

ROBINSON TOWNSHIP PLANNING COMMISSION  
November 13, 2025

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

| Present  | Absent |
|--|--------|
| Shawn Martinie<br>Bill Maschewske<br>Phil Crum<br>Steve Ambrose<br>Lydia Brown<br>Kathy Kuck<br>Michelle Gillespie | None   |

Also present were contracted Planner Gregory Ransford and Zoning Administrator Andrea Goodell. There were no members of the public present. The attendance sheet is not attached as it included no signatures.

Approval of Agenda

A motion was made by Lydia Brown and seconded by Michelle Gillespie to approve the agenda of the November 13, 2025 meeting as written.  
The motion carried unanimously.

Adopting of Previous Minutes

A motion was made by Michelle Gillespie and seconded by Shawn Martinie to approve as written the minutes of the October 9, 2025 Planning Commission meeting.  
The motion carried unanimously.

New Business

The 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 adoption by Robinson Township of a new Master Land Use Plan. The proposed changes for this meeting are in response to a General Audit of the Zoning Ordinance. Also included are pending items from previous Planning meetings. The items were reviewed in approximately the order they appear in the Memorandum dated October 20, 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. **Action Items** are in **Bold** text.

Carryover Item from Previous Meeting(s)

**Section 20.3, Prohibit Planned Unit Developments within the Agricultural Zoning District – Rejected. Following discussion, the revised text was requested to be deleted and re-revised to only exclude Residential PUDs in the Agricultural District.**

Parcel(s) or “Parcels of land”

**On hold. The extensive list of Sections to be revised regarding “Parcel(s) or Parcels of land” was discussed. It was agreed to have the Township Attorney review the proposed changed Sections found on pages 2 and 3 of the attached Memorandum dated October 20, 2025 from Planner Ransford prior to Planning Commission review.**

Carryover Item from Previous Meeting(s)

1. Section 4.5 – Changes acceptable. Mark deleted Sections as “Reserved” as a place keeper.
2. Household Pet – Changes accepted.
3. Section 3.15 – Changes accepted.
4. Section 3.55 – Changes accepted.
- 5. Section 3.80 – Planner Ransford to check with Township Attorney Bultje regarding the use of the term “tract of land”.**
6. Section 3.81 – Changes accepted.
7. Section 3.91 – Changes accepted.
8. Section 3.94 – Changes accepted.
9. Section 3.96 – Changes accepted.
10. Section 3.13A – Change accepted.
11. Section 4A.2(O) – Changes accepted.
12. Section 3.65 – Changes accepted.
13. Section 3.71 – Changes accepted.
14. Section 3.75 – Changes accepted.
- 15. Kilowatts – On hold pending additional research by Planner Ransford.**
- 16. Section 20.3, Prohibit Planned Unit Developments within the Agricultural Zoning District – Discussed previously. Delete revised text and revise to only exclude Residential PUD in Agricultural District.**

General Audit

1. Section 3.77.2.1 – Accepted.
2. Section 4.18(I) – Changes accepted.

3. **Section 4.19 – It was agreed to leave the original text unchanged.**
4. **Section 4.23 – Accept the changes except the deletion of “building” in all three occurrences. Leave “building” in the text.**
5. Section 4.29 – Accept the changes.
6. Section 4.30(B) – Accept the changes.
7. Section 4.31(B) and (D) – Accept the changes.
8. **Section 4.33 – Reject change. For now, leave “shall” in place. Planner Ransford to check if Environmental Health will actually do this evaluation and this Section will be revisited.**
9. **Section 4.36 – Leave current requirements in place.**
10. Section 15.3(H) – Accept the changes.

The next special meeting of the Planning Commission is scheduled for January 8, 2026 and the next regular meeting for January 27, 2026.

Old Business – None

Pay Bills

A motion was made by Michelle Gillespie and seconded by Kathy Kuck to pay salaries for the November 13, 2025 Planning Commission meeting (all members present).

