

ROBINSON TOWNSHIP PLANNING COMMISSION
June 24, 2025

The regular meeting of the Robinson Township Planning Commission was called to order at 7:14 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 Andrea Goodell, applicants John Bakale and Steve Czadzeck, and Doug Marshall and Dennis Berens of the public. The attendance sheet is attached.

Approval of Agenda

A motion was made by Lydia Brown and seconded by Shawn Martinie to approve the agenda of the June 24, 2025 meeting as written.
The motion carried unanimously.

Adopting of Previous Minutes

A motion was made by Kathy Kuck and seconded by Lydia Brown to approve as amended the minutes of the June 12, 2025 Planning Commission meeting, revising the next regular meeting date to June 24, 2025 on Page 4 following Items of Note.
The motion carried unanimously.

Non-Commission Member Inquiries and Questions – None

Reports and Communications

Township Board representative Steve Ambrose reported that Vicki Sund has been appointed the new Township Clerk and Marsha Mayrose as Deputy Clerk.

Announcements -- None

New Business

A Zoning Ordinance Map Amendment request had been submitted by John D. Bakale III to rezone a portion of Parcel No. 70-08-23-400-024 from A-1 to B-2. The South portion of a newly created parcel out of -024 is already Zoned B-2. A Memorandum dated June 3, 2025 was submitted by Zoning Administrator Goodell (copy attached) summarizing the rezoning request, showing the new parcel, and reviewing the considerations. The rezoning request had not yet been scheduled for a public hearing.

Chairperson Martinie requested the applicants to describe their rezoning request.

Steve Czadzeck, representing John Bakale, stated the new parcel consists of 6.74 acres and they are requesting approximately the North half of the parcel to be rezoned to B-2, making the entire parcel B-2. The reason for the rezoning request is to eliminate the split zoning on the parcel.

Chairperson Martinie – When was the 6.74-acre parcel created?

Steve Czadzeck – Very recently, during the first part of this year.

Bill Maschewske – Was the original parcel split zoned?

Steve Czadzeck – Yes.

Steve Ambrose – What are your plans for the property?

John Bakale – He has been trying to understand how the zoning was determined on the property. He would like the parcel zoned all one district for either immediate development or to leave to his heirs.

A discussion followed among Planning Commissioners regarding the date of the next Regular Planning Commission meeting for the purpose of scheduling the required public hearing. It was decided the next regular meeting would be July 21, 2025 at 7:00 PM.

A motion was made by Shawn Martinie and seconded by Kathy Kuck to schedule the public hearing for the Bakale Rezoning Request for Monday, July 21, 2025. The motion carried unanimously.

Old Business

As scheduled, the issue of Short-term Rentals (STR) was discussed. Chairperson Martinie noted the requested changes from the last regular meeting were made except for including a revision block on the map. It was decided to place the revision block right above the Ottawa County Logo. Zoning Administrator Goodell will coordinate this change with Ottawa County GIS. (Reference the Memorandum dated June 9, 2025 from Zoning Administrator Goodell regarding the Short-Term Rental Ordinance.) The consensus of the Planning Commission accepted the

latest draft of the Short-Term Rental Zoning Ordinance Amendment with assigned draft date of June 9, 2025.

Also discussed was the accompanying draft Police Power Ordinance with draft date of December 18, 2024

Chairperson Martinie requested Township Attorney Bultje to make certain the Police Power Ordinance is consistent with recent changes to the Zoning Ordinance text on the same subject.

Township Attorney Bultje – Stated the only change to the October 28, 2024 Police Power Ordinance was to add paragraph (n) on page 4 regarding fire extinguishers.

Bill Maschewske – Discussed recent comments received regarding Short-Term Rentals from a Citizen Planner Forum of West Michigan Planners. The consensus was that as a Commercial Use in a Residential area, they are difficult to regulate. It was noted that most municipalities have made their ordinances more stringent as they gain experience with STR.

It was noted the Clerks name needs to be changed on the draft STR Zoning Ordinance Amendment. The Zoning Administrator agreed to make this change.

