

ROBINSON TOWNSHIP PLANNING COMMISSION  
September 11, 2025

The special meeting of the Robinson Township Planning Commission was called to order at 7:05 PM. at the Robinson Township Hall.

Present

Shawn Martinie  
Bill Maschewske  
Phil Crum  
Steve Ambrose  
Lydia Brown

Absent

Kathy Kuck  
Michelle Gillespie

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 Lydia Brown and seconded by Shawn Martinie to approve the agenda of the September 11, 2025 meeting as written.

The motion carried unanimously with two members absent.

Adopting of Previous Minutes

A motion was made by Steve Ambrose and seconded by Shawn Martinie to approve as written the minutes of the August 26, 2025 Planning Commission meeting.

The motion carried unanimously with two members absent.

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 Chapter 9, Transportation, 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 and General Audit Items. The items were reviewed in the order they appear in the Memorandum dated August 25, 2025 by Gregory Ransford (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. If the change is revised, the revised wording is included. Action Items are in **Bold** text.

### Carryover Items from Previous Meeting(s)

1. Section 18.5(F) – Accepted.
2. Section 31.1 – Accepted.
3. Section 4.34(A)(6) -- Accepted.
4. Section 12.7 – Accepted.
5. Section 13.7 – Accepted.
6. Section 14.8 – Accepted.
7. Section 15.9 – Accepted.
8. **Section 20.16(H) – This section was correctly updated to reference Section 4.9B for Private Road Standards, however, Section 4.9B needs to be revised to change the minimum paving thickness to 3 inches.**
9. Section 20.17(D) – Accepted.
10. Section 20.5(B) – Accepted.
11. Section 4.49(F)(15) – Accepted.
12. Section 21.4(D)(2) – Accepted.
13. Section 21.6(C) – Accepted.
14. **Section 9.4(A) – This item was an open issue from a previous meeting but was not included in the Memorandum. It still requires an Ordinance Number to be inserted.**

### Additional Suggestions

Section 4.59 – Accepted.

### Chapter 9

Chapter 9 – Accepted.

### General Audit

1. **Chapter 3, Definitions – Many of the Definitions have been reviewed, however, it was requested that Planner Ransford check to see if all had been reviewed, and if not, to review the entire Chapter.**
2. Section 4.1 -- Accepted.
3. Section 4.2(D)(1) – Accepted.
4. **Section 4.2(D)(2)(c) – Following discussion, it was agreed to change “may” to “shall”, delete the first added text by Planner Ransford, add “the combined floor area of all”, and not delete the original last sentence which Planner Ransford had stricken. The paragraph would read as follows: “For parcels of greater than five (5) acres in total lot area, if authorized as special use in accordance with Chapter 32, the combined floor area of all accessory buildings may exceed five thousand two hundred (5200) square feet as well as the height limitation of this Ordinance. An**

**accessory building shall not exceed an additional one thousand (1,000) square feet for each additional acre greater than five (5) acres in total lot area or partial acre.”**

5. Section 4.2(F) – Accepted.
6. **Section 4.2(H) – Remove reference to “principal” and “accessory” buildings and just reference minimum required yards in Chapter 30.2.**
7. Section 4.5 – Migrant Housing --While on the list of items reviewed with the Township Board, the Planning Commission has no specific direction regarding revisions. Action on this item is deferred at this time pending additional information.
8. Section 4.6 – Acceptable.
9. Section 4.6(B) – Acceptable.
10. **Section 4.8 – Change parking space width to 9 ft. minimum to be consistent with Chapter 22, Parking.**
11. Section 4.11 – Acceptable.
12. **Section 4.12 – Change rejected. Do not change original text.**
13. Section 4.13 – Change accepted. The fence maximum height was discussed and it was agreed to make no change.
14. Section 4.18 – Acceptable.