The motion carried unanimously.

Adjournment

A motion was made by Lydia Brown and seconded by Kathy Kuck to adjourn the Planning Commission meeting at 8:20 PM.

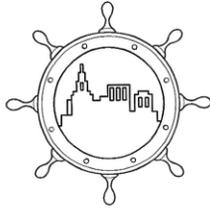
The motion carried unanimously.

Respectfully submitted,

Bill Maschewske, Secretary  
Robinson Township Planning Commission

Attachment:

Memorandum dated October 20, 2025 from contracted Township Planner Gregory Ransford Regarding Zoning Ordinance Rewrite – General Audit.



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MEMORANDUM

To: Robinson Township Planning Commission  
From: Gregory L. Ransford, MPA  
Date: October 20, 2025  
Re: Zoning Ordinance Rewrite – General Audit

Pursuant to your continued direction regarding the Robinson Township Zoning Ordinance (RTZO) Rewrite project, below are the revisions from your September 11, 2025 meeting. In addition, further below are our recommendations related to the general audit. Coupled with those suggested revisions, we raise several items for your review and direction.

Previous Direction

Prior to outlining our next set of general audit recommendations, below we summarize your most recent direction from the previous meeting.

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

- Section 4.8 – update parking length to nine (9) feet. It was noted by a Commissioner that this material was excluded from your October meeting. It appears that our recommendation at your September 11, 2025 meeting included a suggested revision to nine feet and is why it was not provided again in October, given that the Commission agreed with the suggested revision. For the sake of clearly capturing this revision, the language can be found as noted herein (*See page identifier Chapter 4 – Page 7 of the attached*)
- Lot or Parcel of Land – as you know, we have recommended replacing “parcel” and “parcel of land” with “lot” since “Lot” is defined by the RTZO and “parcel” or “parcel of land” lacks a definition. In response, you asked us to inquire with the Township Legal Counsel regarding the same. Below is his recommendation:

Hi, Greg. Thanks for your email. I took a quick look at it, and I’m inclined to respond immediately while my thoughts are fresh on this.

I think Bill’s concerns are valid on eliminating all references to “parcel” or “parcel of land.” As you noted, “Lot” is defined as a parcel of land occupied or intended to be occupied by a principal building. We should probably expand that definition to include not only parcels occupied by principal buildings, but also parcels dedicated to principal uses, since some uses may not include buildings. But on the other hand, some parcels are not intended to be occupied by principal buildings or principal uses. So I don’t think it’s appropriate to eliminate all references to parcels or parcels of land.

However, I do believe it would be appropriate to review the zoning ordinance and replace references to “parcels” or “parcels of land” with “lots” when clearly the intention is to set aside parcels of lots for buildings or uses. But I don’t think that will always be the case.

Given this, we have searched the RTZO for all such occurrences of “parcel” and “parcel of land” or similar variant and provide a list of those occurrences further below. Additionally, we note our suggested revisions or lack of need to revise for each

and attached those occurrences for your review in anticipation that you agree with the suggestion of the Township Legal Counsel. First however, immediately below are our suggested revisions to the definition of Lot, pursuant to the recommendation of the Township Legal Counsel.

- o Section 3.63 (definition of Lot) – given that the Track Changes document does not differentiate between previous revisions and most recent suggested revisions, we highlight the changes below. New language is shown in **bold text**. No language is recommended for deletion.

(Section 3.63, in part) “A parcel of land occupied, or intended to be occupied, by a **principal use**, principal building or buildings and its accessories, **or combination thereof**, together with the open spaces...” (See page identifier Chapter 3 – Page 13 of the attached)

“Parcel(s)” or “Parcels of land”

We provide the following list based on the direction of the Township Legal Counsel, who suggested using the term “lot” when the intention is for buildings or uses within the property.

