

ROBINSON TOWNSHIP PLANNING COMMISSION  
June 12, 2025

The special meeting of the Robinson Township Planning Commission was called to order at 7:03 PM. at the Robinson Township Hall.

Present

Shawn Martinie  
Bill Maschewske  
Kathy Kuck  
Phil Crum  
Michelle Gillespie  
Steve Ambrose

Absent

Lydia Brown

Also present were contracted Planner Gregory Ransford and Zoning Administrator Andrea Goodell. No members of the public were present and the attendance sheet is not attached.

Approval of Agenda

A motion was made by Shawn Martinie and seconded by Michelle Gillespie to approve the agenda of the June 12, 2025 meeting as written.

The motion carried unanimously with one member absent.

Adopting of Previous Minutes

A motion was made by Kathy Kuck and seconded by Michelle Gillespie to approve as written the minutes of the May 20, 2025 Planning Commission meeting.

The motion carried unanimously.

New Business

The specific purpose of this special meeting was to review changes to the Zoning Ordinance proposed by Greg Ransford, the Township contracted Planner and Principal from Fresh Coast Planning, following the recent adoption by Robinson Township of a new Master Land Use Plan. The proposed changes for this meeting are generally in response to Industrial Strategies that were identified and approved in the new Master Land Use Plan and now need to be included in the Zoning Ordinance for implementation. Also included are pending items from previous Planning meetings. The items were reviewed in the order they appear in the Memorandum dated May 31, 2025 (copy attached). The following is a list of the Zoning Ordinance sections reviewed and the consensus of the Planning Commission regarding accepting, revising, or rejecting each proposal. If the change is rejected, the proposed Zoning Ordinance text remains unchanged.

### Carryover Items from Previous Meeting(s)

1. Section 4.34(C)(1) – The revision was accepted.
2. Section 4.34(C)(4)(d) – The reference to an Electrical Engineer was removed as requested.
3. Section 4.54 and 4.56 – In response to Planning Commission direction, Planner Ransford had contacted the Township Attorney and verified these two sections were applicable to all Zoning Districts and not exclusively intended for the Commercial and Industrial Overlay Districts.

Bill Maschewske and Kathy Kuck – Stated that pedestrian sidewalks in Industrial Districts do not make sense.

Following discussion, the Planning Commission still feels Sections 4.54 and 4.56 were only intended to apply to the Overlay District.

4. Section 4.35 – Add “This section only applies to projects subject to Site Plan Review”.
5. Section 4.54 – Add “This section only applies to projects subject to Site Plan Review.”
6. Section 4.54(B) – Add “This section only applies to projects subject to Site Plan Review” and delete B-1, B-2, I-1, I-2 from 4.54(B)(2).
7. Section 4.56 – Add “This section only applies to projects subject to Site Plan Review.”
8. Section 12.2(D) – Recommendation accepted.
9. Section 13.2(L) – Recommendation accepted.
10. Section 13.3(J)(2) – Recommendation accepted.
11. Sections 31.2 and 31.3 – Recommendations accepted.
12. Section 31.4 – Recommendations accepted.
13. Section 31.6 – Recommendations accepted.
14. Sections 31.7 and 31.8 – Recommendations accepted and text acceptable.
15. Sections 13.6 and 13.7 – The architectural standards were accepted.
16. Section 17.2(B) – Recommendation accepted.
17. Chapter 17 and 18 Exhibits – Recommendation accepted.

### Industrial Uses (I-1 and I-2 Industrial Districts)

**Strategy: Strengthen requirements for site design, which address, but are not necessarily limited to, building materials, location and design of refuse storage areas, location and screening of service and delivery areas, parking lot design, lighting, landscaping, pedestrian safety, and site access.**

1. Section 4.15(A) -- Revisions accepted.
2. Section 4.34(C)(3) – Following discussion, it was agreed to accept the revisions.
3. Section 4.54 – Previously discussed above.
4. Section 4.56 – Previously discussed above.
5. Section 31.8(b) – It was agreed to postpone discussion of this section along with the rest of Sections 31.7 and 31.8 to a later meeting.