A motion was made by Michelle Gillespie and seconded by Lydia Brown to recommend to the Township Board approval of the Zoning Ordinance Text Amendment, draft date June 9, 2025, regarding Short Term Rentals along with an accompanying draft Police Power Ordinance, draft date December 18, 2024, to support the Zoning Ordinance Amendment.

A roll call vote was taken.

Phil Crum – Yes

Michelle Gillespie -- Yes

Lydia Brown – Yes

Bill Maschewske – Yes

Shawn Martinie – Yes

Steve Ambrose – Yes

Kathy Kuck – Yes

The motion carried unanimously.

Pay Bills

A motion was made by Shawn Martinie and seconded by Phil Crum to pay salaries for the June 24, 2025 Planning Commission meeting (seven members present, none absent).

The motion carried unanimously.

Any and All Other Business That May Come Before the Board

The July Special meeting of the Planning Commission was scheduled for July 10, 2025 and the Regular meeting for July 21, 2025.

Adjournment

A motion was made by Lydia Brown and seconded by Michelle Gillespie to adjourn the Planning Commission meeting at 8:05 PM.

The motion carried unanimously.

Respectfully submitted,

Bill Maschewske, Secretary
Robinson Township Planning Commission

Attachments:

Sign In Sheet for the June 24, 2025 Planning Commission Meeting

Zoning Administrator Goodell Memorandum dated June 3, 2025 regarding the Bakale Rezoning Application.

Zoning Administrator Goodell Memorandum dated June 9, 2025 regarding Short Term Rentals.



SIGN IN SHEET
Regular Meeting of the
Planning Commission
Tuesday, June 24, 2025 - 7:00 pm

PRINT NAME

SIGNATURE

Don Alarson

Dennis Berens

J. Marshall

Don Berens

Master Plan Considerations

Master Plan Map

The Robinson Township Master Plan and its Map provides for the subject property to be split between the Agricultural and Commercial Classifications, which correspond to the A-1 and B-2 Zoning Districts, respectively, of the RTZO. The requested rezoning seeks to amend that portion of the property within the A-1 Zoning District. As a result, the request for rezoning to the B-2 Zoning District is inconsistent with the RTMP Map. Given that the applicant is requesting a rezoning contrary to the RTMP Map, further below we provide relevant provisions from the A-1 Zoning District as well as the B-2 Zoning District for your convenience. Where appropriate, we provide our comments in italic font to assist with your review. While we would ordinarily provide a copy of the RTMP Map below, please refer to the first page of this memorandum, as provided by the applicant, which is an accurate representation of the RTMP Map.

Master Plan Text

Chapter Five—Commercial Uses & M-231 Commercial Uses (page 27) of the Master Plan provides:

While the majority of commercial land use area within the Township is located along Lake Michigan Drive, limited commercial area exists within the northern area of the Township. These areas are recognized as neighborhood commercial or general business areas, including marinas, and generally are established for the purpose of allowing small convenience commercial businesses designed for the use of neighborhood residents. In that regard, respondents to the Master Plan Update Community Survey are almost equally split on whether additional neighborhood commercial development should occur, with approximately thirty-four percent (34%) supporting some additional development, approximately thirty-three percent (33%) supporting less development, and approximately twenty-eight percent (28%) indicating no change.

Although some areas of neighborhood commercial may be added in the future as population and development increases the demand for such services, future commercial land use in Robinson Township is primarily intended to be limited to the Lake Michigan Drive and 120th Avenue area as well as the Lincoln Street and M-231 highway area.

- Goal: Preserve and protect the natural resources of the area that provide rural character
 - *As seen in the Zoning Map snapshot on page 7 of this memo, the parcel is surrounded by other properties with commercial zonings as well as properties zoned RR.*

Chapter Two—Agricultural Uses (page 16) of the Master Plan provides:

- Goal: Preserve agricultural lands
- Goal: Protect agricultural lands from urban and suburban encroachment
- Goal: Use of prime and/or uniquely suited agricultural lands as farms should be encouraged
- Goal: Promote agricultural services and uses as a means of preserving agriculture
- Goal: Recognize the interest of some farmers to transition their land to other uses in the future
- Recommendation: Urban encroachment on agricultural lands should be prevented, especially on those prime and/or uniquely suited agricultural lands
- Recommendation: Farms in the Township are considered an asset and efforts should be made to protect them from unnecessary destruction

Chapter Eight—Public Utilities

Chapter Eight—Public Utilities (page 39) of the Master Plan provides:

- Goal: Concentrate public utility extensions to avoid sprawl and to protect farmland
 - The area has no sanitary sewer or water connection. However, the Master Plan does offer Allendale waste water service as a possibility along Lake Michigan Drive.

