

ROBINSON TOWNSHIP PLANNING COMMISSION
July 23, 2019

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

Present

Shawn Martinie
Travis Vugteveen
Bill Maschewske
Rich Sibley
George Schippers
Lydia Brown

Absent

Steve Young

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

A motion was made by Travis Vugteveen and seconded by George Schippers to approve the agenda.

The motion carried unanimously with one member absent.

A motion was made by Rich Sibley and seconded by Travis Vugteveen to approve the June 25, 2019 Planning Commission minutes as written.

The motion carried unanimously with one member absent.

Non-Commission Member Inquiries – None

Reports and Communications

Travis Vugteveen reported the following from the Township Board.

1. The Class B Earth Change renewal and modification application for the Construction Aggregates South Cedar Site was approved.
2. The Township Board received a brief presentation on the Farmland Preservation program.
3. A resignation was accepted from Morgan Michmerhuizen.
4. The purchase of radio holsters was approved.
5. The public hearing for the Crossroads Migrant Housing application was held and the application was approved.
6. A proposal was accepted from Tridon to repair the fire department building.
7. The Navigators were approved for fundraising.

Announcements -- None

Old Business

At 7:38 PM., the public hearing for the proposed text amendment to Section 6.4 of the Zoning Ordinance was held as scheduled. An introduction to the public hearing was given by Chairperson Martinie and the public hearing notice was read by Secretary Maschewske. The public hearing was declared open by the Chairperson, the rules of procedure were explained, and a brief explanation of the proposed amendment was given.

Rich Sibley – Requested an explanation of the number of splits allowed currently in Section 6.4 of the Zoning Ordinance.

Township Attorney Bultje and Bill Maschewske – Explained the old State Subdivision Control Ordinance and the new Land Division Ordinance.

There were no other questions or comments from either the public or the Planning Commission.

A motion was made by Travis Vugteveen and seconded by Rich Sibley to close the public hearing.

The motion carried unanimously with one member absent.

A motion was made by Rich Sibley and seconded by George Schippers to recommend to the Township Board approval of the Zoning Ordinance text amendment to Section 6.4 with draft date of May 31, 2019.

A roll call vote was taken.

Rich Sibley – Yes

Lydia Brown – Yes

George Schippers – Yes

Bill Maschewske – Yes

Shawn Martinie – Yes

Travis Vugteveen – Yes

The motion carried unanimously with one member absent.

At 7:47 PM., the Pre-Qualification Application for Site Condominium approval from Gerald Feenstra and Jacob Peterson for parcel no. 70-08-12-300-034 was reviewed.

Lydia Brown – Inquired why three parcels were involved.

Gerald Feenstra – Three parcels were required to satisfy the requirements of the Ottawa County Health Department.

Bill Maschewske – Inquired if the Zoning Administrator had made any determinations regarding proposed lot sizes for irregularly shaped lots.

Zoning Administrator Werschem – No, and this level of review does not really examine the lot sizes.

Bill Maschewske – It appears that lot nos. 5, 6, 8, 11, 12, and 13 do not meet the size requirements of the Zoning Ordinance.

Zoning Administrator Werschem – This is just a very high altitude view of the project at this time.

The application was reviewed for completeness, referencing the requirements in Section 21.3(C) of the Zoning Ordinance.

1. Submission acceptable.
2. Submission acceptable.
3. A statement was made.
4. Submission acceptable.
5. Submission acceptable.
6. Submission acceptable.

It was determined that the Pre-Qualification application was complete. It is now the applicant's responsibility to submit the Preliminary Plan with lot adjustments.

Chairperson Martinie – Questioned where the Planning Commission review stopped and the Township Board responsibilities started.

Township Attorney Bultje – Stated the Planning Commission will do all the detail review and submit its recommendation to the Township Board. The Planning Commission will probably do a report similar to that involved in the Planning Commission review of a PUD application.

Zoning Administrator Werschem – Stated the Township Board wants the Planning Commission to do the detailed review.

Township Attorney Bultje – Stated the Master Deed will be reviewed by Legal Counsel and it must comply with the Zoning Ordinance and all conditions of the Planning Commission.

Chairperson Martinie – Inquired of Mr. Feenstra regarding what he was planning to submit for Preliminary Plan approval.

Mr. Feenstra – Not much more than already submitted.

Chairperson Martinie – By who and when do the utility plans, storm drainage, and so forth get reviewed?

Randy Feenstra – Wants Preliminary Plan approval prior to committing resources.

Township Attorney Bultje – Summarized the review requirements in Section 21.4(D) of the Zoning Ordinance. He emphasized that the Planning Commission would do the detailed review.

Bill Maschewske – Suggested that Chapter 21 be rewritten to be clearer regarding submission and review requirements.

A motion was made by Rich Sibley and seconded by George Schippers to schedule a public hearing for the Feenstra and Peterson Site Condominium Preliminary Plan for parcel no. 70-08-12-300-034 for August 27, 2019 pursuant to meeting the requirements of Section 21.3(C) of the Zoning Ordinance.

A roll call vote was taken.

Rich Sibley – Yes

Lydia Brown – Yes

George Schippers – Yes

Bill Maschewske – Yes

Shawn Martinie – Yes

Travis Vugteveen – Yes

The motion carried unanimously with one member absent.

At 8:50 PM., the informational meeting regarding the Ottawa County Parks project was to be held, however, no members of the Parks Department were present.

At 8:51 PM., at the request of the Township Board, a discussion was held regarding the minimum distance that municipal water must be extended to a subdivision, PUD, or Site Condominium development.

Bill Maschewske – Noted that Article V, Section 5.4(G) of the Robinson Township Subdivision Control Ordinance specifies 2700 ft. at the discretion of the Township Board. This would currently apply to subdivisions only and not to PUD or Site Condominium projects.

A discussion followed, including a review of the Township Master Water Plan and the locations of existing municipal water supply.

Bill Maschewske – Noted that the Master Water Plan basically reflected where main water lines should be run if water were to extend into a particular area. Other considerations that must be included in the requirement of whether to extend municipal water should be lot sizes, zoning, Master Plan designation, availability of well water, and uses in the path the extended water line.

Township Attorney Bultje – The Township needs to take the Master Land Use Plan and the Master Water Plan and select areas in which the extension requirement should apply.

Travis Vugteveen will provide feedback to the Township Board.

A motion was made by Travis Vugteveen and seconded by Lydia Brown to pay salaries for the month of July 2019 (one meeting, six 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 9:30 PM.

The motion carried unanimously with one member absent.

Respectfully submitted,

Bill Maschewske, Secretary
Robinson Township Planning Commission

Attachments: Attendance Sheet



SIGN IN SHEET
Special Meeting of the
Planning Commission
July 23, 2019 at 7:30 pm

PRINT NAME

SIGNATURE

Robin Smith

Robin L. Smith

Brenda Sibley

Brenda Sibley