

ROBINSON TOWNSHIP PLANNING COMMISSION
July 10, 2025

The special 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 Phil Crum Michelle Gillespie Steve Ambrose Lydia Brown	None

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 Lydia Brown to approve the agenda of the July 10, 2025 meeting as written.
The motion carried unanimously.

Adopting of Previous Minutes

A motion was made by Lydia Brown and seconded by Michelle Gillespie to approve as written the minutes of the June 24, 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 Strategies in the Recreational and Public Facilities Chapters 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 June 22, 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 4.35 – Accepted.
2. Section 4.54 – Accepted.
3. Section 4.54(B) – Accepted.
4. Section 4.56 – Accepted.
5. Section 22.2(H) – While the amendment did not specifically address through streets and corner lots, it was clarified and accepted.
6. Section 14.2(F) – Accepted.
7. Section 14.3(D) – Accepted.
8. Section 14.4(A) – Accepted.
9. Section 14.7 – The tracking of changes that could not be made now was discussed. Planner Ransford created a list of these items for correction when the Zoning Ordinance review is complete.
10. Section 15.1 – Accepted.
11. Catch- All language in Sections 12.2(J), 12.3(F), 13.2(AA), 13.3(M), 14.2(M), 14.3(E), 15.2(P), and 15.3(H) – Changes accepted
12. Section 15.4(E)(5) – Accepted.
13. Section 15.5(A) – Accepted.
14. Section 15.8 – Accepted.
15. Chapter 18 – Accepted.
16. Section 18.5(F) – There was a discussion regarding whether “version 3.0 or subsequent revisions” should be left in since it was previously requested to remove the version level. It was agreed to remove version 3.0 reference. Planner Ransford also added to his list the correction of “Track Changes” formatting issues in the final document.

Additional Revisions

1. Sections 5.1, 17.1, and 22.1(C) -- Accepted.
2. Table of Contents – There was no copy attached to check. Planner Ransford stated additional changes needed to be made and a copy of the Table of Contents would be distributed when all changes were made.

Chapter Seven – Recreational and Public Facilities, Strategies

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

1. Section 4.35 – Since Recreational facilities currently do not require Site Plan Review in all zoning districts, it was agreed to add Recreational Facilities to Section 31.1.
2. Section 4.54 – Accepted after revision to Section 31.1 above.
3. Section 4.56 – Same resolution as Section 4.54.
4. Section 4.34(A) – Add Dark Sky Compliance requirements for all Zoning Districts.
5. Section 22.1(C) – Accepted.
6. Section 4.59 – Accepted.
7. Building Materials -- The Planning Commission does not wish to include specifications for building materials for these uses.

Strategy: Strengthen ordinance provisions to reduce flooding, control runoff, and improve water quality of the Grand River and Tributaries

1. Section 9.4 – Accepted, but needs Ordinance number inserted.
2. Section 31.8(F) – Accepted. It was agreed that it was difficult to go beyond the requirements of the County, State, and Federal agencies already in effect to improve the quality of the Grand River. No additional General Provision needed.

Strategy: Strengthen ordinance provisions to require developers to provide road easements for and construction of pedestrian/bicycle paths

1. Sections 12.7, 13.7, 14.8, and 15.9 – Revise wording to permit Planning Commission requirement with Township Board approval.
2. Section 17.4(E) – Accepted.
3. Section 20.16(H) -- Change all “roads” to “private roads” since private road is a defined term.
4. Section 20.16(H)(8) – Change “street” to “private road”.
5. Section 20.16(I) – Accepted.
6. Section 20.17(D) -- Replace most of this section and 20.16(H) with the road construction standards in Section 4.9B. Make this change in other places as it occurs.
7. Section 21.4(D)(8) – Accepted.
8. Section 21.4(D)(9) – Accepted.
9. Section 18.4(F) – Accepted.
10. Section 4.55 – Accepted.
11. Section 31.8 – Accepted but on hold pending revision of Sections 31.7 and 31.8.