Zoning Ordinance Considerations

Text of the Zoning Ordinance

As you know, your review of the RTZO is limited to the surrounding uses and the potential uses that would be permitted on the subject property, in the instance the rezoning is recommended for adoption and subsequently approved by the Robinson Township Board of Trustees. Below we highlight surrounding uses as well as permitted and special uses that could occur on the subject property as it is currently zoned within the A-1 Zoning District. Further below we provide the permitted and special uses that could occur on the subject property if recommend and the Township Board approves the rezoning to the B-2 Zoning District.

Surrounding Uses

As you can see in the aerial photo below, the subject property (outlined in yellow) is near residential dwellings, commercial farms, businesses, and wooded lots. Some are improved, while others are vacant. The Subject Property was formerly part of Northland Farms Properties but separated and came to be as it is after a series of splits and lot line adjustments.



Permitted and Special Uses within the A-1 Zoning District

For your convenience, below are the available permitted uses and special uses that could be conducted on the northern portion of the subject property in the instance that the rezoning is denied and it remains A-1, which the Planning Commission will need to consider during its deliberations.

Section 6.2 PERMITTED USES.

Land, buildings, or structures in this Zoning District may be used for the following uses only.
 (A) Agriculture and horticulture, but excluding landscaping, lawn care and irrigation services.

- (B) Agriculture buildings, all necessary buildings and their uses, when the same are necessary and incidental to the pursuit of farming and agriculture.
- (C) Feed lots and poultry facilities.
- (D) Farm drainage and irrigation systems.
- (E) Agricultural research facilities and activities.
- (F) Forestry, grazing, and gardening.
- (G) Roadside stands (seasonal and portable display stands for the retail sale of farm produce).
- (H) One farm dwelling per farm or inactive farm lot, together with any accessory building(s).
- (I) Agricultural labor camp(s).
- (J) Historical sites.
- (K) Home occupations.
- (L) Accessory building(s) as regulated in Chapter 4.
- (M) Agricultural labor camp(s).
- (N) One-family dwellings.
- (O) Small tower-mounted wind energy turbines and small structure-mounted wind energy turbines.

Sec. 6.3 USES REQUIRING SPECIAL APPROVAL.

The following uses may be allowed after approval and issuance of a special use permit as provided in Chapter 32 of this Ordinance.

- (A) Group day-care homes and child care centers, licensed under Act 116 of the Michigan Public Acts of 1973, as amended.
- (B) Composting of off-site vegetative matter with restrictions for public traffic.
- (C) Bed and breakfast operations.
- (D) Non-conforming uses which do not qualify under Section 4.31 and which are subject to not only Chapter 32 of this Ordinance but also Section 4.47 (in the event of a conflict, Section 4.47 shall prevail over Chapter 32).
- (E) Medium wind energy turbines.

Permitted and Special Uses within the B-2 Zoning District

For your convenience, below are the available permitted uses and special uses that could currently be conducted on the subject property as zoned in the instance that the rezoning is approved, which the Planning Commission will need to consider during its deliberations.

Sec. 13.2. PERMITTED USES.

Land, buildings or structures in this Zoning District may be used for the following uses only.

- (A) Any permitted use in the B-1 Zoning District, subject to the same conditions, restrictions and requirements as are provided in the B-1 Zoning District.
- (B) Retail commercial establishments, intended for the sale of convenience goods such as groceries, prescription drugs, hardware and other similar commodities, provided that the number of such stores do not exceed five (5) per building and, provided further, that no freestanding building housing one (1) or more such retail businesses shall be located on a lot exceeding ten (10) acres.
- (C) Financial and business service establishments, banks, credit unions, insurance offices.

