

ROBINSON TOWNSHIP PLANNING COMMISSION  
July 28, 2020

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  
Lydia Brown  
Steve Young

Absent

Rich Sibley  
George Schippers

Also present were Zoning Administrator Brian Werschem, Township Attorney Ron Bultje, Supervisor Kathy Kuck, Trustee Bernice Berens, Chris Khorey of MCKENNA, and Emma Posillico (via Zoom) of Fresh Coast Planning. The attendance sheet is not attached since it contained no names.

A motion was made by Travis Vugteveen and seconded by Lydia Brown to approve the agenda as written.

The motion carried unanimously with two members absent.

A motion was made by Lydia Brown and seconded by Travis Vugteveen to approve the minutes of the June 23, 2020 Planning Commission meeting with the correction of the word “established” to “discussed” in Item 16 of Reports and Communications on page 2.

The motion carried unanimously with two members absent.

Non-Commission Member Inquiries – None

Reports and Communications

Travis Vugteveen reported the following from the July 8, 2020 Township Board meeting.

1. The MME Development LLC Class B Earth Change permit renewal was approved.
2. A motion was approved to not move forward with a request to the DNR to expand the Slow No Wake Zone on the Grand River in the area near Riverside Park.
3. A discussion was held to determine if a Slow No Wake Zone should be implemented on Stearns Bayou. The process would require a public hearing. The consensus of the Board is that more input from residents should be gathered to see what the interest is before proceeding.
4. The Township Board consensus was to have the Planning Commission conduct the second interview with the two selected planning firms (Fresh Coast Planning and

MCKENNA) and make a recommendation to the Township Board. The applicant approved by the Township Board will be used to update the Master Plan.

5. A motion was approved to purchase three new computers.
6. A motion was approved to send a letter to the USDA, NRCS Office of the Chief in support of Ottawa County's application for a Conservation Innovation Grant.
7. The renewal of a lease for a postage machine with Pitney Bowes was approved.
8. Payment of the Accident Fund workers compensation insurance renewal was approved.
9. A discussion was held regarding a no parking area near the intersection of 144<sup>th</sup> Ave. and Green St.
10. A discussion was held regarding an alternative plan for a Clean- Up Day.
11. Diemers Property Services estimate was approved to reroute the sprinkler line at the back of the Township Hall.

Announcements -- None

### Old Business

Zoning Administrator Werschem updated the Planning Commission on the Evergreen Site Condominium project. A buyer is considering the property for a four home family compound. This Site Condominium project remains tabled by the Planning Commission and no action was taken.

### New Business

The update and rewrite of the Master Land Use Plan was next on the agenda. A discussion was held regarding the merits of updating the current plan or rewriting it completely. A complete rewrite was favored.

The Township Board on March 30, 2020 distributed a Request for Proposals to various planning firms to update/rewrite the Robinson Township Master Land Use Plan. Proposals were received from three planning firms. At a following Township Board meeting, the three firms were interviewed and Fresh Coast Planning and MCKENNA were determined to be finalists. At the July 8, 2020 Township Board meeting it was decided to have the Planning Commission interview the finalists and make a recommendation to the Township Board for their approval. Those interviews were scheduled for this date.

At 7:45 PM., Chris Khorey, AICP with MCKENNA, was present. Following extensive questioning, several items of information were requested. Since there were concerns expressed about all residents being able or comfortable responding to the Citizen Survey electronically, the additional cost of Citizen Survey mailing was requested. Additionally, discussion determined that the Leroy Township Master Plan recently prepared by MCKENNA would be the best example plan for the Planning Commission to review. This information would be sent to the Planning Commission.

At 8:30 PM., a Zoom electronic interview was held with Emma Posillico, AICP with Fresh Coast Planning. Questions were asked of Fresh Coast Planning similar to those asked of MCKENNA. During the interview, it was noted by the applicant that Fresh Coast Planning had recently completed the Otisco Township Master Plan and that this was a rural township similar to Robinson Township. A copy of the Otisco Township Master Plan was requested for review. Also, any additional cost for a mail-in Citizen Survey was requested since an electronic survey was anticipated by the applicant in their proposal.

Following the interviews and the departure of the applicants, a discussion was held regarding the pros and cons of each applicant. It was concluded that a final decision for recommendation to the Township Board could not be reached until the requested information from each applicant was received and reviewed. The requested information is listed in the Action Items below.

Action Items:

MCKENNA

1. Additional cost for a mail-in Citizen Survey.
2. Electronic copy of the Leroy Township Master Plan recently completed by MCKENNA.

Fresh Coast Planning

1. Additional cost for a mail-in Citizen Survey.
2. Electronic copy of the Otisco Township Master Plan recently completed by Fresh Coast Planning.

The next special meeting was scheduled for August 11, 2020 to discuss the Action Items submitted by the applicants and to make a recommendation to the Township Board.

A motion was made by Lydia Brown and seconded by Travis Vugteveen to pay Planning Commission salaries for the month of July 2020 (one meeting, five members present). The motion carried unanimously with two members absent.

Any and All Other Business -- None

A motion was made by Travis Vugteveen and seconded by Lydia Brown to adjourn the Planning Commission meeting at 9:47 PM. The motion carried unanimously with two members absent.

Respectfully submitted,

Bill Maschewske, Secretary  
Robinson Township Planning Commission

Attachment: None.