Chapter 8 – Public Utilities, Strategies

Strategy: Prohibit the extension of public water utilities outside of the Medium Density Residential Classification or the High Density Residential Classification within the northwest area of the Township for the purpose of plats, condominiums, Planned Unit Developments, Open Space Developments, and similar developments

1. Section 20.15 – Accept.

2. Section 21.4(D)(10) – Accepted.
3. Section 4.49(F)(15) – Delete the word “serving”.

Strategy: Limit the extension of public sanitary sewer utilities to the Lake Michigan Drive Primary Growth Area

1. Section 18.8 – The Planning Commission recognizes the Township does not have a natural Growth Boundary in the areas desired. Retain the existing language.

Items of Note and General Audit Revisions

1. Section 20.3(D) – Accepted.
2. Section 20.4 – Accepted.
3. Section 20.4(C)(6) – Accepted.
4. Section 20.5(B)(1) – Add “Private” in front of “Road” and reference as much of Section 4.9B as appropriate. Three inch minimum paving thickness accepted.
5. Section 20.7 – Accepted.
6. Section 20.8(G) – Accepted as revised above.
7. Section 20.9 – Revision accepted.
8. Section 20.11(C) – Accepted.
9. Section 20.13 – Accepted.
10. Section 20.16(E) – Accepted.
11. Section 20.16(H) – Private Road vs. street vs driveway issue which Planner Ransford will resolve. Increased pavement thickness accepted.
12. Section 20.16(L) – Accepted.
13. Section 20.16(P) – Accepted.
14. Section 20.17(B) -- Accepted.
15. Section 20.17(D) – Planner Ransford to resolve.
16. Section 20.17(F) -- Accepted.
17. Section 21.3(C)(5) -- Accepted.
18. Section 21.3(D) -- Accepted.
19. Section 21.4(D)(2) – Following “shall be provided” insert “as” and delete ”following the same”.
20. Section 21.4(D)(7) – Accepted.
21. Section 21.6(D) -- Accepted.
22. Section 21.6(E) -- Accepted.
23. Section 20.16(I) – Leave reference included. Paving thickness accepted.
24. Section 21.6 – Accept routing the Final Plan through the Planning Commission.
25. Section 4.34(C) – Apply to all zoning districts.

Old Business – None

Pay Bills

A motion was made by Michelle Gillespie and seconded by Lydia Brown to pay salaries for the July 10, 2025 Planning Commission meeting (all members present).

The motion carried unanimously.

Adjournment

A motion was made by Kathy Kuck and seconded by Phil Crum to adjourn the Planning Commission meeting at 8:55 PM.

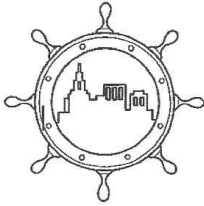
The motion carried unanimously.

Respectfully submitted,

Bill Maschewske, Secretary
Robinson Township Planning Commission

Attachment:

Memorandum dated June 22, 2025 from contracted Township Planner Gregory Ransford Regarding Zoning Ordinance Rewrite – Recreational and Public Facilities Strategies/Public Utilities.



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MEMORANDUM

To: Robinson Township Planning Commission
From: Gregory L. Ransford, MPA
Date: June 22, 2025
Re: Zoning Ordinance Rewrite – Recreational and Public Facilities Strategies / Public Utilities Strategies

Pursuant to your continued direction regarding the Robinson Township Zoning Ordinance (RTZO) Rewrite project, we reviewed Chapter Seven – Recreational and Public Facilities as well as Chapter Eight – Public Utilities of the Robinson Township Master Plan (RTMP) and the sets of Strategies therein. As a result of our review, attached are our suggested revisions to the RZZO 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.