6. Section 22(H) – Additional text to be added by Planner Ransford to clarify this section applies to corner and through lots.
7. Section 14.2 – (A), (B), (D), (E), (F), (H) – Revisions accepted.
8. Section 14.2(F) – Delete “enclosed eating and dining establishments” as a permitted use.
9. Section 14.3 – Add brewery, distillery, and wineries as Special Uses for production only.
10. Section 14.4(A) – Delete “of a higher use Zoning District”.
11. Section 14.5 – Accept proposed revisions.
12. Section 14.7 – The Planning Commission requested Planner Ransford to rewrite the architectural standards to be less stringent for the I-1 and I-2 Zoning Districts than for the LSOD and LMDCOD Overlay Districts.
13. Section 14.8 – Following discussion, this section was accepted because it gave the Planning Commission authority to require improved access management when felt necessary but did not make it a requirement.
14. Section 15.1 – Strike the last sentence.
15. Section 15.3 – Accept proposed revisions.
16. Section 15.4(E)(5) – The word “congestion” does not fit. Replace with the word “issue”.
17. Section 15.5(A) – Delete “of a higher use Zoning District”.
18. Section 15.6 – Accept the proposed revisions.
19. Section 15.8(C) – Reword to match the latest version of Section 14.7.
20. B-1, B-2, I-1, and I-2 Zoning Districts – It was agreed to add catch-all language for uses not included but judged similar and acceptable by the Planning Commission.
21. Section 15.9 – Accept the proposed changes similar to Item 13 above.

**Strategy: Limit development within the Aquifer Recharge Area identified by Ottawa County’s Groundwater Sustainability Initiative, which development would negatively impact the Recharge Area**

1. Section 14.6 – Accept the proposed reference to Section 4.58.
2. Section 15.7 – Accept the proposed reference to Section 4.58.

#### M-231 Industrial Uses (Lake Michigan Drive Commercial Overlay District)

**Strategy: Maintain or strengthen design standards provided in chapter 18 of the Zoning Ordinance; Landscaping and buffering requirements should be adopted; Lighting requirements that are unobtrusive and consistent with “Dark Sky” practices should be adopted**

1. Chapter 18 Title– Eliminate “Commercial” from Lake Michigan Drive Commercial Overlay District and change LMDCOD to LMDOD since the overlay district provides for both Commercial and Industrial uses.
2. Section 18.5(D) and (E) – Accept proposed revisions.
3. Section 18.5(F) – Add Dark Sky Lighting Requirements to any use requiring Site Plan Review. Eliminate the reference to Revision 3.0 in the Dark Sky Requirement reference.

**Strategy: Limit development within the Aquifer Recharge Area identified by Ottawa County’s Groundwater Sustainability Initiative, which development would negatively impact the Recharge Area**

Section 18.7 – Accept the reference to Section 4.58.

#### Items of Note

Section 4.54 – This section was discussed above.

Dark Sky Language – Resolved above.

The topics to be reviewed for the next planning meeting are Recreation and Public Facilities in addition to continuing Commercial and Industrial Uses.

The next Special meeting was scheduled for July 10, 2025 and the next Regular meeting for June 24, 2025.

Old Business – None

#### Pay Bills

A motion was made by Shawn Martinie and seconded by Kathy Kuck to pay salaries for the June 12, 2025 Planning Commission meeting (six members present, one member absent).

The motion carried unanimously with one member absent.

#### Adjournment

A motion was made by Michelle Gillespie and seconded by Phil Crum to adjourn the Planning Commission meeting at 9:25 PM.

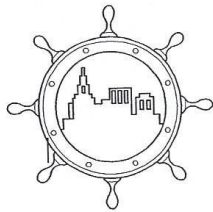
The motion carried unanimously with one member absent.

Respectfully submitted,

Bill Maschewske, Secretary  
Robinson Township Planning Commission

Attachment:

Memorandum dated May 31, 2025 from contracted Township Planner Gregory Ransford  
Regarding Zoning Ordinance Rewrite—Industrial Strategies



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## MEMORANDUM

To: Robinson Township Planning Commission  
From: Gregory L. Ransford, MPA  
Date: May 31, 2025  
Re: Zoning Ordinance Rewrite – Industrial Strategies

Pursuant to your continued direction regarding the Robinson Township Zoning Ordinance (RTZO) Rewrite project, we reviewed Chapter Six – Industrial Uses & M-231 Industrial Uses of the Robinson Township Master Plan (RTMP) and the set of Strategies therein. As a result of our review, attached are our suggested revisions to the RTZO related to those Strategies as well as our findings related to the general audit. Coupled with those suggested revisions, we raise several items for your review and direction.