- (D) RESERVED FOR FUTURE USE.
- (E) RESERVED FOR FUTURE USE.
- (F) Public or private schools, colleges or universities.
- (G) Municipal buildings.
- (H) Public utility and service buildings.
- (I) Health and physical fitness salons.
- (J) Medical and dental clinics.
- (K) Theaters, not including drive-in theaters.
- (L) Shops producing merchandise to be sold on the premises, provided that not more than three (3) persons per shift are employed on the premises in such production
- (M) Veterinary hospitals.
- (N) Kennels and pet shops.
- (O) Bus terminals.
- (P) Wholesale commercial establishments.
- (Q) Enclosed warehouses.
- (R) Sign shop.
- (S) Accessory buildings and uses.
- (T) Agriculture on five (5) acres or more.
- (U) Restaurants.
- (V) Sales or maintenance of farm implements and related equipment.
- (W) Used car sales.
- (X) Marinas.
- (Y) Landscaping, lawn care and irrigation services.
- (Z) Small tower-mounted wind energy turbines and small structure-mounted wind energy turbines

Sec. 13.3. USES REQUIRING SPECIAL APPROVAL.

One (1) or more of the following uses may be allowed after approval and issuance of a special use permit as provided in Chapter 32 of this Ordinance.

- (A) Any of those uses allowed as special approval uses in the B-1 Neighborhood Commercial Zoning District subject to the same requirements, standards and conditions as provided therein.
- (B) Automobile repair stations provided the following conditions are met.
 - (1) The following uses shall be prohibited: vehicle collision services such as body, frame, or fender straightening and repair; vehicle painting and/or undercoating.
 - (2) Repair stations may include those uses permitted in automobile service stations.
 - (3) All gasoline, kerosene, diesel fuel or other flammable and combustible liquids shall be stored in a manner which complies with the Michigan Administrative Rules for the storage of such materials as promulgated by the State Fire Safety Board.
 - (4) The outdoor storage of vehicles in need of repair, vehicle parts, or related materials and equipment shall be permitted only in side or rear yards and only if such storage is fully screened by a solid fence of not less than six (6) feet, nor more than ten (10) feet in height.
 - (5) Outdoor storage areas shall not be located closer than one hundred fifty (150) feet to any other lot in any other Zoning District except a lot located in the I-1 Industrial, I-2 Industrial or M-1 Mining Zoning District.

- (6) Outdoor storage areas shall not cover more than ten (10) percent of the total area involved in the special use request.
- (C) Automobile body and automobile paint shops provided the following conditions are met.
 - (1) Automobile body work areas and spray booths or outdoor spraying areas shall not be located closer than three hundred (300) feet to any other lot in any other Zoning District except a lot located in the I-1 Industrial, I-2 Industrial or M-1 Mining Zoning District.
 - (2) The outdoor storage of vehicles in need of repair, vehicle parts, or related materials and equipment shall be permitted only in side or rear yards and only if such storage is fully screened by a solid fence of not less than six (6) feet, nor more than ten (10) feet in height.
 - (3) Outdoor storage areas shall not be located closer than one hundred fifty (150) feet to any other lot in any other Zoning District except a lot located in the I-1 Industrial, I-2 Industrial or M-1 Mining Zoning District.
 - (4) Outdoor storage areas shall not cover more than ten (10) percent of the total area involved in the special use request.
- (D) Commercial garages, provided that any part of a commercial garage which involves automobile service, automobile repair, automobile body work or automobile painting shall be subject to the same requirements, standards and conditions as provided in this Chapter for each respective use.
- (E) Mortuaries.
- (F) Bowling alleys or indoor skating rinks.
- (G) Lodging house, boarding house.
- (H) Retail commercial establishments offering building and/or garden supplies excluding lumber yards.
- (I) Hotel or motel.
- (J) Retail commercial establishments producing merchandise on the premises provided the following conditions are met.
 - (1) No more than eight (8) persons in twenty-four (24) hours are employed on the premises.
 - (2) The entire marketable production shall be sold at retail upon the premises.
 - (3) Such enterprises shall not include any manufacturing or assembly processes which are detectable off-site.
- (K) Golf driving range.
- (L) Roadside stands (seasonal and portable display stands for the retail sale of farm produce, provided the parcel is five [5] acres or more in size).
- (M) Other uses as determined by the Planning Commission which are similar to the above special uses and consistent with Section 13.1 of this Chapter.
- (N) Group day-care homes and child care centers, licensed under Act 116 of the Michigan Public Acts of 1973, as amended.
- (O) Public storage, provided that no storage shall be allowed outside a building.
- (P) Roadhouse, supper club, bar or nightclub.
- (Q) Clubs, lodges, assembly halls, and dance pavilions; also outdoor gatherings related to these listed uses, provided the following conditions are met.
 - (1) Adequate parking shall be provided, with parking attendants if deemed necessary by the Township, given the size and location of the request.
 - (2) Adequate receptacles shall be provided for trash and recyclable materials.
 - (3) Adequate food and water stations shall be provided.
 - (4) Lighting and sound equipment, if any, shall be identified and reasonable for the area