We have formally completed our review of the following sections and chapters of the RTZO to provide our recommendations herein:

- Section 5.1
- Chapter 20 and 21

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

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

- Section 4.35 – revise to only apply to those “uses subject to site plan review” (*See page identifier Chapter 4 – Page 26 of the attached*)
- Section 4.54 – revise to only apply to those “uses subject to site plan review” (*See page identifier Chapter 4 – Page 66 of the attached*)
- Section 4.54(B) – remove all zoning district references (*See page identifier Chapter 4 – Page 67 of the attached*)
- Section 4.56 – revise to only apply to those “uses subject to site plan review” (*See page identifier Chapter 4 – Page 72 of the attached*)
- Section 22.2(H) – provide clarity that no loading and unloading area shall be located in a yard adjacent to a street (*See page identifier Chapter 22 – Page 2 of the attached*)
- Section 14.2(F) – strike “enclosed eating and drinking establishments” (*See page identifier Chapter 14 – Page 1 of the attached*)
- Section 14.3(D) – create this section to accommodate breweries, distilleries, or winery production and bottling (*See page identifier Chapter 14 – Page 2 of the attached*)
- Section 14.4(A) – strike “of a higher use Zoning District classification” (*See page identifier Chapter 14 – Page 3 of the attached*)
- Section 14.7 – Rework the minimum architectural requirements (*See page identifier Chapter 14 – Page 3 and 4 of the attached*)
 - It is important to note that while the content of subsection (C) has been struck, Word will not show the subsection letter struck as well but we will remove at the conclusion of this project.
- Section 15.1 – strike the last line of the section (*See page identifier Chapter 15 – Page 1 of the attached*)

- Add “catch-all” language to the B-1, B-2, I-1, and I-2 Zoning Districts for uses-by-right and special uses, both of which as determined by the Planning Commission
 - Section 12.2(I) B-1 – *(See page identifier Chapter 12 – Page 2 of the attached)*
 - Section 12.3(F) B-1 – *(See page identifier Chapter 12 – Page 2 of the attached)*
 - Section 13.2(AA) B-2 – *(See page identifier Chapter 13 – Page 2 of the attached)*
 - Section 13.3(M) B-2 – This language already exists in the RTZO *(See page identifier Chapter 13 – Page 4 of the attached)*
 - Section 14.2(M) I-1 – *(See page identifier Chapter 14 – Page 2 of the attached)*
 - Section 14.3(E) I-1 – *(See page identifier Chapter 14 – Page 2 of the attached)*
 - Section 15.2(P) I-2 – *(See page identifier Chapter 15 – Page 2 of the attached)*
 - Section 15.3(H) I-2 – *(See page identifier Chapter 15 – Page 2 of the attached)*
- Section 15.4(E)5 – change “congestion” to “issue” *(See page identifier Chapter 15 – Page 6 of the attached)*
- Section 15.5(A) – strike “of a higher use Zoning District classification” *(See page identifier Chapter 15 – Page 7 of the attached)*
- Section 15.8 – Rework the minimum architectural requirements *(See page identifier Chapter 15 – Page 8 of the attached)*
- Chapter 18 – revise the district title and its acronym by removing “Commercial” and “C,” and revise the RTZO throughout *(See page identifier Chapter 18 – Page 1 of the attached. Numerous revisions of the acronym were conducted throughout the RTZO but are not provided herein given the amount of pages involved)*
- Section 18.5F – Revise to only apply to those “uses subject to site plan review” and add language to require compliance with future versions of the DarkSky document *(See page identifier Chapter 18 – Page 7 of the attached)*
 - It is important to note that this subsection and subsection (E) along with it are temporarily formatted differently than the remainder of the section. During our Track Changes work within the Word document, the lettering changed and the only way to resolve it with Track Changes on is how they appear in the attached document. At the conclusion of this process, we will fix the related indentation.

We believe the attached accomplishes your direction.

As a result of your direction and the aforementioned revisions, we additionally performed the following suggested revisions to the RTZO.