Next to be reviewed was the 2025 Zoning and Related Topics to Review and Consider List prepared by Chairperson Martinie. This document originated as a list of topics to review that was created with the Township Board in 2022 and reviewed in a joint meeting. The purpose of reviewing the list now was to identify those items needing attention and within the scope of the Planning Commission. The 2025 list is attached and the condensed list for Planning Commission action is included below.

1. **Site Condominium Review Procedure: Review and edit if necessary.**
2. **Are PUDs currently allowed in A-1 ... Should they be?**
3. **Revise Contract Zoning on Zoning Map; Keep underlying district colors but crosshatch.**
4. **Public sewer requirements in Medium Density Residential in the Master Plan.**
5. **Detailed Site Plan should require an Outdoor Lighting Plan and Dark Sky Compliance.**
6. **Review definition of Family.**

Additional items were either deferred or determined to be under Township Board or Administrative control and therefore were not to be immediately addressed by the Planning Commission.

Old Business – None

Pay Bills

A motion was made by Lydia Brown and seconded by Phil Crum to pay salaries for the September 11, 2025 Planning Commission meeting (five members present, two members absent).

The motion carried unanimously with two members absent.

### Adjournment

A motion was made by Lydia Brown and seconded by Shawn Martinie to adjourn the Planning Commission meeting at 8:50 PM.

The motion carried unanimously with two members absent.

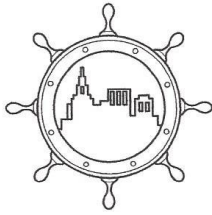
Respectfully submitted,

Bill Maschewske, Secretary  
Robinson Township Planning Commission

### Attachments:

Memorandum dated August 25, 2025 from contracted Township Planner Gregory Ransford  
Regarding Zoning Ordinance Rewrite – Transportation Strategies and General Audit.

2025 Zoning and Related Topics to Review and Consider List



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## MEMORANDUM

To: Robinson Township Planning Commission  
From: Gregory L. Ransford, MPA  
Date: August 25, 2025  
Re: Zoning Ordinance Rewrite – Transportation Strategies & General Audit

Pursuant to your continued direction regarding the Robinson Township Zoning Ordinance (RTZO) Rewrite project, we reviewed Chapter Nine – Transportation of the Robinson Township Master Plan (RTMP) and the set of Strategies therein. This is the final chapter containing Strategies for the Rewrite. While we would ordinarily provide our suggested revisions to the RTZO as a result of our review, we found that the two strategies therein have been accomplished during previous chapter reviews. Given this, we do not provide any suggestions in those regards but nonetheless provide the Strategies further below for your review.

In addition to the Strategies of Chapter Nine, further below are our findings related to the general audit. Coupled with those suggested revisions, we raise several items for your review and direction.

### Previous Direction

Prior to outlining the relevant Strategies from Nine of the RTMP, below we summarize your most recent direction from the previous meeting regarding Chapter Seven – Recreational and Public Facilities and Chapter Eight – Public Utilities and general provisions within the RTZO.

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

- Section 18.5F – strike “version 3.0 or subsequent revisions” (*See page identifier Chapter 18 – Page 7 of the attached*)
  - During our updated revision of this section we also struck “five” in case the number of principles change. We anticipate you will agree with this additional revision.
- Section 31.1 – add “Recreational facilities” as (B) and shift subsections one letter (*See page identifier Chapter 31 – Page 1 of the attached*)
- Section 4.34(A)(6) – add Dark Sky reference (*See page identifier Chapter 4 – Page 24 of the attached*)
- Section 12.7 – revise authority to the Township Board but maintain the Planning Commission as part of that process (*See page identifier Chapter 12 – Page 3 of the attached*)
  - Given that the revisions are new to a newly proposed section, the language does not reflect all of the changes in a manner that is clear from the previous version of the same. Given this, below is a “track changes” of the revision performed (**bold text is new**).

“To eliminate the negative attributes of strip development **and following the recommendation of the Planning Commission, the Township Board** shall have...”

