Reasons need to be stated. If not reasonable, changes need to be suggested to accommodate a gas station.

Mike Boes – After a response from LSL, where do we go?

Bill Maschewske – Suggested that the applicants submit in writing what sections of the Zoning Ordinance are causing them practical difficulties and also provide reasons.

The applicants agreed to provide in writing what sections of the Zoning Ordinance are providing difficulties and why. This document will be forwarded by the Township to LSL Planning for response and supporting documentation, if possible, for the requirements in the Zoning Ordinance. The Planning Commission will then review the documents.

At 9:35PM., a motion was made by George Schippers and seconded by Rich Sibley to table the Bay Park Sapphire LLC Site Plan and Special Use applications pending written documentation from the applicants stating the practical difficulties with the Zoning Ordinance. The Township is to forward the list of difficulties to LSL for review and response.

The motion carried unanimously.

### Old Business

The pending MDOT Class B Earth Change application was discussed. Kathy Kuck reported that ERM has declined to bid on a quotation to represent the Township in this matter. A bid was received from Lakeshore Environmental in response to a revised request for quote on a two phase project.

A motion was made by Steve Young and seconded by Tom TenBroeke to accept the Lakeshore Environmental bid for Task 1 of the request for quotation to review the Workplan for the MDOT Hydrogeological Review.

The motion carried unanimously.

At 10:07, the Planning Commission discussed the current sign regulations relative to the Reed vs. Town of Gilbert court decision. Attorney Bultje prepared a written review of this subject dated April 19, 2016 outlining potential issues.

It was agreed this issue needed attention as time is available.

Matt Pelt – Stated he was asking for someone else, but questioned if a cloth sign could be erected in the overlay district.

Since the sign advertised a business that was located elsewhere, it was agreed the subject sign was actually a billboard and needed to be located at least a mile from any existing billboard and on M-45 in order to comply with the Zoning Ordinance.

A motion was made by Travis Vugteveen and seconded by George Schippers to pay salaries for the month of April 2016 (one meeting).

The motion carried unanimously.

A motion was made by Tom TenBroeke and seconded by Travis Vugteveen to adjourn the Planning Commission meeting at 10:18 PM.

The motion carried unanimously.

Respectfully submitted,

Bill Maschewske, Secretary  
Robinson Township Planning Commission



**SIGN IN SHEET**  
**Planning Commission Meeting**  
**April 26, 2016 at 7:30 pm**

PRINT NAME

SIGNATURE

PRINT NAME	SIGNATURE
Thomas Noor	Thomas E Noor
Dalane VanDenBerg	Dalane VanDenBerg
Jennis Buist	Jennis Buist
Dawrd Munroe	Dawrd Munroe
<del>Annette</del> Annette Munroe	Annette Munroe
Ryan Ysselilga	Ryan Ysselilga
Debby Harvey	Debby Harvey
Matt Pelt	Matt Pelt
Mike Boos	Mike Boos