

ROBINSON TOWNSHIP PLANNING COMMISSION  
February 25, 2025

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 Bill Maschewske Kathy Kuck Lydia Brown Phil Crum Steve Ambrose Michelle Gillespie	None

Also present were Township Attorney Ron Bultje, Zoning Administrator Julie Lovelace, and Doug Marshall, a member of the public. The attendance sheet is attached.

Approval of Agenda

A motion was made by Lydia Brown and seconded by Michelle Gillespie to approve the agenda of the February 25, 2025 meeting as written.  
The motion carried unanimously.

Adopting of Previous Minutes

A motion was made by Michelle Gillespie and seconded by Shawn Martinie to approve as written the minutes of the February 13, 2025 Planning Commission meeting.  
The motion carried unanimously.

Non-Commission Member Inquiries and Questions

Doug Marshall inquired when the E-1 Zoning District would be discussed in the Planning Commission review of the Zoning Ordinance to incorporate the Strategies of the Restated Master Land Use Plan.

Chairperson Martinie responded that sequentially in the Master Plan, the E-1 Zoning District would be next, however, he has no idea if that is the Chapter that contracted Township Planner Greg Ransford will address next with revised text.

Reports and Communications

Bill Maschewske reported the following from the Township Board meeting.

1. Kathy Kuck was appointed to the Planning Commission to fill the vacancy created by Steve Young with his retirement.
2. The Pease Oversized Accessory Building Site Plan and Special Use were approved.
3. Chairperson Martinie noted that Lydia Brown was re-appointed to the Planning Commission.

Announcements-- None

New Business

Schippers Contract Rezoning Request Public Hearing

This was the time and place for the public hearing for the Schippers Contract Rezoning Request Public Hearing in response to an application submitted by Jay and Darlene Schippers to contract rezone parcel no. 70-08-24-400-017 from B-2 and RR to the I-1 Zoning District. The terms of the contract rezoning offered by the applicant are that the only use permitted on the property is the existing use; excavating business office, shop, and storage. For more complete details of the contract rezoning request, reference the attached Memorandum from Zoning Administrator Lovelace dated January 23, 2025.

Chairperson Martinie inquired if Mr. Marshall, being the only member of the public present, had an interest in the Schippers rezoning request.

Mr. Marshall – No.

Chairperson Martinie declared the public hearing open at 7:07 PM.

Neither the applicants, nor their representatives, nor any member(s) of the public interested in the Schippers contract rezoning request were present.

There being no comments, a motion was made by Lydia Brown and seconded by Michelle Gillespie to close the public hearing.

The motion carried unanimously and the public hearing was closed at 7:09 PM.

At this time, Chairperson Martinie requested comments from the Planning Commission regarding the Schippers Contract Rezoning Request.

Bill Maschewske – Noted the current building does not meet the required setback from the M-45 right-of-way (ROW).

Zoning Administrator Lovelace stated the applicants can either amend the Site Plan or go to the Zoning Board of Appeals. She also noted the proposed addition is within the required 100 ft. setback from the ROW.

Chairperson Martinie – Noted that the size of the addition would not be allowed per the Zoning Ordinance because of the current non-conformity of the use in the B-2 Zoning District. Because the business has existed for many years, contract rezoning to make the use conforming makes sense. With the contract rezoning, the use will remain the same but the building will get larger. The current non-conforming status would only allow the building to get 50% larger than the current size.

Bill Maschewske – Requested the GIS photograph of the site be shown on the computer screen and noted the large amount of outdoor storage. The I-1 Zoning District only allows 20% of the building area to be outdoor storage.

Township Attorney Bultje – Stated the existing outdoor storage is grandfathered but could be negotiated as part of the Site Plan Review process for the new addition to the building.

Kathy Kuck – Stated the I-1 District limits the number of employees for all uses on the parcel to 20. The applicant has stated in the application that they employ 40+ people and want to stay in the current location.

There followed a lengthy discussion regarding the limit of 20 employees regarding whether that meant present on the site or simply employed by the use.

A motion was made by Michelle Gillespie and seconded by Kathy Kuck to table the Schippers Contract Rezoning Request pending discussion with the applicant. The motion carried unanimously.

#### Annual Report and Budget

Chairperson Martinie requested comments on the draft 2024 – 2025 Annual Report and 2025 – 2026 Proposed Budget.