- o Section 2.2 – no revisions (See page identifier Chapter 2 – Page 1 of the attached)
- o Section 3.3 – maintain previous revisions (See page identifier Chapter 3 – Page 2 of the attached)
- o Section 3.4 – maintain previous revisions (See page identifier Chapter 3 – Page 2 of the attached)
- o Section 3.9B – maintain previous revisions (See page identifier Chapter 3 – Page 3 of the attached)
- o Section 3.49A – revise to “lot” (See page identifier Chapter 3 – Page 11 of the attached)
- o Section 3.61 – restore “or parcel of land” (See page identifier Chapter 3 – Page 13 of the attached)
- o Section 3.64 – restore “or parcel of land” (See page identifier Chapter 3 – Page 13 of the attached)
- o Section 3.73 – maintain previous revisions (See page identifier Chapter 3 – Page 13 of the attached)
- o Section 3.80 – maintain previous revisions (See page identifier Chapter 3 – Page 14 of the attached)
- o Section 3.99 – maintain previous revisions (See page identifier Chapter 3 – Page 22 of the attached)
- o Section 3.111 – maintain previous revisions (See page identifier Chapter 3 – Page 25 of the attached)
- o Section 3.112 – maintain previous revisions (See page identifier Chapter 3 – Page 25 of the attached)
- o Section 4.2 – maintain previous revision and revise to “lot” (See page identifier Chapter 4 – Page 1 of the attached)
- o Section 4.4 – revise to “lot” (See page identifier Chapter 4 – Page 3 of the attached)
- o Section 4.6 – maintain previous revisions (See page identifier Chapter 4 – Page 4 and Page 5 of the attached)
- o Section 4.18 – revise to “lot” (See page identifier Chapter 4 – Page 12 of the attached)
- o Section 4.23 – strike “or legally described parcel of land” (See page identifier Chapter 4 – Page 17 of the attached)
- o Section 4.26 – no revisions (See page identifier Chapter 4 – Page 19 of the attached)
- o Section 4.28 – no revisions (See page identifier Chapter 4 – Page 19 of the attached)
- o Section 4.30 – revise “property” to “lot” (See page identifier Chapter 4 – Page 20 and Page 21 of the attached)
- o Section 4.35 – no revisions (See page identifier Chapter 4 – Page 26 and Page 27 of the attached)
- o Section 4.37 – strike “or parcel of land” in the section title (See page identifier Chapter 4 – Page 27 of the attached)
- o Section 4.40 – revise “property” to “lot” (See page identifier Chapter 4 – Page 27 and Page 28 of the attached)
- o Section 4.42 – revise “parcel” to “lot” (See page identifier Chapter 4 – Page 29 and Page 30 of the attached)

