

ROBINSON TOWNSHIP PLANNING COMMISSION  
February 26, 2019

The regular 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  
Rich Sibley

Absent

George Schippers  
Steve Young

Also present was Brenda Sibley as a member of the public. The attendance sheet is attached.

A motion was made by Travis Vugteveen and seconded by Rich Sibley to approve the agenda. The motion carried unanimously with two members absent.

A motion was made by Travis Vugteveen and seconded by Rich Sibley to approve the January 22, 2019 Planning Commission minutes as written. The motion carried unanimously with two members absent.

Non-Commission Member Inquiries – None

Reports and Communications – None

Announcements

Chairperson Martinie distributed a Zoning Ordinance amendment from Allendale Charter Township which required new developments to be connected to public water supply. In addition, Allendale Township has enacted a moratorium on any development not already approved to use well water.

Rich Sibley – Inquired about public water in Robinson Township.

Chairperson Martinie – Discussed the existing public water access in Robinson Township.

Bill Maschewske – Reported on attendance at the PFAS meeting held by the DEQ at the Ottawa County Fillmore St. Complex.

Old Business – None

New Business

As required, the annual election of Planning Commission officers was held.

A motion was made by Travis Vugteveen and seconded by Rich Sibley to nominate and re-elect the current officers of Shawn Martinie as Chairperson, Steve Young as Vice-President, and Bill Maschewske as Secretary.

The motion carried unanimously with two members absent.

Following discussion, a motion was made by Rich Sibley and seconded by Lydia Brown to schedule regular Planning Commission meetings for May 28, 2019, August 27, 2019, November 26, 2019, and February 25, 2020.

The motion carried unanimously with two members absent.

The draft Annual Report and Proposed Budget for the Planning Commission was discussed.

A motion was made by Rich Sibley and seconded by Travis Vugteveen to accept the Planning Commission 2018 – 2019 Annual Report and 2019 – 2020 Proposed Budget as written.

The motion carried unanimously with two members absent.

A motion was made by Rich Sibley and seconded by Bill Maschewske to pay salaries for the month of February 2019 (one meeting, 5 members present).

The motion carried unanimously with two members absent.

A motion was made by Rich Sibley and seconded by Travis Vugteveen to adjourn the Planning Commission meeting at 8:02 PM.

Respectfully submitted,

Bill Maschewske, Secretary  
Robinson Township Planning Commission

Attachments: Attendance Sheet  
Planning Commission 2018 – 2019 Annual Report and Budget



**SIGN IN SHEET**  
**PLANNING COMMISSION MEETING**  
**February 26, 2019**

PRINT NAME

Brenda Sibley

SIGNATURE

*Brenda Sibley*

## ROBINSON TOWNSHIP PLANNING COMMISSION ANNUAL REPORT 2018-2019 AND PROPOSED BUDGET 2019-2020

### INTRODUCTION

The purpose of this report is to describe the major activities of the Robinson Township Planning Commission for February 28, 2018 through February 28, 2019. Introductory goals and projections for 2019 are also included, as is the proposed budget for 2019 – 2020.

### EVENTS OF 2018-2019

#### MEMBERSHIP

The membership and remaining term of office for the Planning Commission members, as well as positions held effective following finalized elections as of the Regular meeting dated 02/28/18 were:

<i>Travis Vugteveen</i>	<i>Board Rep</i>	<i>(Appointed Nov. 2012)</i>
<i>Shawn Martinie</i>	<i>Chairman</i>	<i>(Term expires in 2020)</i>
<i>Steve Young</i>	<i>Vice Chair</i>	<i>(Term expires in 2019)</i>
<i>Bill Maschewske</i>	<i>Secretary</i>	<i>(Term expires in 2021)</i>
<i>George Schippers</i>	<i>Member</i>	<i>(Term expires in 2019)</i>
<i>Tom TenBroeke</i>	<i>Member</i>	<i>(Term expires in 2019)</i>
<i>One position vacant</i>		<i>(Term expires in xxxx)</i>

#### GOALS

The goals for the Robinson Township Planning Commission for 2019 are:

- To continue to serve the residents of the Township to promote public health, safety, and general welfare to the best of our ability.
- To maintain and update the General Development Plan and Zoning Ordinance.
- To continue the education of our members and the public in the planning process.