- Section 5.1 – as a result of the modification to the Lake Michigan Drive Commercial Overlay Zoning District, we updated the list of districts by striking “Commercial” in the title *(See page identifier Chapter 5 – Page 1 of the attached)*
- Section 17.1 – as a result of the modification to the Lake Michigan Drive Commercial Overlay Zoning District, we updated the same title by striking “Commercial” in this section and revised the acronym for the title *(See page identifier Chapter 17 – Page 1 of the attached)*
- Section 22.1(C) – as a result of the modification to the Lake Michigan Drive Commercial Overlay Zoning District, we updated the same title by striking “Commercial” in this section and revised the acronym for the title *(See page identifier Chapter 22 – Page 1 of the attached)*
- Table of Contents – as a result of the above, we modified the Table of Contents accordingly.

As noted on page one of this memorandum, in addition to the revisions related to the Industrial Uses & M-231 Industrial Uses Chapter, our first set of recommendations in regards to the Strategies from Chapter Seven – Recreational and Public Facilities as well as Chapter Eight – Public Utilities are outlined below.

Chapter Seven – Recreational and Public Facilities, Strategies

Chapter Seven – Recreational and Public Facilities of the RTMP identifies the following Strategies:

- Strengthen requirements for site design, which requirements should address but are not necessarily limited to, building materials, location and design of refuse storage 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 development would negatively impact the Recharge Area
- Maintain a Township Recreation Plan to be eligible for state and federal recreation funding programs
- Encourage citizen participation to determine needed and desired improvements and expansions to public facilities and recreation
- Strengthen ordinance provisions to reduce flooding, control runoff, and improve water quality of the Grand River and tributaries
- Strengthen ordinance provisions to require developers to provide road easements for and construction of pedestrian/bicycle paths

As you are aware, most of the RTMP 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. As always, we simply indicate that "we believe the proposed changes are self-explanatory," where necessary.

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

While we have experienced one privately owned and operated park in 21 years of planning and zoning, the likelihood is slim to need language as outlined within this Strategy specific to this type of use or a similar use, or a use of a public facility, the latter of which is likely exempt from the provisions of the RTZO. That said, the following sections accomplish some of these regulations now that said sections are proposed to be revised to apply to any property subject to site plan review:

- Section 4.35 – Outdoor Storage and Waste Disposal (*See page identifier Chapter 4 – Page 26 of the attached*)
- Section 4.54 – Screening (*See page identifier Chapter 4 – Page 66 of the attached*)
- Section 4.56 – Bicycle and Pedestrian Accommodations (*See page identifier Chapter 4 – Page 72 of the attached*)
- Section 4.34 – Outdoor Lighting (pending your review of our first Item of Note at the end of this memorandum)

We believe existing provisions within the RTZO accomplish the Strategy component of strengthening "parking lot design" since you recently amended this language regarding minimum parking provisions. Specifically:

- Section 22.1(C) – this provision requires every parking area for residential, commercial, industrial, institutional, and governmental use to comply with the language of Chapter 22 – Off-Street Parking and Loading of the RTZO.

(See page identifier Chapter 22 – Page 1 of the attached)

In regards to the access Strategy, we propose Section 4.59 – Access Management within the General Provisions Chapter to apply to recreational and public facilities where the Township retains authority. As you will note, this language is similar to that which you recently drafted for the commercial and industrial districts.

(See page identifier Chapter 4 – Page 73 and 74 of the attached)

Finally, our proposed revisions do not address building materials from this Strategy. While the language of this Strategy indicates that the Township should strengthen these provisions, we suspect that the Planning Commission will not find a need to create additional RTZO provisions regarding building materials for these uses. If we are incorrect, we are happy to draft those provisions for your next meeting.

***Does the Planning Commission desire to establish minimum building materials for these uses?*

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

Given that we drafted language within Section 4.58 to address this Strategy in a previous set of recommendations, no additional revisions are necessary.

Strategy: Maintain a Township Recreation Plan to be eligible for state and federal recreation funding programs

This Strategy requires a policy decision (and document) of the Board of Trustees outside of the RTZO. Given this, we do not provide for any revisions in regard to this Strategy.

Strategy: Encourage citizen participation to determine needed and desired improvements and expansions to public facilities and recreation

This Strategy is outside of the RTZO. Given this, we do not provide for any revisions in regard to this Strategy.