- Section 13.7 – revise authority to the Township Board but maintain the Planning Commission as part of that process (*See page identifier Chapter 13 – Page 6 of the attached*)
  - Same revision comment and changes as above in Section 12.7

- Section 14.8 – revise authority to the Township Board but maintain the Planning Commission as part of that process (*See page identifier Chapter 14 – Page 4 of the attached*)
  - Given that the revisions are new to a newly proposed section, the language does not reflect all of the changes in a manner that is clear from the previous version of the same. Given this, below is a “track changes” of the revision performed (**bold text is new**).

“Following the recommendation of the Planning Commission, the **Township Board** shall have the authority...”

- Section 15.9 – revise authority to the Township Board but maintain the Planning Commission as part of that process (*See page identifier Chapter 15 – Page 8 of the attached*)
  - Same revision comment and changes as above in Section 14.8
- Section 20.16(H) – update any “road” to “private road” and revise to reference Section 4.9B(B) (*See page identifier Chapter 20 – Page 11 and 12 of the attached*)
- Section 20.17(D) – update any “road” to “private road” and revise to reference Section 4.9B(B) (*See page identifier Chapter 20 – Page 14 and 15 of the attached*)
- Section 20.5(B) – update any “road” to “private road” and revise to reference Section 4.9B(B) (*See page identifier Chapter 20 – Page 4 and 5 of the attached*)
- Section 4.49(F)(15) – strike “serving” (*See page identifier Chapter 4 – Page 47 of the attached*)
- Section 21.4(D)2 – change to “...shall be provided as outlined within the Michigan Zoning Enabling Act” (*See page identifier Chapter 21 – Page 4 of the attached*)
- Section 21.6(C) – revision so the final plan is reviewed by the Planning Commission prior to the Township Board (*See page identifier Chapter 21 – Page 6 of the attached*)

We believe the attached accomplishes your direction.

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

- Section 4.59 – we revised the authority of approval from the Planning Commission to the Township Board consistent with your recent direction (*See page identifier Chapter 4 – Page 73 of the attached*)
  - Given that the revisions are new to a newly proposed section, the language does not reflect all of the changes in a manner that is clear from the previous version of the same. Given this, below is a “track changes” of the revision performed (**bold text is new**).

“For uses subject to site plan review, and following the recommendation of the Planning Commission, the **Township Board** shall have the authority...”

As noted on page one of this memorandum, below are the Strategies from Chapter Nine – Transportation for your review. As aforementioned, we believe both of these Strategies have been satisfied as a result of revisions from previous chapter Strategies.

#### Chapter Nine – Transportation, Strategies

Chapter Nine – Transportation of the RTMP identifies the following Strategies:

- Require the layout of new residential developments to be extensions of existing neighborhoods, where possible. This should apply to roadway extensions and pedestrian pathways, to ensure interconnected neighborhoods.
- Consider adopting access management regulations, shared driveway regulations, and pedestrian pathway requirements within the Zoning Ordinance for all commercial and industrial uses

While we have not provided page identifiers of the sections in which we believe these Strategies have already been satisfied, previous revisions to achieve these ends include Sections 4.56, 4.59, 8.4, 10.4, 11.4, 12.7, 13.7,

14.8, 15.9, Planned Unit Development provisions, and etcetera. If you require a copy of those provisions and others, please let us know and we will provide them to you. As aforementioned, the Transportation chapter concludes the Strategies identified within the RTMP.

#### General Audit

As you know, while we conducted general audits throughout the process during the incorporation of the RTMP Strategies, those recommended revisions were in no particular order. Given the conclusion of the RTMP Strategy incorporation, we are now working through the remainder of the RTZO generally in a numerical fashion. As you know, we have already completed our review of Chapter 1, Chapter 2, and Chapter 3 of the RTZO. That said, we intend to return to each of those chapters as we work through our collection of audit notes provided by the Township Zoning Administrator, the Planning Commission Chairperson, and others throughout this process. Until then, below are our recommended revisions or observations for your consideration with this audit review.

