

ROBINSON TOWNSHIP PLANNING COMMISSION

February 24, 2026

The regular 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 Phil Crum Steve Ambrose Lydia Brown Kathy Kuck Michelle Gillespie	None

Also present were Township Attorney Ron Bultje, Zoning Administrator Gregory Ransford, Doug Marshall, applicants Robert and Mandy Boersen, Beth Maschewske, and Chris Markatos. The attendance sheet is attached.

Approval of Agenda

A motion was made by Kathy Kuck and seconded by Michelle Gillespie to approve the agenda of the February 24, 2026 meeting as amended, moving New Business after Old Business. 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 February 12, 2026 Planning Commission meeting. The motion carried unanimously.

Non-Commission Member Inquiries and Questions

Doug Marshall stated he has submitted letters to the Township in October 2025 and February 4, 2026 regarding recreational vehicles parked on lots in the E-1 Zoning District on both VanLopik and Limberlost. He requested residents on both VanLopik and Limberlost be sent letters from the Township informing residents regarding the requirements of Section 9.3(D) of the Zoning Ordinance concerning recreational vehicles.

Reports and Communications – None

Announcements – None

Old Business

At this time, the Boersen Site Plan and Special Use Applications for 10397 North Cedar St. were considered. These applications were originally considered at the January 28, 2026 Planning Commission meeting.

Chairperson Martinie inquired of the Planning Commission if the applications were considered complete and all members responded affirmatively.

Review began with Section 31.8, Standards for Site Plan Review. The consensus of the Planning Commission agreed with and accepted the responses of the Zoning Administrator included in his Memorandum dated February 4, 2026 and titled Boersen Special Land Use and site plan application in the E-1 Overlay District (copy attached), however, several responses were not current in that some information was not available when the Memorandum was written. The Planning Commission further noted that funding for the project would be cash from the property owner, the outdoor lighting plan is now included and complies with the Zoning Ordinance requirements, and the height of the building was not changed as discussed by the applicant last month but remains at 18 ft. with a 7/12 pitch roof.

Next reviewed were the requirements in Section 9.3(A) of the Zoning Ordinance regarding buildings and structures in the E-1 Lowland Resource Conservation Overlay Zoning District. The Planning Commission agreed with and accepted the comments of Zoning Administrator Ransford in his Memorandum dated February 4, 2026.

The Special Use Application was then reviewed against the Standards for Special Uses in Section 32.5 of the Zoning Ordinance. The Planning Commission agreed with the findings of the Zoning Administrator in his Memorandum dated February 4, 2026. It was noted that the enumeration of line items for Section 32.5 in the Zoning Administrators Memorandum do not follow the Zoning Ordinance, however, all line items and requirements are addressed.

The Planning Commission Considerations included in the Zoning Administrator's February 4, 2026 Memorandum were now reviewed. Each item is listed with the Planning Commission response following in *Italics*.

- Whether the proposed lighting detail is sufficient. *The supplied information meets the requirements.*
- Whether any concerns exist regarding the exact soil types on site. *Acceptable.*
- Whether the relocation of an overhead line to remain as an overhead line is acceptable. *It meets requirements.*
- Whether a bike path is necessary. *This requirement was considered not applicable.*
- Whether a civic amenity is necessary. *This requirement was considered not applicable.*
- Section 31.8 – Standards for Site Plan Review. – *Reviewed and acceptable.*
- Section 32.5 – General Standards for Considering Special Uses. -- *Reviewed and acceptable.*
- Section 9.3(A) – Special Use Approval. -- *Reviewed and acceptable.*

At this time, a motion was made by Kathy Kuck and seconded by Michelle Gillespie to recommend to the Township Board approval of the Boersen Site Plan based upon compliance with Section 31.8 of the Zoning Ordinance and the Special Use Application based upon the Criteria in Sections 32.5 and 9.3(A) of the Zoning Ordinance for property located at 10397 North Cedar Drive to construct an attached garage. The Site Plan includes the following submissions:

- Robinson Township Special Use Permit Application revised 2-9-2026 (5 pages);
- Project Summary – Special Use Permit Application dated 02/09/2026 (4 pages);
- Soil Erosion and Sedimentation Control Agency permit No: 16276, Issued: 05/09/2025 for Robert and Mandy Boersen;
- EGLE permit WRP045678 V1.0 placard, Permittee Robert Boersen, issued November 12, 2025, expires November 12, 2030;
- EGLE permit WRP045678 V1.0. Issued to: Robert Boersen, issued November 12, 2025, expires November 12, 2030 (6 pages);
- Plat of Survey, 10397 North Cedar Dr., prepared by Driesenga and Associates, Incorporated, Sheet 1 of 2, dated 11/08/2024, Job no. 2410949.5A;
- Colored (hand drawn) Plat of Survey, 10397 North Cedar Dr., prepared by Driesenga and Associates, Incorporated, Sheet 1 of 2, dated 11/08/2024, Job no. 2410949.5A;
- Elevations dated 2/9/2026 prepared by the Drawing Board and entitled Addition Plans for Mr. and Mrs. Rob Boersen, Sheet 3 of 3;
- Floor Plan, undated, prepared by the Drawing Board and entitled Addition Plans for Mr. and Mrs. Rob Boersen, Sheet 1 of 3;
- Colored East Elevation dated 02/09/2026 prepared by Rob Boersen

The following conditions apply.

1. Compliance with all Federal, State, County, and Township laws and ordinances.
2. Compliance with the application.
3. Compliance with the verbal representations of the applicant at the 01/28/2026 and 02/24/2026 Planning Commission meetings and recorded in the minutes.

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.

It was noted the public hearing notice for the Boersen Special Use application at the Township Board was posted.

Rob Boersen – Stated he will apply for an extension of his variance that expires March 31, 2026 since he will at a minimum need more time to complete construction.

Township Attorney Bultje suggested he talk to Zoning Administrator Ransford.

Rob Boersen – Noted he may want a turnaround on the driveway that is not shown on the Site Plan.

Chairperson Martinie – Stated that would be a Minor Site Plan Amendment and could be handled administratively.

Rob Boersen – Who does he call when he is finished?

Chairperson Martinie – The Building Inspector.

New Business

The Chairperson requested the Planning Commission review and comment regarding the Planning Commission 2025 – 2026 Annual report and 2026 - 2027 Annual Budget. He noted errors with commas would be corrected. The dates for regular Planning Commission meetings were reviewed. It was agreed that during the first 6 months of the year, the regular meetings would be moved from Tuesdays to Wednesdays to accommodate the Township Attorneys schedule. When schedule conflicts are resolved, meeting dates will be returned to Tuesdays. The next six months schedule would be as follows. The remaining dates would be as drafted and on Tuesdays.

March 25, 2026

April 22, 2026

May 27, 2026

June 24, 2026

July 22, 2026

August 26, 2026

A motion was made by Lydia Brown and seconded by Michelle Gillespie to approve the draft 2025-2026 Annual Report and 2026-2027 Budget for the Planning Commission.

The motion carried unanimously.

Pay Bills

A motion was made by Michelle Gillespie and seconded by Shawn Martinie to pay salaries for the February 24, 2026 Planning Commission meeting (all members present).

The motion carried unanimously.

Any and All Other Business That May Come Before the Board – None

Adjournment

A motion was made by Steve Ambrose and seconded by Michelle Gillsepie to adjourn the Planning Commission meeting at 7:38 PM.

The motion carried unanimously.

Respectfully submitted,

Bill Maschewske, Secretary
Robinson Township Planning Commission

Attachments:

Memorandum dated February 4, 2026 from Zoning Administrator Greg Ransford regarding the Boersen Special Land Use and site plan application in the E-1 Overlay District.

Attendance Sheet for the February 24, 2026 Planning Commission meeting.