It is important to note that this review, while focused on the I-1 Industrial Zoning District, the I-2 Industrial Zoning District, and the Lake Michigan Drive Commercial Overlay Zoning District for the purpose of this memorandum, may be piecemealed over the course of this project to complete the full review of the RTZO. As a result of this, the Planning Commission should not conclude that this is a complete review of all possible provisions of the RTZO related to the Strategies within the Industrial Uses & M-231 Industrial Uses Chapter. In particular, we have yet to review Section 4.53 – Landscaping Requirements for the LSOD and the LMDCOD and Section 4.55 – Access Management for the LSOD and LMDCOD of the RTZO. However, our review is nonetheless very comprehensive. In that regard, we have formally completed our review of the following sections and chapters of the RTZO to provide our recommendations herein:

- Section 4.7, Section 4.15, Section 4.16, and Section 4.35
- Chapters 14 and 15

Prior to outlining the relevant Strategies from Chapter Six of the RTMP, below we summarize your most recent direction from the previous meeting regarding Chapter Five – Commercial Uses & M-231 Commercial Uses and general provisions within the RTZO.

As you will recall, you directed us to perform the following:

- Section 4.34(C)(1) – remove the prohibition of wall fixtures to illuminate parking (*See page identifier Chapter 4 – Page 25 of the attached*)
- Section 4.34(C)4d – remove electrical engineer (*See page identifier Chapter 4 – Page 26 of the attached*)
- Sections 4.54 and 4.56 – verify with the Township Legal Counsel whether these sections were intended only for the overlay chapters based on their location within the RTZO, between overlay related language.
  - After consultation with the Township Legal Counsel, Mr. Bultje indicated that, given the sections are within the General Provisions chapter of the RTZO, the language applies to the entire Township. He suspects the reason for the location of overlay related language within this chapter was because there was not a desire to locate the language in both overlay chapters but rather clearly designate them as applicable to the overlays within the General Provisions chapter. In other words, it was likely to eliminate duplication and length to the RTZO. (*No page identifier has been provided since Mr. Bultje confirms our and your expectation*)
  - See Section 4.56 further below for additional discussion.

- Section 12.2D – return the struck provision *(See page identifier Chapter 12 – Page 1 of the attached)*
- Section 13.2(L) – return the struck provision, add “exclusively,” and include the provisions from Section 13.3(I)2 and 3 without “marketable” *(See page identifier Chapter 13 – Page 1 and Page 2 of the attached)*
- Section 13.3(I)2 – strike “marketable” *(See page identifier Chapter 13 – Page 4 of the attached)*
- Section 31.2 – Strike mandate of a preliminary plan and return the struck provision of 17 copies *(See page identifier Chapter 31 – Page 1 of the attached)*
  - As a result of the above, we revised Section 31.3 to maintain consistency between sections *(See page identifier Chapter 31 – Page 1 of the attached)*
- Section 31.4 – Strike mandate of a preliminary plan and strike the 90 days provision *(See page identifier Chapter 31 – Page 1 of the attached)*
- Section 31.6 – As a result of the above in Section 31.2, we revised this section further to maintain consistency between sections. *(See page identifier Chapter 31 – Page 2 of the attached)*
- Section 31.7 and Section 31.8 – As you will recall, direction was provided to us to return provisions to Section 31.8 that we recommended to be struck either in whole or in part and moved to Section 31.7. As a result of your direction, we have revised those sections accordingly, to the extent practicable. *(See page identifier Chapter 31 – Page 3, Page 4, Page 5, Page 6, and Page 7 of the attached)*
- Draft architectural language similar to the overlays within the B-1 Zoning District and discourage strip mall development – See proposed Sections 12.6 and 12.7. It is important to note that the architectural language proposed is not identical to the overlays. *(See page identifier Chapter 12 – Page 3 and Page 4 of the attached)*
- Draft architectural language similar to the overlays within the B-2 Zoning District and discourage strip mall development – See proposed Sections 13.6 and 13.7. It is important to note that the architectural language proposed is not identical to the overlays. *(See page identifier Chapter 13 – Page 6 and Page 7 of the attached)*
- Section 17.2B – return the struck provision *(See page identifier Chapter 17 – Page 1 of the attached)*
- Chapter 17 and Chapter 18 Exhibits for the Zoning Map – move to the Zoning Map. *(No page identifier has been provided)*

We believe the attached accomplishes your direction.