- (5) Generators for temporary electrical services shall be identified if provided, and shall be provided if necessary for public safety.
- (6) First aid stations shall be identified if provided, and shall be provided if necessary for public safety.
- (7) An adequate number of portable toilets shall be provided for any outdoor gathering or activity.
- (8) If necessary, given the size of the request and the size of the property and the adjoining uses, security fences shall be required.
- (9) Adequate medical personnel shall be provided during the hours of operation.
- (10) The application shall be subject to review and approval of the applicable public safety agencies.
- (R) One (1) or more self-storage units with Dwellings provided the following conditions are met. For purposes of this subsection, the term "self-storage units" means enclosed space available to the general public for use to store non-perishable goods.
 - (1) The Lot on which any self-storage units are constructed must have frontage on and dockage for watercraft on the Grand River.
 - (2) A Building on the Lot used for self-storage units may have no more than four (4) Dwellings.
 - (3) Notwithstanding Section 4.23, multiple principal dwelling buildings shall be permitted per lot, subject to R-3 Zoning District density limits.

Map of the Zoning Ordinance

For your convenience, below is a snapshot of the Zoning Ordinance Map for the subject parcel and surrounding properties. [Legend: Yellow Outline = Subject Property for rezoning, Light Green = Agriculture (A-1), Light Blue = Rural Residential (RR), Burgandy = General Business (B-2), Pink = Neighborhood Commercial (B-1), Dark Green=Agricultural, Pink Polka Dots = Planned Unit Development.]



Pending comments received during the public hearing, the Planning Commission will need to determine if the requested zoning district and its potential uses will be compatible with surrounding zoning districts and uses.

Planning Commission Considerations

Considerations

As the Commission deliberates regarding this application, we believe the following warrant your review and consideration. As you know, these are the Three C's to apply during a rezoning request:

- Consistency with the Master Plan Map and text
- Compatibility with the uses of the surrounding area as well as the existing zoning districts
- Capability of supporting the requested district uses

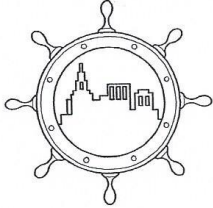
Public Hearing

The application has been scheduled for your preliminary review at your June 24, 2025 meeting. We expect the applicant to be in attendance. In the instance the Planning Commission is comfortable with the application as presented, a public hearing needs to be scheduled at a subsequent meeting.

If you have any questions, please let us know.

Andrea Goodell
Planner

Attachments



Fresh Coast Planning

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MEMORANDUM

To: Robinson Township Planning Commission
From: Andrea Goodell, Planning and Zoning Administrator
Date: June 9, 2025
Re: Short Term Rentals Ordinance

Pursuant to your direction at your May 20, 2025 meeting, we have made some minor changes to the proposed short-term rental provisions. The changes are summarized below, and in full are attached to this document. Changes on the Ordinance Text Amendment document are noted in red.