SIGN IN SHEET
Regular Meeting of the
Planning Commission
Tuesday, February 24, 2026 - 7:00 pm

PRINT NAME

SIGNATURE

Rob Boersen

Mandy Boersen

Beth Maschewski

DOUG MARSHALL

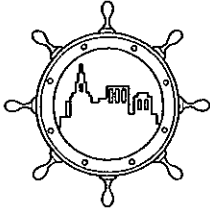
Chris Markatos

Mary Brown

Beth Maschewski

Doug Marshall

Chris Markatos



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MEMORANDUM

To: Robinson Township Planning Commission
From: Gregory L. Ransford, MPA 
Date: February 4, 2026
Re: Boersen Special Land Use and site plan application in the E-1 Overlay District

Attached is a special use permit application from Robert Boersen to build an attached garage and breezeway on his parcel located at 10397 North Cedar Drive in the Residential One Family Zoning District (R-1) and Lowland Resource Conservation Overlay Zoning District (E1). As you know, the E-1 Zoning District requires all new construction to obtain a special land use permit.

Further below we outline the requirements for considering a special land use as well as for site plan review. While you first saw this application at your January meeting, the applicant has returned at your direction for a more formal and final review at your February 24, 2026, meeting. We believe a recommendation of approval is appropriate.

Property Details

Due to the limited size of the 0.6-acre lot, options for development are limited. According to the project narrative, the proposed addition is situated in the only viable location that minimizes disruption and the extent of needed fill. The north side of the home is deeper within the floodplain and would require significant grading, which could interfere with natural drainage patterns and increase flood risk. The selected location follows the natural topography and may be the most environmentally appropriate choice.

EGLE Permit

As a result of the project's location within the Grand River floodplain, it requires the approval of the Michigan Department of Environment, Great Lakes, and Energy (EGLE). On November 12, 2025, EGLE approved the project. The permit allows the applicant to place approximately 50 cubic yards of floodplain fill from an offsite source within the 1.0% annual chance (100-year) floodplain of the Grand River. The permit allows for the new attached garage/breezeway to be supported by a slab-on-grade foundation measuring approximately 950 square feet with a finished floor elevation of 592.8 feet NAVD88. All areas disturbed by the construction with native vegetation, lawn grass or other groundcover as applicable must be restored to their pre-construction states.

ZBA Variance

Also please note, per Section 4.31(B) of the Robinson Township Zoning Ordinance (RTZO), the applicant applied for and received a dimensional variance from the ZBA on March 31, 2025, to add an attached garage and mudroom where the expansion would violate the required minimum rear setback of 20 feet. The ZBA granted the Applicant a variance from 20 ft. to 13.7 ft. minimum. Also note: because of the easement for access to the parcel, the east property line is the front lot line and the west property line is the rear lot line per the Zoning Ordinance.

Required Data for Detailed Site Plan

As you know, Section 31.7 – Required Data for Detail Site Plan of the RTZO requires every detailed site plan submitted to the Planning Commission include the following. For your convenience, our comments are below each item in *italics* font.

Section 31.7 – Required Data for Detailed Site Plan

- (A) The Detailed Site Plan shall be of a scale not greater than one (1) inch equals twenty (20) feet nor less than one (1) inch equals two hundred (200) feet, of such accuracy that the Planning Commission can readily interpret it, and shall include more than one (1) drawing if required for clarity.

