

Corrected copy

ROBINSON TOWNSHIP PLANNING COMMISSION  
June 27, 2017

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

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

Also present were Township Attorney Ron Bulje, Zoning Administrator Brian Werschem, and four members of the public. The attendance sheet is attached.

A motion was made by Tom TenBroeke and seconded by Travis Vugteveen to approve the May 23, 2017 Planning Commission minutes as written.  
The motion carried unanimously.

Non-Commission Member Inquiries -- None

Reports and Communications -- None

Announcements

Bill Maschewske inquired about reimbursement from the Township for approved Citizen Planner online classes. Travis Vugteveen, the Township Board representative on the Planning Commission, stated that bills could be submitted for the costs.

Old Business

The Site Plan and Special Use applications for the M-45 Storage were reviewed. Zack Voogt gave a brief description of the proposed project to construct 5 more storage buildings similar to the one already on the site over approximately the next seven years. Property owner Leon Hogewind was also present.

The Detailed Site Plan was reviewed compared to Section 31.7 of the Zoning Ordinance.

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- A. through D. – Acceptable
- E. It was noted that the Cell Tower was too close to the subject property line per the Zoning Ordinance.
- F. The additional buildings will be the same height as the existing building per the applicants.
- G. Acceptable.
- H. Requirement met with the additional information submitted.
- I. Requirement met with additional submissions at tonight's meeting.
- J. Acceptable.
- K. Per owner Leon Hogewind, neighboring property owner Paul Elias has no problem with stormwater drainage going onto his property.
- L. through Q. Acceptable
- R. Due to the nature of the parking, the lighting requirements from Section 4.34 are not applied. Parking and walking are not issues.
- S. and T. Not applicable.
- U. Acceptable.
- V. Proof of ownership received tonight and verified by Township Staff.
- W. Acceptable.
- X. The Site Plan is a condition of the Special Use.
- Y. Not in the application but considered acceptable.
- Z. Will match existing building.
- AA. Acceptable.
- BB. This is an infrastructure lean project and therefore not an issue.
- CC. None

Next to be reviewed were the Site Plan Review Standards of Section 31.8 of the Zoning Ordinance.

- A. This is a permitted use with Special Use approval in the B-2 Zoning District.
- B. Acceptable.
- C. Adequate.
- D. Connectivity is not applicable for this project.
- E. Meets requirements.
- F. Stormwater drainage and retention – need compliance with the Ottawa County Water Resources Commission.
- G. Acceptable. The applicant will leave a buffer at the south end of the property to buffer the adjacent residential parcel.
- H. Screening – The applicant proposes a chain link fence around the entire parcel. Per the Zoning Ordinance, opaque fencing 6 ft. tall is required adjacent to residential parcels. For the east boundary, the applicant needs opaque fencing on the southerly portion not already fenced. The south boundary requires 6ft. tall opaque fencing.
- I. Acceptable.
- J. Utilities will be underground.
- K. Mostly not applicable.
- L. Requires approval of the local public safety official. This will be a condition in the recommendation.

- M. Need Health Department approval for water and septic.
- N. There will be no change to the existing sign.
- O. Meets requirements.
- P. Because of the use, required civic space is not applicable.

Next to be considered were the “General Standards for Considering Special Uses” found in Section 32.5 of the Zoning Ordinance.

- A. Acceptable.
- B. 1. A lighting plan has been submitted.  
2. Acceptable  
3. Acceptable.  
4. Addressed in the Wetland Evaluation.
- C. Acceptable.
- D. No change to existing.
- E. Health Department approvals for well and septic systems are needed.
- F. Operating hours will be established once the office is complete.
- G. Acceptable.
- H. Conditions to be included in recommendation.
- I. The proposed use is a permitted use with special approval.
- J. Does and will comply.
- K. Complies.
- L. Not applicable.

A motion was made by Travis Vugteveen and seconded by Rich Sibley to recommend to the Township Board approval of the M-45 Storage Site Plan and Special Use requests based on compliance with the Site Plan Standards in Section 31.8 of the Zoning Ordinance and the Special Use Standards in Section 32.5 of the Zoning Ordinance. The Planning Commission recommends the following conditions.

1. Compliance with the application and all materials submitted by the applicant.
2. Compliance with all statements of the applicant included in the minutes.
3. Compliance with Federal, State, County, and Township Ordinances.
4. Completion of the project within 5 years of approval. The Planning Commission is to have discretion to allow an extension of the deadline if the applicant is proceeding in good faith towards completion of the project and the conditions of the area have not significantly changed.
5. All of the new fencing on the east and south sides shall be opaque per Section 31.8H of the Zoning Ordinance. The opaque fencing on the east side begins where the old fencing stops.
6. The Fire Chief shall review the public safety aspects of the plan.