- Section 4.1 – we propose replacing “torn down” with “razed.” Not only does the phrase “torn down” occur only within this Section in the entirety of the RTZO, but the term “razed” is more appropriate and the word “razed” occurs elsewhere within the RTZO. *(See page identifier Chapter 4 – Page 1 of the attached)*
- Section 4.2(D)(1) – we propose revising “parcel” to “lot” given that the RTZO defines the latter but not the former. *(See page identifier Chapter 4 – Page 1 of the attached)*
- Section 4.2(D)(2)(c) – prior to our finalization of recommended revisions of this Section, we seek guidance from the Planning Commission because we believe the current language is unclear regarding the maximum of one accessory building. Currently, Section 4.2D(2) calculates the maximum accessory building by a *combination* of all accessory buildings. As you know, Section 4.2D(2)(c) allows for the maximum of 5,200 square feet to be exceeded through a special use permit. As you may also know, this section seems to imply that no one accessory building *may* exceed 5,200 square feet in area. This language does not use the term “shall,” which means the term “may” implies it is discretionary. However, if the intent is that no one accessory building shall exceed 5,200 square feet and the special use permit would authorize 5,200 square feet to be exceeded only in combination of buildings, the language is not clear for that purpose. Given that we believe this is the intent of the language, our recommended revision is written to prohibit any accessory building exceeding 5,200 square feet but maintaining the special use authorization for a total of accessory building areas to exceed 5,200 square feet.

In the instance our interpretation of the intent is incorrect, we recommend that the last line of the current Section 4.2(D)(2)(c) is deleted as we do not believe it serves any purpose and is unnecessarily wordy. *(See page identifier Chapter 4 – Page 2 of the attached)*

- Section 4.2(F) – we believe the recommended revision is self-explanatory *(See page identifier Chapter 4 – Page 2 of the attached)*
- Section 4.2(H) – as you know, one freestanding gazebo of 144 square feet or less is permitted in addition to accessory buildings permitted by Section 4.2. This section indicates that the gazebo shall meet the same setbacks requirements as the principal building and accessory buildings. While we have not examined each, this language allows for a potential conflict. We recommend that either principal or accessory setbacks apply or the language is written to indicate that the most restrictive of the two applies. We did not draft recommended revisions because we wanted to seek your direction in this regard. *(See page identifier Chapter 4 – Page 3 of the attached)*
- Section 4.5 – while we do not have any recommendations regarding this section, Chairperson Martinie expressed that concern has been raised in the past regarding the districts in which migrant housing is



allowed and its proximity to the farmed property. Given this, we have provided a copy of this section for your review as currently written. *(See page identifier Chapter 4 – Page 3 and Page 4 of the attached)*

- Section 4.6 – similar to Section 4.2(D)(1) we propose revising “parcel” or “premises” to “lot” and “parcels” to “lots” throughout this section given that the RTZO defines the latter but not the former. *(See page identifier Chapter 4 – Page 4 and Page 5 of the attached)*
- Section 4.6(B) – to maintain consistency with Section 4.6(A), we recommend adding “in any number” to this section. *(See page identifier Chapter 4 – Page 5 of the attached)*
- Section 4.8 – as you know, group day care homes or childcare centers (7 to 12 children) are considered a special use pursuant to the Michigan Zoning Enabling Act. In accordance with the provisions for this use, the local unit of government shall approve the special use if the standards identified within the law are met and no other standards or requirements can be applied. Given this, we recommend striking the reference to Chapter 32 at the end of the introduction paragraph of this section. Further, given that the language within this section almost perfectly mirrors the State law otherwise, we presume the Township seeks to treat all such facilities the same. As a result, the required measurement shall be along a public street rather than “as the crow flies,” which you will see revised in subsection (A). Finally, we recommend that subsection (F) is revised to a nine foot wide parking space to be consistent with the parking chapter. We are unsure why six additional inches would be necessary for this use and have concerns regarding equal application of the law. *(See page identifier Chapter 4 – Page 7 of the attached)*
- Section 4.11 – Act 347 of 1972 was repealed by the State and replaced as revised in this section. *(See page identifier Chapter 4 – Page 10 of the attached)*
- Section 4.12 – while not common construction, above ground essential services are proposed when utility expansion is necessary for the public good. As you will note within this section, the language indicates that “minimal deviation” from the architectural, visual, and special characteristics of the zoning district shall occur when siting an above ground structure. While we understand that the Township likely does not find it necessary to subject an essential service to the same building requirements as other uses in the district (since the buildings are generally unoccupied, sometimes windowless, etcetera), we have concerns about the subjectivity of “minimal” and seek direction from the Planning Commission in this regard. That is, we contemplate whether this is intentional and preferred given the typical nature of essential service buildings or the Planning Commission would prefer to revise the language to be more definitive in regard to requirements. *(See page identifier Chapter 4 – Page 11 of the attached)*
- Section 4.13 – we believe the proposed revision is self-explanatory *(See page identifier Chapter 4 – Page 11 of the attached)*
- Section 4.18 – we believe the proposed revisions are self-explanatory *(See page identifier Chapter 4 – Page 12 and Page 13 of the attached)*