Bill Maschewske –

1. Under Earth Change Permits, change 2023 to 2024.
2. Under PC Membership Changes, add Kathy Kuck was appointed to the Planning Commission. Also add that Lydia Brown was re-appointed. Delete Michelle Gillespie and Bill Maschewske were re-appointed since that happened prior to the reporting period.

Following discussion, it was agreed that under Membership, Michelle Gillespie and Bill Maschewske should state “Term expires in 2027 instead of 2024.

A motion was made by Shawn Martinie and seconded by Kathy Kuck to approve the Planning Commission Annual Report 2024 --2025 and Proposed Budget 2025 – 2026 as amended above. The motion carried unanimously.

#### New Business

## Draft Short Term Rental Legislation Discussion

The discussion of Short Term Rentals (STR) was continued from the last regular meeting. The subject of discussion specifically was to review the Township map showing the areas meeting the criteria previously established by the Planning Commission for STR. Drafts of the Zoning Ordinance Amendment for Short Term Rentals (STR) and Police Power Ordinance were previously reviewed at the January 28, 2025 regular meeting. Activity to date was summarized by Chairperson Martinie for the benefit of new members.

A map was presented by Zoning Administrator Lovelace showing all areas that met the criteria of having water frontage on either the Grand River and its tributaries or Stearns Bayou, is zoned residential, and is not included in a subdivision, plat, or PUD. The map was reviewed and public lands were removed from the designated areas and the marked-up map was given to Zoning Administrator Lovelace to have GIS make the necessary corrections.

A memorandum from iWorQ Systems, a company that manages STR for municipalities, was reviewed which gave costs for various services.

### Village of Robinson

The next topic discussed was the request from the Zoning Board of Appeals to review the Zoning Ordinance for possible revisions to address the number of Variance requests from property owners in the Village of Robinson. Proposed Zoning Ordinance Text Amendment wording was provided by the Zoning Administrator with the assistance of the Township Attorney and provided relief to Yard Setback Requirements. The proposal involved reducing the Setback requirements to 80% of those in the 1949 Zoning Ordinance. The Planning Commission reviewed the draft text at the November regular meeting and requested some amendments which were addressed in a draft dated 12/17/2024 which were distributed to Planning Commissioners. This draft was reviewed at the January 28, 2025 Planning Commission meeting and revisions were agreed upon. A new draft with draft date of 2/9/24 was now reviewed to see if all requested revisions were included.

Bill Maschewske – Section 4.31(G) of the Zoning Ordinance was to be cross-referenced in Chapter 30.2, footnote (g), however, this was not done.

The consensus of the Planning Commission was to make the above change.

Township Attorney Bultje --

1. Noted the draft date should be 2/9/25 instead of 2/9/24.
2. Section 2, first sentence – Change “are” to “is”.

### Pay Bills

A motion was made by Lydia Brown and seconded by Michelle Gillespie to pay salaries for the February 25, 2025 Planning Commission meeting (seven members present, no members absent). The motion carried unanimously.

Any and All Other Business That May Come Before the Board

Township Attorney Bultje stated that he and Dickinson Wright are temporarily the Ottawa County legal counsel. As such, he has a scheduling conflict every other month with the Planning Commission meeting on the fourth Tuesday of the month. He assured the Planning Commission that this is a temporary situation but may take months before Ottawa County hires a permanent firm to represent them.

Following discussion, the Planning Commission agreed to change the regular meeting scheduled for March 25, 2025 to March 26, 2025. The Planning meeting scheduled for March 13, 2025 remains unchanged.

Bill Maschewske – Inquired if the Township received the large-scale Master Land Use Plan maps promised by Fresh Coast Planning following adoption of the Restated Master Land Use Plan. If the Township has received it, it needs to be framed or in some very visible way identified as the official Master Land Use Plan to easily prevent confusion with other maps. It also needs to have a revision block added so that revisions can be tracked by date and description of the change.

Zoning Administrator Lovelace agreed to get the Township Secretary to get the map, which has been received, mounted on foam board and she will contact Ottawa County GIS about adding a change block.

Lydia Brown suggested adding an envelope on the back of the map that could contain all pertinent documents related to each change. Lydia Brown is to follow-up to make sure the appropriate identification and revision documentation is completed.

Adjournment

A motion was made by Lydia Brown and seconded by Kathy Kuck to adjourn the Planning Commission meeting at 8:57 PM. The motion carried unanimously.

Respectfully submitted,

Bill Maschewske, Secretary  
Robinson Township Planning Commission