- Section 4.44 – revise “parcel” to “lot” (See page identifier Chapter 4 – Page 30 of the attached)
- Section 4.50 – revise “parcel” and “property” to “lot” (See page identifier Chapter 4 – Page 49 and Page 50 of the attached)
- Section 4.52(B)(5)(b) – revise by adding “lots” (See page identifier Chapter 4 – Page 58 of the attached)
- Section 4.55(D)(3)(b) – revise “parcel” to “lot” (See page identifier Chapter 4 – Page 70 of the attached)
- Section 4.59 – revise “parcels” to “lots” (See page identifier Chapter 4 – Page 73 and Page 74 of the attached)
- Section 4A.4 – revise “parcel” to “lot” (See page identifier Chapter 4A – Page 5 and Page 6 of the attached)
- Section 6.4 – revise “parcel” to “lot” (See page identifier Chapter 6 – Page 2 of the attached)
- Section 8.2(B) – revise “parcel” to “lot” (See page identifier Chapter 8 – Page 1 of the attached)
- Section 8.2(C) – revise “parcel” to “lot” (See page identifier Chapter 8 – Page 1 of the attached)
- Section 10.2(B) – revise “parcel” to “lot” (See page identifier Chapter 10 – Page 1 of the attached)
- Section 10.4(A) – strike “parcels” and “parcels of land,” replace with “lot(s)” where appropriate (See page identifier Chapter 10 – Page 2 and Page 3 of the attached)
- Section 11.4(A) – strike “parcels” and “parcels of land,” replace with “lot(s)” where appropriate (See page identifier Chapter 3 – Page 13 of the attached)
- Section 11A.4(C) – revise “parcel” to “lot” (See page identifier Chapter 11A – Page 2 of the attached)
- Section 11A.5(B) – revise “parcel” and “parcels of land” to “lot(s)” (See page identifier Chapter 11A – Page 2 of the attached)
- Section 12.7 – revise “parcels” to “lots” (See page identifier Chapter 12 – Page 3 and Page 4 of the attached)
- Section 13.7 – revise “parcels” to “lots” (See page identifier Chapter 13 – Page 6 of the attached)
- Section 14.2 – revise “parcel” to “lot” (See page identifier Chapter 14 – Page 1 of the attached)
- Section 14.8 – revise “parcels” to “lots” (See page identifier Chapter 14 – Page 4 of the attached)
- Section 15.9 – revise “parcels” to “lots” (See page identifier Chapter 15 – Page 8 and Page 9 of the attached)
- Section 18.4(G) – revise “parcels” to “lots” (See page identifier Chapter 18 – Page 6 of the attached)
- Section 20.3 – strike “or parcel of land” (See page identifier Chapter 20 – Page 2 of the attached)
- Section 21.3(C)(4) – add “lots and” (See page identifier Chapter 21 – Page 2 and Page 3 of the attached)
- Section 30.2(e) – add “lot or” (See page identifier Chapter 30 – Page 4 of the attached)
- Section 31.8(D) – revise “parcels” to “lots” (See page identifier Chapter 31 – Page 5 and Page 6 of the attached)
- Section 33.3(E) – revise “parcel” to “lot” (See page identifier Chapter 33 – Page 1 and Page 2 of the attached)
- Section 40.5(A) – revise “parcel of land” to “lot” (See page identifier Chapter 40 – Page 2 of the attached)
- Section 42.4(C) – no revisions (See page identifier Chapter 42 – Page 2 and Page 3 of the attached)
- Section 4.5 – ensure the language is clear that any migrant or agricultural labor camp is a special use. We have proposed a revision to subsection (B) to reach that end. (See page identifier Chapter 4 – Page 4 of the attached)
  - As a result of the above, we struck Section 6.2(I) and Section 6.2(M) and created Section 6.3(F). (See page identifier Chapter 6 – Page 1 and Page 2 of the attached)
  - As a result of the above, we struck Section 8.2(K) and creating Section 8.3(H). (See page identifier Chapter 8 – Page 1 and Page 2 of the attached)
- Household Pet – add a “t” to “tha” and assign a section number with the letter “A.” (See page identifier Chapter 3 – Page 12 of the attached)