The proposed set of Zoning Ordinance Rewrite recommendations has been scheduled for your September 11, 2025 meeting. If you have any questions, please let me know.

GLR  
Planner

Attachments



Robinson Township Planning Commission

2025 Zoning and related topics to review and consider

1. Migrant Housing: Zoning districts where allowed, proximity to the farmed property, etc.
2. Site Condominium Review Procedure: Review and edit if necessary.
3. Check LMCOD ingress/egress requirements and make sure they are compliant with MDOT.
4. Accessory dwelling units, attached and/or detached, limited to “family” (check definition)?
5. Alternative/Affordable homes: Tiny homes, container homes, barndominiums, etc.
6. Provide applicants with a roadmap or cheat sheet to relevant chapters in the Z.O. when filling out applications, etc. (i.e. Does a Special Use Permit application direct the applicant to include everything required in Section 31.7 for the Detailed Site Plan?)
7. Front yard definition and setback on waterfront properties.
8. Re-organize Zoning Ordinance to include more tables (i.e. setbacks, accessory bldgs., etc.)
9. Are PUD’s currently allowed in A-1...should they be?
10. Revise Contract Zoning on Zoning Map; Keep underlying district colors but crosshatch.
11. Transfer of Development rights??
12. Public Sewer requirements in Medium Density residential in the Master Plan.

Draft date: August 25, 2025

Original Reference: Planning Commission/Board joint meeting minutes of August 23, 2022 for additional detail. Edited in 2025 to remove items that have already been addressed, and/or add new items.

Bill’s Comments

Additions to list.

1. Detailed Site Plan should require an Outdoor Lighting Plan and Require Dark Sky Compliance.

2. Lot creations that do not include a buildable area.
3. Definition of Family. (Similar to No. 4 on Shawns list.)
4. Considering allowing some structures on a parcel without a principal dwelling. Consider docks, fences, ... This would not include permitting accessory buildings.

Regarding Shawns 2025 List.

1. Item 6 on Shawn's list is administrative but may need PC help.
2. Item 7 on Shawn's list – We have reviewed this with Ron Bultje and he recommends the current definition.
3. Mo. 8 on Shawn list – We are still in the process of trying to accomplish this.
4. No. 10 on Shawn list – This is either in process or accomplished.
5. No. 12 on Shawn List – I have the documentation in the PC minutes for revising this. This will need to be part of a MLUP update.
6. No. 5 on Shawn List – This was a Supervisor Johnson idea but do not know if it had support of the entire Board.

#### Miscellaneous

The Township really needs a Document Control Procedure to assign responsibilities and provide direction as to where and how documents are stored. This, however, is a Township Board function but the PC could provide assistance.

Bill Maschewske 09/08/25