Strategy: Strengthen ordinance provisions to reduce flooding, control runoff, and improve water quality of the Grand River and tributaries

- We believe that the recently proposed Section 9.4 adequately addresses floodplains.

(See page identifier Chapter 9 – Page 3 of the attached)

- We believe that the existing Section 31.8F adequately addresses controlling runoff during site plan review.

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

As for improving water quality of the Grand River and its tributaries, we would propose rain gardens, pervious asphalt, and other site development methods to support water quality improvements, however, the subject RTMP chapter does not provide a connection to the RTZO is a greater regard that we expect to be desired by this provision.

***Ultimately, we wanted to discuss with the Planning Commission whether a separate general provision was appropriate so that its content applied to all properties subject to site plan review.*

Strategy: Strengthen ordinance provisions to require developers to provide road easements for and construction of pedestrian/bicycle paths

- We believe that the recently proposed revisions to the following sections achieve this Strategy:
 - Section 12.7 – Access Management (B-1) / pedestrian language

(See page identifier Chapter 12 – Page 3 and 4 of the attached)

- Section 13.7 – Access Management (B-2) / pedestrian language

(See page identifier Chapter 13 – Page 6 and 7 of the attached)

- Section 14.8 – Access Management (I-1) / pedestrian language
(See page identifier Chapter 14 – Page 4 and 5 of the attached)
- Section 15.9 – Access Management (I-2) / pedestrian language
(See page identifier Chapter 15 – Page 8 and 9 of the attached)
- Section 17.4(E) (LSOD) – pedestrian language
(See page identifier Chapter 17 – Page 3 of the attached)
- Section 20.16(H)8 (PUD) – vehicular language
(See page identifier Chapter 20 – Page 12 of the attached)
- Section 20.16(I) (PUD) – pedestrian language
(See page identifier Chapter 20 – Page 12 of the attached)
- Section 21.4(D)(8) – vehicular language
- Section 21.4(D)(9) – pedestrian language
(See page identifier Chapter 21 – Page 5 of the attached)
- In addition to the proposed language, existing language is present in the RTZO as follows:
 - Section 18.4(F) (LMDOD) – pedestrian language
(See page identifier Chapter 18 – Page 6 of the attached)
 - Section 4.55 – LSOD and LMDOD – vehicular access

While we have yet to review this language, it currently exists to manage access management for vehicles within these overlay districts.
 - Section 31.8 – vehicular and pedestrian access

While we have calendared this section, along with Section 31.7 for a future meeting review as we discussed, subsections (B) and (D) currently provide strong language to ensure vehicular and pedestrian safety on sites subject to site plan review.

In addition to the existing language, we suggest striking “may” and replacing the word with “shall, where practicable” to manage street connectivity. Further, we provide clarity with the addition of the word “future” within the language.

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

Chapter Eight – Public Utilities, Strategies

Chapter Eight – Public Utilities of the RTMP identifies the following Strategies:

- Prohibit the extension of public water utilities outside of the Medium Density Residential Classification or the High Density Residential Classification within the northwest area of the Township for the purpose of plats, condominiums, Planned Unit Developments, Open Space Developments, and similar developments
- Limit the extension of public sanitary sewer utilities to the Lake Michigan Drive Primary Growth Area

As you are aware, most of the RTMP 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.

Strategy: Prohibit the extension of public water utilities outside of the Medium Density Residential Classification or the High Density Residential Classification within the northwest area of the Township for the purpose of plats, condominiums, Planned Unit Developments, Open Space Developments, and similar developments

- Section 20.15 – we propose language providing for the prohibition in this section for any Planned Unit Development

(See page identifier Chapter 20 – Page 9 of the attached)

- Section 21.4(D)(10) – similar to the Planned Unit Development language above, we propose language providing for the prohibition in this section for any condominium project

(See page identifier Chapter 21 – Page 5 of the attached)

- Section 4.49(F)15 – similar to the aforementioned above, we propose language providing for the prohibition in open space preservation projects. As a result of this, the current subsection (15) shifts to (16).