As noted on page one of this memorandum, in addition to the revisions related to the Commercial Uses & M-231 Commercial Uses Chapter, our first set of recommendations in regards to the Strategies from Chapter Six – Industrial Uses & M-231 Industrial Uses are outlined below.

#### **Chapter Six – Industrial Uses & M-231 Industrial Uses, Strategies**

Chapter Six – Industrial Uses & M-231 Industrial Uses of the RTMP identifies the following Strategies:

- Industrial Uses (I-1 and I-2 Industrial Districts)
  - Strengthen requirements for site design, which address but are not necessarily limited to, building materials, location and design of refuse storage areas, location and screening of service and delivery areas, parking lot design, lighting, landscaping, pedestrian safety, and site access
  - Limit development within the Aquifer Recharge Area identified by Ottawa County’s Groundwater Sustainability Initiative, which would negatively impact the Recharge Area
- M-231 Industrial Uses (Lake Michigan Drive Commercial Overlay District)
  - Maintain or strengthen design standards provided in Chapter 18 of the Zoning Ordinance
    - Landscaping and buffering requirements should be adopted
    - Lighting requirements that are unobtrusive and consistent with “Dark Sky” practices should be adopted
  - Limit development within the Aquifer Recharge Area identified by Ottawa County’s Groundwater Sustainability Initiative, which would negatively impact the Recharge Area

As you are aware, most of the Strategies are intended to revise provisions that regulate land use requiring approval by the Planning Commission or Board of Trustees. These revisions strengthen the Goals and Recommendations within the related RTMP chapter that precede the Strategy by creating actual law. All of the recommended revisions to the RTZO are attached. Following each recommendation below, we provide notations in italic font regarding the location of the recommended revision in the attached.

#### Industrial Uses (I-1 and I-2 Industrial Districts)

*Strategy: Strengthen requirements for site design, which address but are not necessarily limited to, building materials, location and design of refuse storage areas, location and screening of service and delivery areas, parking lot design, lighting, landscaping, pedestrian safety, and site access*

Given that this Strategy contains numerous attributes for industrial development, similar to the commercial strategy review we repeated our list of RTZO sections and related bullet points to explain the proposed changes, with no particular order. Given this structure, on occasion we simply indicate that “we believe the proposed changes are self-explanatory” related to a section reference because it is easier to direct you to the section revision without explanation than repeating the entire provision where minor changes occurred. In addition, several of the previously proposed changes related to commercial development also apply to the same efforts for industrial development and as a result are generally repeated herein, where necessary.

#### Section 4.15 – Greenbelts, Replacement, and Maintenance

- (A) – we believe the proposed changes are self-explanatory

*(See page identifier Chapter 4 – Page 11 of the attached)*

#### Section 4.34 – Outdoor Lighting

- (C)(3) – we simply added “and Industrial” to the subsection title and the Illumination Levels provision to provide clarity that the requirements therein also apply to industrial property.

*(See page identifier Chapter 4 – Page 25 of the attached)*

#### Section 4.54 – Screening

- As we discussed at your previous meeting, this section is within the General Provisions chapter, which applies throughout the Township. Given this, all revisions that were proposed to address commercial sites will also apply to industrial sites, unless otherwise specified. For your convenience:

*(See page identifier Chapter 4 – Page 66 and Page 67 of the attached)*

*(See page identifier Chapter 4 – Page 66 and Page 67 of the attached)*

#### Section 4.56 – Bicycle and Pedestrian Accommodations

- Given that Mr. Bultje agrees with our and your conclusion regarding this section, it is important to repeat our notation from your previous meeting regarding its application to any site plan. As a result of that provision, sidewalks would be required for private roads. We suspect the Township did not intend to apply sidewalks to “ordinary” private roads. For your convenience:

*(See page identifier Chapter 4 – Page 71 and Page 72 of the attached)*

- Moreover, in an effort to accomplish the Strategy component of “pedestrian safety,” does the Planning Commission desire to require internal sidewalks within industrial development? While this is not



common within industrial, many communities require raised sidewalk when located between the parking lot and the building to provide for “wheel stops” for vehicles and protect pedestrians on the sidewalk. That said, Section 31.8(b) of the RTZO requires internal sidewalks for site plans.