A roll call vote was taken.

- Steve Young – Yes
- Tom Tenbroeke – Yes
- George Schippers -- Yes

Rich Sibley – Yes  
Shawn Martinie – Yes  
Bill Maschewske – Yes  
Travis Vuigteveen – Yes  
The motion carried unanimously.

New Business

A Site Plan had been submitted by the Ottawa County Parks Department for the Explorer's Trail Trailhead. John Scholtz, Director of the Ottawa County Parks Department, and Curt TerHaar, Coordinator of Planning and Development for the Ottawa County Parks Department, were present to discuss and represent the plans.

Concern was expressed by the Zoning Administrator over the unidentified location of the portable toilet to be located on the site.

Curt TerHaar – Submitted an additional map showing the location of the portable toilet at the north end of the walkway.

Concern was also expressed by Zoning Administrator Werschem regarding outdoor lighting. In response, a new lighting plan was submitted by the applicants showing a maximum of 0.2 foot candles at the residential property line. The plan also showed 0.2 foot candles minimum for the parking area and walkways with 0.4 average for parking and 0.8 average for walkways.

The applicants proposed providing only approximately one-half of the Zoning Ordinance required minimum lighting since the project is not part of a typical commercial business. Lights will also be dimmed at 11:00 PM until 6:00 AM. It was determined that this is not really a commercial site with "open" hours of operation, therefore, the reduced levels of lighting would be preferred by the Planning Commission.

The Site Plan was reviewed compared to the requirements in Section 31.7 of the Zoning Ordinance.

- A. Acceptable.
- B. Acceptable with the inclusion of the submission showing the location of the portable toilet.
- C. Through M. Acceptable.
- N. and O. None.
- P. The entire site is open space.
- Q. Exempt.
- R. Lighting levels may be reduced to the engineer's recommended level based upon non-commercial use. Lighting will be 0.2 foot candles minimum at parking areas, 0.1 foot candles minimum at walkways, with averages of 0.8 foot candles at parking and 0.4 foot candles for walkways.
- S. Acceptable.
- T. Not applicable.

- U. Acceptable.
- V. MDOT owns the parcel.
- W. and X. Acceptable.
- Y. Acceptable - refer to application narrative.
- Z. Acceptable.
- AA. Shown.
- BB. Acceptable.
- CC. None.

The Standards for Site Plan Review in Section 31.8 of the Zoning Ordinance were reviewed next.

- A. Compliant.
- B. Standard met.
- C. Acceptable.
- D. Not applicable.
- E. The current lack of natural resources will be enhanced.
- F. Acceptable.
- G. Acceptable.
- H. Since this is not a traditional commercial use, the Planning Commission finds this is not applicable.
- I. Not applicable.
- J. Only electric is applicable and it will be underground from the pole per the applicant. Therefore, this standard is met.
- K. Not applicable.
- L. Emergency access is acceptable.
- M. Not applicable.
- N. Exempt per the zoning ordinance.
- O. Not applicable.
- P. The entire site is civic space.

A motion was made by Travis Vugteveen and seconded by Steve Young to recommend to the Township Board approval of the Detailed Site Plan for Explorers Trail Trailhead on North Cedar St. based upon compliance with the Site Plan standards in Section 31.8 of the Zoning Ordinance and with the following conditions.

1. Compliance with the application and all materials submitted by the applicant, including a supplemental sheet showing compliance with the agreed upon revised lighting plan.
2. Compliance with all statements of the applicant included in the minutes.
3. Compliance with all Federal, State, County, and Township ordinances.

A roll call vote was taken.

- Steve Young – Yes
- Tom Tenbroeke – Yes
- George Schippers -- Yes
- Rich Sibley – Yes
- Shawn Martinie – Yes

Bill Maschewski – Yes  
Travis Vugteveen – Yes  
The motion carried unanimously.

Planning Commissioner Rich Sibley left the meeting at this time.

A motion was made by Tom TenBroeke and seconded by George Schippers to pay Planning Commission salaries for the month of June (one special meeting, all members present).  
The motion carried unanimously with one member absent.

A motion was made by George Schippers and seconded by Travis Vugteveen to adjourn the Planning Commission meeting at 9:50 PM.  
The motion carried unanimously with one member absent.

Respectfully submitted,



Bill Maschewski, Secretary  
Robinson Township Planning Commission

