

ROBINSON TOWNSHIP PLANNING COMMISSION
October 22, 2024

The regular meeting of the Robinson Township Planning Commission was called to order at 7:00 PM. at the Robinson Township Hall.

Present	Absent
Shawn Martinie	Lydia Brown
Bill Maschewske	Phil Crum
Travis Vugteveen	
Steve Young	
Michelle Gillespie	

Also present were Township Attorney Ron Bultje, Zoning Administrator Julie Lovelace, Supervisor Frank Johnson, Mr. and Mrs. Adam McMillan, and Attorney Jennifer Lynn representing Doug Marshall. The attendance sheet is attached.

Approval of Agenda

A motion was made by Michelle Gillespie and seconded by Travis Vugteveen to approve the agenda of the October 22, 2024 meeting as written.
The motion carried unanimously with two members absent.

Adopting of Previous Minutes

A motion was made by Michelle Gillespie and seconded by Travis Vugteveen to approve as written the minutes of the September 24, 2024 Planning Commission meeting.
The motion carried unanimously with two members absent.

Non-Commission Member Inquiries and Questions

Jennifer Lynn, Attorney for Doug Marshall, spoke regarding a Special Use renewal. Mr. Marshall had previously requested and received Special Use Approval under Section 9.3(D) of the Zoning Ordinance to allow recreational vehicle parking for up to 100 days per year. Mr. Marshall requested renewal of his Special Use permit and the application was referred by the Township Board to the Planning Commission for review. Attorney Lynn continued to explain there were complaints of trash and an issue with a dog, however, these were not brought to the attention of Mr. Marshall directly but through the Zoning Administrator. According to Attorney Lynn, these issues have already been addressed.

Chairperson Martinie stated the issue was not on the agenda for the October meeting but will be addressed at the November regular meeting.

Supervisor Frank Johnson – Stated that because of the complaints and with no Planning Commission representative present at the Township Board meeting regarding a recommendation, the application was referred to the Planning Commission for review and recommendation. Further review at the Township Board level was tabled.

Reports and Communications -- None

Announcements

Chairperson Martinie stated that Mike Bozich of Granicus, a contract firm that administers Short Term Rental Compliance for municipalities, will be in attendance to discuss their services at a future meeting.

Chairperson Martinie also noted this would be Travis Vugteveen’s last Planning Commission meeting. Travis is the Township Board representative to the Planning Commission and did not run for re-election in November. Travis Vugteveen was thanked for his many years of service, both as a Planning Commissioner and a Township Board Trustee, and wished well.

New Business – None

Old Business

The discussion continued from the September 24, 2024 meeting of the Zoning Ordinance Text Amendment request from HAM Worldwide, LLC to amend the I-2 Zoning District, Chapter 15, to allow marine construction facilities. No representatives of the applicant were present. Per direction from the Planning Commission at the September meeting, the draft Zoning Ordinance Text Amendment was amended and assigned a draft date of 10/09/2024. Refer to the September 24, 2024 Planning Commission minutes for details of changes requested at that time.

Bill Maschewske – Asked whether requirements should be included in Chapter 15.3 H(1) for the 100 ft., wide buffer adjacent to Industrial Zoned properties.

Following discussion, the consensus was to not make specific requirements in the Zoning Ordinance but make the requirements site specific in the Site Plan Review process.

Travis Vugteveen – Inquired regarding Chapter 15.3H(3) whether Michigan courts support preserving views.

Township Attorney Bultje – Stated this requirement could reasonably be enforced.

The consensus was to leave this requirement unchanged.

A motion was made by Michelle Gillespie and seconded by Shawn Martinie to recommend to the Township Board approval of the Zoning Ordinance Text Amendment with draft date of 10/09/2024 that permits Marine Construction Facilities in the I-2 Zoning District as a Special Use.

A roll call vote was taken.

Michelle Gillespie – Yes

Bill Maschewske – Yes

Shawn Martinie – Yes

Steve Young – Yes

Travis Vugteveen – Yes

The motion carried unanimously with two members absent.

A copy of the 10/09/2024 draft Zoning Ordinance Text Amendment is attached.