*(See page identifier Chapter 31 – Page 6 of the attached)*

#### Chapter 22 – Parking

- Section 22.2(H) – we believe the proposed changes are self-explanatory (The last line is proposed. The line prior to the last line was proposed at your previous meeting.)

*(See page identifier Chapter 22 – Page 2 of the attached)*

#### Chapter 14 – I-1 Industrial Zoning District

- Section 14.2(A), (B), (D), (E), (F), (H) – we proposed the addition of the word “and” in each of these subsections.

*(See page identifier Chapter 14 – Page 1 and Page 2 of the attached)*

- Section 14.2(F) – while we do not provide any proposed revisions for this subsection, we raise two questions for the Planning Commission regarding the phrase “enclosed eating and drinking establishments.” 1 – Is the intent of “enclosed” to mean that outdoor seating is prohibited? If so, we recommend clear language to that effect. 2 – Does the Planning Commission want to strike this type of use from the industrial zoning district altogether? As you likely know, it is not common to encourage commercial vehicular and pedestrian traffic within industrial areas.

*(See page identifier Chapter 14 – Page 1 of the attached)*

- Section 14.4(A) – we believe the proposed changes are self-explanatory.

Related to the above, we contemplate the intent regarding the reference “of a higher use Zoning District” and how this could be interpreted. While we find it somewhat ambiguous, we did not want to provide suggested revisions until we discussed your expected intent with this language.

*(See page identifier Chapter 14 – Page 2 of the attached)*

- Section 14.5 – we propose landscaping provisions the same as the commercial provisions from your previous meeting

*(See page identifier Chapter 14 – Page 2 and Page 3 of the attached)*

- Section 14.7 – we propose architectural minimums similar to that of the commercial language, as you directed during your previous meeting and noted within the top of page two of this memorandum, with the exception of an office space between the warehouse and the street. This separation language was drafted for Tallmadge Charter Township to achieve certain aesthetic character on the main building and avoid “unnecessary” façade costs on the non-main building.

*(See page identifier Chapter 14 – Page 3 and Page 4 of the attached)*

- Section 14.8 – we propose this language to provide the Planning Commission with the authority require better access management design, when necessary. This language is similar to that proposed for the commercial districts but without the intent of preventing strip mall developments, as those do not typically apply to industrial properties.



*(See page identifier Chapter 14 – Page 3 and Page 4 of the attached)*

Chapter 15 – I-2 Industrial Zoning District

- Section 15.1 – the Purpose of the district indicates that the district provides for the “conditional authorization” of other uses. We contemplate what this means. We suspect it is not referring to conditional (contract) rezonings, as this is not mentioned elsewhere in the RTZO and does not need to be for that purpose. If this language is intended as a “catch-all,” we typically see those provisions specifically indicate “other uses similar to the above and consistent with the intent and general character of the district,” for instance.

*(See page identifier Chapter 15 – Page 1 of the attached)*

In regards to a “catch-all,” we encourage the Planning Commission to consider such a provision in all of its commercial and industrial zoning districts since it is impossible to identify every possible use.

- Section 15.3(C) and (D) – we believe the proposed changes are self-explanatory

*(See page identifier Chapter 15 – Page 2 of the attached)*

- Section 15.4 – we believe the proposed changes are self-explanatory. That said, you will note that we propose revising “project site” to “premises” to maintain consistency with the term “premises” elsewhere in the section.

*(See page identifier Chapter 15 – Page 2 (no changes on Page 2) through Page 6 of the attached)*

- Section 15.5(A) – we believe the proposed changes are self-explanatory.

Related to the above, we contemplate the intent regarding the reference “of a higher use Zoning District” and how this could be interpreted. While we find it somewhat ambiguous, we did not want to provide suggested revisions until we discussed your expected intent with this language.