#### MEETINGS

During the months from February 1<sup>st</sup>, 2018 through January 31<sup>st</sup>, 2019, the Robinson Township Planning Commission held:

- 4 Regular Meetings
- 2 Special Meetings
- 1 Joint Special Meeting with the Board of Trustees
- 0 Subcommittee Meetings
- 5 Public Hearings

## **NOTEWORTHY ACTIVITIES**

### **Earth Change Permits**

- At the August 28 meeting, the Planning Commission recommended approval of a Class A Earth Change application for Andrew Foster.

### **Public Hearings**

- At the August 28 meeting a public hearing was held regarding a Class A Earth Change application for Andrew Foster.
- At the September 25 meeting a public hearing was held regarding a proposed zoning text amendment for a new Solar Energy Ordinance.
- At the November 27 meeting a public hearing was held regarding a rezoning request from Jake Peterson, Ryan Richards, and Gerald Feenstra to rezone two parcels from Recreational PUD reverting back to A-1, to Rural Residential.
- At the January 22 meeting a public hearing was held regarding proposed zoning text amendments to the Sign Ordinance.
- At the January 22 meeting a public hearing was held regarding a proposed zoning text amendment to add a Recreational Marihuana Prohibition Ordinance.

### **Special Use Permits & Site Plan Reviews**

- None

### **Zoning Ordinance Text and Map Amendment Requests**

- At the November 27 meeting the Planning Commission recommended denial of a rezoning request from Jake Peterson, Ryan Richards, and Gerald Feenstra to rezone two parcels from Recreational PUD reverting back to A-1, to Rural Residential.
- At the November 27 meeting the Planning Commission recommended adoption of the Solar Energy Ordinance.
- At the January 22 meeting the Planning Commission recommended adoption of zoning text amendments and additions to the Sign ordinance.
- At the January 22 meeting the Planning Commission re-reviewed and recommended approval of the rezoning request from Jake Peterson, Ryan Richards, and Gerald Feenstra to rezone two parcels from Recreational PUD reverting back to A-1, to Rural Residential.

### **PC Membership Changes**

- Richard Sibley rejoined and was sworn in as a Planning Commission member prior to the May 22 meeting.
- Tom Tenbroeke stated his intention to resign from the Planning Commission after the November 27 regular meeting but agreed to hold the position through the January meeting while a replacement member was recruited.
- Lydia Brown was sworn in as a Planning Commission member prior to the February 26, 2019 regular meeting.

**Regular Meeting Schedule**

The regular meeting schedule was set for the following year as follows:

- May 28, 2019
- August 27, 2019
- November 26, 2019
- February 25, 2020

***PENDING BUSINESS***

- There is no unfinished business as of February 26, 2019.

Respectfully submitted,

Shawn Martinie, Chairman  
Robinson Township Planning Commission  
February 26, 2019

**Robinson Township Planning Commission**  
**Proposed Budget April 1, 2019 - March 31, 2020**

Salaries

Regular - May, Aug, Nov, Feb	4 @ \$ 550.00		\$ 2,200.00
Special (other than Regular)	6 @ \$ 550.00	\$	3,300.00
Subcommittee/Joint	2 @ \$ 550.00		<u>\$ 1,100.00</u>
	Subtotal		\$ 6,600.00

Professional Services

\$ 3,400.00

Legal Services

\$ 13,000.00

Dues, Memberships, Training, Misc. ,

\$ 1,000.00

**Total Expenses**

**\$ 24,000.00**