At 7:45 PM., the issue of amending the Zoning Ordinance to address Short Term Rentals (STR) was discussed. Township Attorney Bultje had prepared a draft Zoning Ordinance Amendment and a draft Police Power Ordinance (both draft date 09/24/24) in accordance with the direction given by the Planning Commission at the August 27, 2024 Planning Commission meeting. These documents were reviewed and discussed.

Bill Maschewske had the following comments.

Draft Zoning Ordinance Amendment

1. The Planning Commission still needs to meet with a consulting STR administrative agency to review issues.
2. A Figure of the allowable area for STR is needed for Section 4.58(F).
3. Maximum occupancy was not addressed.
Township Attorney Bultje responded this should be, and is addressed in the Police Power Ordinance and not the Zoning Ordinance.

Draft Police Power Ordinance

1. Section 4(a) – Multiple dwellings on a parcel were referenced as not permitted for STR. The Township currently does not allow multiple dwellings on a single- family parcel. Following discussion, Township Attorney Bultje suggested adding “If otherwise allowed in the Zoning Ordinance, family...” to the beginning of the second sentence. This was accepted by the Planning Commission.
2. Section 4(d) – It seems unreasonable for the new occupant of an estate to have to report to the Township. It was agreed to delete this requirement by deleting the second sentence of this paragraph.
3. Section 5(a) – Are we requiring STR residences to have paved drives and parking areas? It was agreed to change “paved” to “designated” for parking areas.
4. Section 5(b) – It is unclear what “the intent of a single-family residential neighborhood” means.
The recommendation of Attorney Bultje was that when used in coordination with the rest of the STR requirements, it has meaning.
This section was left unchanged.
5. Section 8(a), (b), and (c) – Recommend changing the 12- month interval for counting violations to 24 months.
Following discussion, this change was agreed upon.

Chairperson Martinie shared the following list of concerns.

1. A requirement for smoke and carbon monoxide detectors per the Building Code were not included.
It was decided to require these in the Police Power Ordinance and show proof by requiring the applicant to provide photographs of them in the dwelling.
2. Liability insurance was not required.
This requirement will be added to the Police Power Ordinance.
3. Compliance with Building Codes and Fire Codes.
It was agreed the Police Power Ordinance would require one fire extinguisher at each egress point of the STR. The requirement will be similar to the Laketown Township Ordinance and evidence will be provided by photographs submitted with the application for STR to the Township.

Bill Maschewske – Are the trash requirements adequate in Section 5(a)?

The consensus was to not change Section 5(a).

Zoning Administrator Lovelace – Capitalize “state” in Section 5(a)(2).

Township Attorney Bultje agreed to prepare an updated draft for the next regular Planning Commission meeting.

Zoning Administrator Lovelace – Suggested requiring only a Preliminary Sketch Plan instead of a full Site Plan for the Special Use application for an STR.

This issue was discussed extensively and it was finally agreed to require the full Site Plan Review and use discretion for those items not applicable.

Bill Maschewske – Recommended changing “small town” to “rural” in the second sentence of the first paragraph of the draft of Section 4.58 to be consistent with the Master Land Use Plan. The change was accepted.

Discussions of STR were concluded at this time.

Zoning Administrator Lovelace initiated a new discussion regarding accessory dwelling units, which currently are not allowed in the Zoning Ordinance.

Travis Vugteveen – Suggested the Zoning Ordinance needed to be enhanced to distinguish between accessory dwelling units and convenience items in a single- family residence.

Chairperson Martinie – Where do we go for reference material on this subject?

Township Attorney Bultje – Laketown Township has ordinance language for both attached and unattached accessory dwellings.

Zoning Administrator Lovelace will obtain copies of the Laketown Township Ordinance language and distribute for Planning Commission review.

Pay Bills

A motion was made by Travis Vugteveen and seconded by Shawn Martinie to pay salaries for the October 22, 2024 meeting (one meeting, 5 members present, 2 members absent). The motion carried unanimously with two members absent.

Any and All Other Business That May Come Before the Board

Bill Maschewske, the Planning Commission representative on the Zoning Board of Appeals, reported that three Variance requests have been processed from the Village of Robinson in the past two years. While they have not been for the same particular issue, the need for Variances could be resolved by amending the Zoning Ordinance to recognize the lot sizes and setbacks within the Village as legal. Township Attorney Bultje noted that this could be resolved with an Overlay district for the Village of Robinson with specific lot sizes and yard requirements.