*(See page identifier Chapter 15 – Page 7 of the attached)*

- Section 15.6 – we propose landscaping provisions the same as the commercial provisions from your previous meeting

*(See page identifier Chapter 15 – Page 7 of the attached)*

- Section 15.8 – we propose architectural minimums similar to that of the commercial language, as you directed during your previous meeting and noted within the top of page two of this memorandum, with the exception of an office space between the warehouse and the street. This separation language was drafted for Tallmadge Charter Township to achieve certain aesthetic character on the main building and avoid “unnecessary” façade costs on the non-main building.

*(See page identifier Chapter 15 – Page 7 and Page 8 of the attached)*

- Section 15.9 – we propose this language to provide the Planning Commission with the authority require better access management design, when necessary. This language is similar to that proposed for the commercial districts but without the intent of preventing strip mall developments, as those do not typically apply to industrial properties.

*(See page identifier Chapter 15 – Page 8 and Page 9 of the attached)*

*Strategy: Limit development within the Aquifer Recharge Area identified by Ottawa County's Groundwater Sustainability Initiative, which development would negatively impact the Recharge Area*

Chapter 14 – I-1 Industrial Zoning District

- Given that we drafted language within Section 4.58 to address this Strategy in a previous set of recommendations, we propose Section 14.6 to simply reference that language.

*(See page identifier Chapter 14 – Page 3 of the attached)*

Chapter 15 – I-2 Industrial Zoning District

- Given that we drafted language within Section 4.58 to address this Strategy in a previous set of recommendations, we propose Section 15.7 to simply reference that language.

*(See page identifier Chapter 15 – Page 7 of the attached)*

M-231 Industrial Uses (Lake Michigan Drive Commercial Overlay District)

*Strategy: Maintain or strengthen design standards provided in Chapter 18 of the Zoning Ordinance; Landscaping and buffering requirements should be adopted; Lighting requirements that are unobtrusive and consistent with "Dark Sky" practices should be adopted*

Chapter 18 – LMDCOD Lake Michigan Drive Commercial Overlay Zoning District

- Title – given that the overlay accommodates commercial and industrial uses, the Planning Commission may want to consider adding "and industrial" after "commercial" to the district name.
- Section 18.5(D) and (E) – we proposed front yard landscaping the same as the commercial and industrial zoning districts. However, we propose that the required greenbelts are along all side and rear property lines no matter the use it abuts, whereas the industrial zoning districts only require the greenbelt when abutting a non-industrial zoning district.

*(See page identifier Chapter 18 – Page 7 of the attached)*

- Section 18.5(F) – we believe the proposed changes are self-explanatory to achieve the DarkSky provision of this Strategy. Additionally attached is the DarkSky guidebook regarding the same.

*(See page identifier Chapter 18 – Page 7 of the attached)*

*Strategy: Limit development within the Aquifer Recharge Area identified by Ottawa County's Groundwater Sustainability Initiative, which development would negatively impact the Recharge Area*

Chapter 18 – LMDCOD Lake Michigan Drive Commercial Overlay Zoning District

- This revision was accomplished during your previous meeting regarding the same overlay district. As provided last month, we maintain the same Section 18.7 to simply reference Section 4.58 of the RTZO.

*(See page identifier Chapter 18 – Page 8 of the attached)*

Items of Note

- While either location is likely sufficient, the Planning Commission may desire to consider reorganizing Section 4.54 – Screening of the RTZO by relocating subsection B regarding Off-Street Parking to the Parking Chapter and renaming the remainder of the section for outdoor trash storage or moving its remaining content to Section 4.35 – Outdoor Storage and Waste Disposal of the RTZO.

*(See page identifier Chapter 4 – Page 66 and Page 67 of the attached)*

- While DarkSky language was specifically identified within the Strategies of the M-231 provisions, during our review of the RTMP chapter we noted that a Recommendation of the (general) industrial provisions refers to compliance with DarkSky but the recommendation was not repeated into the Strategies to be legislated. The Planning Commission may desire to include the same DarkSky requirements in both Industrial Zoning Districts rather than only in the overlay.

As noted in the beginning of this memorandum, while additional sections of the RTZO apply to the Lake Michigan Drive Commercial Overlay Zoning District, such as Section 4.53 and Section 4.55, given the length of this memorandum and the related proposed changes, we will address those sections and any other relevant provisions at a future meeting.

The proposed set of Zoning Ordinance Rewrite recommendations has been scheduled for your June 12, 2025 meeting. If you have any questions, please let me know.

GLR  
Planner

Attachments