Text Changes

- In Section 4.58, Subsection F, you asked that the allowed location be defined as being "located on a parcel fronting on or adjacent to 'navigable waters' of the Grand River or its bayous as defined in Part 329 of Title 33 of the Federal Code of Regulations as amended or restated, as illustrated in Figure Short Term Rental 4.58."
- In Section 2, paragraph one (1), you asked us to remove the word "prime" from in front of "residential areas."
- You requested we clarify Section 2, Subsection E that the measurements between short-term rentals should be from lot line to lot line.
- As requested, we did not change water frontage requirements.

Map Change

In the attached short-term rental map, you requested that six parcels along North Cedar Drive previously added to the map in Section 70-04-33 be removed. The map reflects that change.

Additionally, Ottawa County GIS has removed the street center lines from the legend, updated the date, and reserved a space for revision block under the compass rose as requested.

This matter has been scheduled as an Old Business item at your June 24, 2025 meeting. If you have any questions, please let us know.

Andrea Goodell
Planner

ORDINANCE NO. ____

ZONING TEXT AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE ROBINSON TOWNSHIP ZONING ORDINANCE TO PERMIT SHORT-TERM RENTALS IN THE TOWNSHIP; AND TO PROVIDE FOR THE EFFECTIVE DATE OF THIS ORDINANCE.

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

Section 1. Short-Term Rental Definition. Section 3.97(C) of the Zoning Ordinance shall be added to include the following:

Section 3.97(C) Short-Term Rental. The rental or subletting of any dwelling for a term of twenty-seven (27) days or less, but the definition does not include the use of campgrounds, hotel rooms, transitional housing operated by a non-profit entity, group homes such as nursing homes and adult foster care homes, hospitals, or housing provided by a substance-abuse rehabilitation clinic, mental health facility, or other health-care related clinic.

Section 2. Short-Term Rental Regulations. Section 4.58 of the Zoning Ordinance shall be added and shall state in its entirety as follows:

Short-term rentals have historically been considered a commercial use, which have not historically been permitted in residential districts. Furthermore, the Township is committed to preserving its neighborhoods' rural character, minimizing potential nuisances, and maintaining its rural character and scenic beauty. It intends to protect its residents and visitors from the potentially negative or harmful effects that can arise from commercial rentals, including the potential impact on the appearance, tranquility, and standard of living in its ~~prime~~ residential areas.

However, the Township also recognizes the potential benefits of tourism and additional lodging opportunities for visitors, as well as the financial benefit that short-term rentals can bring to property owners in the Township. Therefore, the Township wishes to obtain a balance between these considerations and allow short-term rentals which satisfy the below requirements.

- (A) Any one-family dwelling lawfully existing in the Township may be used as a short-term rental, if issued a special use permit in accordance with the requirements in

this Section, and based upon the procedure and subject to the standards in Chapter 32 of this Ordinance.

- (B) A one-family dwelling may be used as a short-term rental per this Section for up to but not more than eighty-four (84) days per calendar year.
- (C) A short-term rental may have up to but not more than two (2) check ins of rental parties per calendar week (i.e. Sunday through Saturday).
- (D) A short-term rental may not be located and is not permitted within any subdivision (excluding undeveloped supervisor's plats, meaning a supervisor's plat without a building constructed or street established within its boundaries), planned unit development, onsite condominium development (unless the planned unit development or site condominium development was proposed and approved to specifically include and allow short-term rentals).
- (E) A lot ~~that includes~~ a short-term rental may not be located within five hundred (500) feet of a lot line of any other short-term rental legally existing in the Township.
- (F) A short-term rental must be located on a parcel fronting on or adjacent to "navigable waters" of the Grand River or its bayous as defined in Part 329 of Title 33 of the Federal Code of Regulations as amended or restated, as illustrated in Figure Short Term Rental 4.58.

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 _____, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended. This Ordinance shall be effective on _____, which date is eight days 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.

Adam MacMillan, Township Supervisor

Christine Saddler, Township Clerk

CERTIFICATE

I am the Clerk for the Township of Robinson, Ottawa County, Michigan. I certify that the foregoing Robinson Township Zoning Text Amendment Ordinance was adopted at a regular meeting of the Township Board held on _____. 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 or a summary of the Ordinance was published in the *Grand Haven Tribune* on _____.

Christine Saddler

Township Clerk