(See page identifier Chapter 4 – Page 47 of the attached)

Strategy: Limit the extension of public sanitary sewer utilities to the Lake Michigan Drive Primary Growth Area

- Section 18.8 – we propose language providing for the prohibition in this section

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

Despite these suggested utility revisions to satisfy both Strategies above, we cannot find notes regarding the use of this language. As you will recall, we advised you that Township Attorney Bultje prefers a natural or other significant barrier, other than roadways, to serve as a growth boundary to limit utilities. While the proposed language does not use the phrase “growth boundary,” we believe it is de facto serving that purpose. Consequently, we are unsure if these provisions are defensible. That said, we cannot recall why this language was prepared within the RTMP particularly when we do recall the Planning Commission eliminating draft language providing for a growth boundary.

*****Does the Planning Commission recall how we reached the adoption of this language?***

Items of Note and General Audit Revisions

- Chapter 20 – Planned Unit Development Zoning District
 - Section 20.3(D) – we believe the proposed changes are self-explanatory

(See page identifier Chapter 20 – Page 3 of the attached)

- o Section 20.4 introduction paragraph and 20.4(C)(6) – we believe the proposed changes are self-explanatory

(See page identifier Chapter 20 – Page 3 and 4 of the attached)

- o Section 20.5(B)(1) – we believe the proposed changes are self-explanatory. That said, we wanted to explain our proposed revision while asking the question of why the term “driveway” has been used rather than “road,” which would be for a private road (rather than a public street) when the remainder of the language appears to describe a private road, particularly with a 66 foot easement. While traditional condominium projects would contain internal driveways and multiple buildings on one lot, those do not need to establish easements internally since there is only one property and a condominium ownership is established. If this language is intended for a traditional condominium (not sites) then we recommend separate language regulating their internal driveways is drafted.

Finally, we propose increasing the road thickness to at least three (3) inches. In communities where less is used, particularly only one and one half inches, the durability and longevity is very short.

(See page identifier Chapter 20 – Pages 4, 5, and 6 of the attached)

- o Section 20.7 – we believe the proposed changes are self-explanatory

(See page identifier Chapter 20 – Page 6 of the attached)

- o Section 20.8(G) – we propose this provision to direct applicants to either set of Planned Unit Development requirements to make sure they are included in the final site plan, since those sections are not required within the preliminary plan. As a result of this suggestion, the current content of subsection (G) becomes (H).

(See page identifier Chapter 20 – Page 7 of the attached)

- o Section 20.9 – we believe portions of the proposed revisions are self-explanatory. In regards to the process by which the Board adopts a Planned Unit Development rezoning, we recommend revisions to only adopt the rezoning if the Final Site Plan is approved. Currently, the language is cumbersome to reverse the rezoning if the Final Site Plan is denied.

(See page identifier Chapter 20 – Page 7 and 8 of the attached)

- o Section 20.11(C) – we believe the proposed revisions are self-explanatory

(See page identifier Chapter 20 – Page 8 of the attached)

- o Section 20.13 – we believe the proposed revisions are self-explanatory

(See page identifier Chapter 20 – Page 9 of the attached)

- o Section 20.16(E) – we believe the proposed revisions are self-explanatory

(See page identifier Chapter 20 – Page 10 and 11 of the attached)

- o Section 20.16(H) – similar to that of Section 20.5(B)(1) above, we believe the proposed changes are self-explanatory. That said, we wanted to explain our proposed revision while asking the question of why the term “driveway” has been used rather than “road,” which would be for a

private road (rather than a public street) when the remainder of the language appears to describe a private road, particularly with a 66 foot easement. While traditional condominium projects would contain internal driveways and multiple buildings on one lot, those do not need to establish easements internally since there is only one property and a condominium ownership is established. If this language is intended for a traditional condominium (not sites) then we recommend separate language regulating their internal driveways is drafted.

Finally, we propose increasing the road thickness to at least three (3) inches. In communities where less is used, particularly only one and one half inches, the durability and longevity is very short.