The consensus of the Planning Commission requested the Township Attorney to prepare a draft Zoning Ordinance Amendment to create this overlay district and text. Zoning Administrator Lovelace agreed to provide recommended minimum lot sizes and yard requirements.

Adjournment

A motion was made by Travis Vugteveen and seconded by Michelle Gillespie to adjourn the Planning Commission meeting at 8:52 PM. The motion carried unanimously with two members absent.

The next Planning Commission meeting was noted to be November 26, 2024.

Respectfully submitted,

Bill Maschewske, Secretary
Robinson Township Planning Commission

Attachments: October 22, 2024 Planning Commission Sign-in Sheet

Draft Zoning Ordinance Text Amendment to the I-2 Zoning District with draft date of 10/09/2024



SIGN IN SHEET
Regular Meeting of the
Planning Commission
October 22, 2024 - 7:00 pm

PRINT NAME

SIGNATURE

Fraal Johnson

Jennifer Lynn

ORDINANCE NO. ____

ZONING TEXT AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF ROBINSON TOWNSHIP, OTTAWA COUNTY, MICHIGAN, BY DEFINING MARINE CONSTRUCTION FACILITY; BY ADDING TO THE SPECIAL USES ALLOWED IN THE I-2 INDUSTRIAL ZONING DISTRICT; AND BY PROVIDING FOR THE EFFECTIVE DATE OF THIS ORDINANCE.

THE TOWNSHIP OF ROBINSON, COUNTY OF OTTAWA, AND STATE OF MICHIGAN ORDAINS:

Section 1. Definitions. The Robinson Township Zoning Ordinance is amended by adding 3.77.2.1 to be read in its entirety as follows:

Section 3.77.2.1 MARINE CONSTRUCTION FACILITY.

A facility that may include structures, buildings, grounds, and uses in or adjacent to the Grand River used for the transportation, construction, servicing, and maintenance of marine-related equipment and structures, including but not limited to docks, piers, and seawalls, and for servicing, repairing, and maintaining vessels related to such activities.

Section 2. Uses Requiring Special Approval. The Robinson Township Zoning Ordinance is amended by adding subsection (H) to Section 15.3, regarding special uses in the I-2 Zoning District, to state in its entirety as follows.

(H) Marine construction facility with accessory activities and storage on property abutting the Grand River. Notwithstanding Section 15.5, the Township Board may approve outdoor storage in the required side and rear yards where the lot abuts the water's edge. Additionally, the Board may permit outdoor storage to exceed twenty (20) percent of the square foot area of the principal building(s) upon the premises, based upon a consideration of the overall size of the lot. In any event, the following requirements must be met.

1. A one hundred (100)-foot landscaped buffer shall be maintained along any lot line not abutting the water. A buffer abutting a property zoned in any district other than Industrial, and any buffer abutting a street, must provide an eight (8)-foot berm or an eight (8)-foot privacy fence.
2. A minimum setback from the water's edge as determined by the State shall be maintained. State approval must be submitted at the time of application for this special use.

3. The marine construction facility shall not materially obstruct any neighboring view of the waterfront.

Section 3. Effective Date. The foregoing amendment to the Robinson Township Zoning Ordinance was approved and adopted by the Township Board of Robinson Township, Ottawa County, Michigan on _____, 2024, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended. This Ordinance shall be effective on _____, 2024, which date is the eighth day after publication of the Ordinance as is required by Section 401 of Act 110, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Frank Johnson, Township Supervisor

Christine Saddler, Township Clerk

CERTIFICATE

I, Christine Saddler, the Clerk for the Township of Robinson, Ottawa County, Michigan, certify that the foregoing Robinson Township Zoning Text Amendment Ordinance was adopted at a regular meeting of the Township Board held on _____, 2024. The following members of the Township Board were present at that meeting: _____
_____. The following members of the Township Board were absent: _____. The Ordinance was adopted by the Township Board with members of the Board: _____, voting in favor, and members of the Board: _____, voting in opposition. The Ordinance was published in the *Grand Haven Tribune* _____, 2024.

Christine Saddler, Clerk
Robinson Township