- Section 3.15 – revise to indicate “compensation” and strike “three (3) or more.” (See page identifier Chapter 3 – Page 5 of the attached)
- Section 3.55 – revise to indicate “compensation.” (See page identifier Chapter 3 – Page 12 of the attached)
- Section 3.80 – revise to indicate “compensation.” (See page identifier Chapter 3 – Page 16 of the attached)
- Section 3.81 – revise to indicate “compensation.” (See page identifier Chapter 3 – Page 16 and Page 17 of the attached)
- Section 3.91 – revise to indicate “compensation.” (See page identifier Chapter 3 – Page 18 of the attached)
- Section 3.94 – revise to indicate “compensation.” (See page identifier Chapter 3 – Page 19 of the attached)
- Section 3.96 – revise to indicate “compensation.” (See page identifier Chapter 3 – Page 19 of the attached)
- Section 3.13A – although not included in your direction regarding “compensation,” we key word searched the RTZO and included this section as well to revise to indicate “compensation.” (See page identifier Chapter 3 – Page 5 of the attached)
- Section 4A.2(O) – although not included in your direction regarding “compensation,” we key word searched the RTZO and included this section as well to revise to indicate “compensation.” (See page identifier Chapter 4A – Page 4 of the attached)
- Section 3.65 – return to current language but keep the “(2)” insertions. (See page identifier Chapter 3 – Page 14 of the attached)
- Section 3.71 – return to current language but keep the “(2)” insertion. (See page identifier Chapter 3 – Page 14 of the attached)
- Section 3.75 – if Legal Counsel agrees (which he did), strike everything after the first sentence. (See page identifier Chapter 3 – Page 15 of the attached)
- Kilowatts – research whether the removal of maximum nameplate capacity numbers for wind energy language would cause unintended size of related structures. Following our review of the RTZO in this regard, each nameplate capacity reference also includes a maximum height. While the size of the structures could vary and technology advancements will impact structure size, they do not appear to be currently regulated. We have not provided suggested text attached to this memorandum and will spend additional time investigating non-kilowatt language and its effectiveness for a future meeting.
- Prohibit Planned Unit Developments within the Agricultural Zoning District. We believe our suggested revision is self-explanatory in this regard within Section 20.3. (See page identifier Chapter 20 – Page 2 of the attached)

We believe the attached accomplishes your direction.

#### General Audit

As you know, given the conclusion of the Robinson Township Master Plan 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 next set of recommended revisions or observations for your consideration with this audit review.

- Section 3.77.2.1 – the recently adopted definition of Maring Construction Facility was added to Chapter 3. (See page identifier Chapter 3 – Page 15 of the attached)
- Section 4.18(l) – the recently adopted amendment for home occupations was added to subsection (l). (See page identifier Chapter 4 – Page 13 of the attached)
- Section 4.19 – we believe the proposed changes are self-explanatory. (See page identifier Chapter 4 – Page 15 of the attached)
  - As you will note within subsection (A)(3)(g), a minimum roof pitch of 3:12 is required unless a certain percentage of dwellings within a half mile radius have a lesser pitch. While this is a common provision in many communities, we contemplate whether the Planning Commission

desires to eliminate this minimum to allow for flat roof dwellings or otherwise lesser pitch. *(See page identifier Chapter 4 – Page 16 of the attached)*

- Section 4.23 – we believe the proposed changes are self-explanatory. *(See page identifier Chapter 4 – Page 17 and Page 18 of the attached)*
- Section 4.29 – we believe the proposed changes are self-explanatory. *(See page identifier Chapter 4 – Page 19 and Page 20 of the attached)*
- Section 4.30(B) – we believe the proposed change is self-explanatory. *(See page identifier Chapter 4 – Page 21 of the attached)*
- Section 4.31(B) and (D) – we believe the proposed changes are self-explanatory. *(See page identifier Chapter 4 – Page 22, Page 23, and Page 24 of the attached)*
- Section 4.32 – we believe the proposed changes are self-explanatory. *(See page identifier Chapter 4 – Page 24 of the attached)*
- Section 4.33 – we believe the proposed changes are self-explanatory. *(See page identifier Chapter 4 – Page 24 of the attached)*
- Section 4.36 – we contemplate whether the Planning Commission desires to require a written certification (see last sentence of Section 4.36) for any razed building or structure. Further, in the instances where the Planning Commission desires to obtain a certification, should the type of certification be more specific than “knowledgeable and trained?” *(See page identifier Chapter 4 – Page 27 of the attached)*
- Section 15.3(H) – the recently adopted amendment for a marine construction facility was added to Section 15.3. Subsequently, the proposed “catch-all” subsection (H) shifted to (I). *(See page identifier Chapter 15 – Page 2 and Page 3 of the attached)*

The proposed set of Zoning Ordinance Rewrite recommendations has been scheduled for your November 13, 2025 meeting. If you have any questions, please let me know.

GLR  
Planner

Attachments