(See page identifier Chapter 20 – Page 11 and 12 of the attached)

- o Section 20.16(L) – we believe the proposed changes are self-explanatory

(See page identifier Chapter 20 – Page 13 of the attached)

- o Section 20.16(P) – we propose increasing the fence height to six feet since that height is typical for most residential fences and because it would screen one more foot than a five foot fence for a recreational vehicle that will exceed both heights (unless it is a pop-up camper).

(See page identifier Chapter 20 – Page 13 of the attached)

- o Section 20.17(B) – we believe the proposed changes are self-explanatory

(See page identifier Chapter 20 – Page 14 of the attached)

- o Section 20.17(D) – similar to that of Section 20.5(B)(1) above, we believe the proposed changes are self-explanatory. That said, we wanted to explain our proposed revision while asking the question of why the term “driveway” has been used rather than “road,” which would be for a private road (rather than a public street) when the remainder of the language appears to describe a private road, particularly with a 66 foot easement. While traditional condominium projects would contain internal driveways and multiple buildings on one lot, those do not need to establish easements internally since there is only one property and a condominium ownership is established. If this language is intended for a traditional condominium (not sites) then we recommend separate language regulating their internal driveways is drafted.

Finally, we propose increasing the road thickness to at least three (3) inches. In communities where less is used, particularly only one and one half inches, the durability and longevity is very short.

(See page identifier Chapter 20 – Page 14 and 15 of the attached)

- o Section 20.17(F) – we believe the proposed changes are self-explanatory

(See page identifier Chapter 20 – Page 15 of the attached)

- Chapter 21 – Review and Approval of Site Condominium Projects

- o Section 21.2(A) and (B) – we believe the proposed changes are self-explanatory

(See page identifier Chapter 21 – Page 1 of the attached)

- o Section 21.13(C)(5) – we believe the proposed changes are self-explanatory

(See page identifier Chapter 21 – Page 3 of the attached)

- o Section 21.13(D) – we recommend striking this language to remove the option for the applicant because it would alleviate the obligation to provide the 17 hard copies you prefer.

(See page identifier Chapter 21 – Page 3 of the attached)

- o Section 21.14(D)(2) – we believe the proposed changes are self-explanatory

(See page identifier Chapter 21 – Page 4 of the attached)

- o Section 21.14(D)(7) – we believe the proposed changes are self-explanatory

(See page identifier Chapter 21 – Page 5 of the attached)

- o Section 21.16(D) – we believe the proposed changes are self-explanatory

(See page identifier Chapter 21 – Page 6 of the attached)

- o Section 21.16(E) – we believe the proposed changes are self-explanatory

(See page identifier Chapter 21 – Page 6 and 7 of the attached)

- Section 20.16(I) – this section references the use of the construction standards and specifications for subdivisions streets from the American Association of State Highway and Transportation Officials (AASHTO) for parking spaces. Given our recommendation to increase the parking space thickness to three inches and because of the existing and proposed language to control storm water within the RTZO, we contemplate whether the reference to the AASHTO can be eliminated.

(See page identifier Chapter 20 – Page 12 of the attached)

- Section 21.6 – as you may know, preliminary site plans for condominium projects are reviewed by the Planning Commission. Uniquely, the final site plan is submitted directly to the Board of Trustees.

We contemplate whether the Planning Commission prefers to also review the final site plan.

- Section 4.34(C) – Outdoor Lighting, Commercial (and Industrial) Requirements
 - o As you know, you have proposed revision to the title of Section 4.34(C) to include industrial properties. As we work through the lighting provisions of the RTZO, we wanted to seek clarity on this provision and whether you desire it applies only to commercial and industrial zoned properties, or any use that would be considered “commercial” such as a privately operated park, a church, or other institutional use in a non-commercial or non-industrial zoning district.

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

The proposed set of Zoning Ordinance Rewrite recommendations has been scheduled for your July 10, 2025 meeting. If you have any questions, please let me know.

GLR
Planner

Attachments