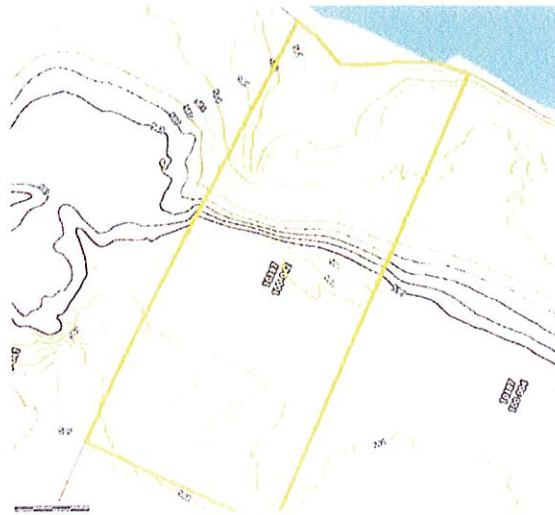
We understand that the Planning Commission is attempting to accommodate a recommendation at their February meeting to also accommodate a public hearing at the Board of Trustees meeting in March. While unfortunately the site plan scale appears to be incorrect given that it is on a modified (shrunk) survey and we would ordinarily not accept this result, dimensionally the site plan is very detailed and accurate regarding the existing structures and proposed improvements. Given your intended timetable, we have accepted this site plan. As such, this standard may be met.

- (B) The Detailed Site Plan shall identify the site by lot lines and location, including dimensions, angles and size, correlated with the legal description of the property. If the Planning Commission or the Township Board is unable to interpret the Detailed Site Plan, either may require that it be redrawn. The Detailed Site Plan shall further include the name(s) and address(es) of the property owner(s), developer(s), engineer(s), and architect(s).

The detailed site plan includes these details. As such, this standard may be met.

- (C) The Detailed Site Plan shall show the scale; north point; boundary dimensions; natural features such as wood lots, streams, rivers, lakes, shorelines, floodplains, wetlands, drains and topography (at least two [2] feet but not more than five [5] feet contour intervals); and similar features of the site.

While the detail site plan provides some of these requirements, in an effort to assist with the related timetable, below is a copy of topography information for the subject property according to Ottawa County. As such, this standard may be met.

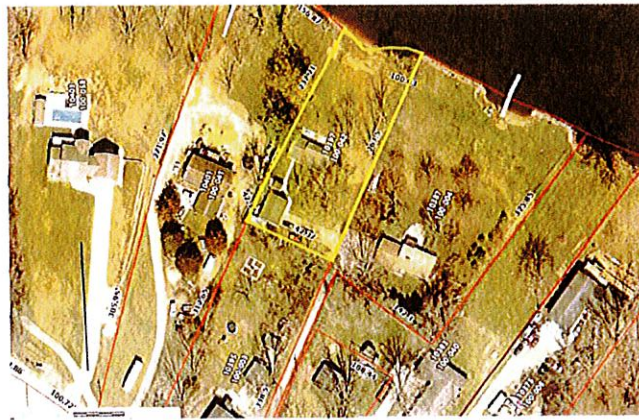


- (D) The Detailed Site Plan shall show existing man-made features such as buildings, structures, easements, streets, driveways, sidewalks, parking spaces, high tension towers, pipe lines, excavations, bridges, culverts, drains, docks, paths, and other improvements relative to the site.

The detailed site plan includes these details. As such, this standard may be met.

- (E) The Detailed Site Plan shall identify properties adjacent to the site, the uses of those properties, and any structures within one hundred (100) feet of the site's boundaries.

All surrounding properties contain single-family dwellings and accessory buildings. Shown below are the aforementioned within 100 feet of the site (subject property is in yellow). As such, this standard may be met.



- (F) The Detailed Site Plan shall show the location, proposed finished floor and grade line elevations and size of proposed principal and accessory buildings; their relation to each other and to any existing structures to remain on the site and to the shoreline, if applicable; and the heights of all buildings and structures.

As you will note within the materials, the applicant provides three (south, west, east) elevations and a floor plan prepared by his architect, and additionally provides a second east elevation related to his EGLE permit including resulting grades and the relationship to the floodplain. The size of the proposed addition is shown on the detailed site plan. As such, this standard may be met.

- (G) The Detailed Site Plan shall show the proposed streets, driveways, curb cuts, access easements, acceleration lanes, deceleration lanes, passing lanes, sidewalks, walkways, bicycle paths, and other vehicular and pedestrian circulation features within and adjacent to the site. The Detailed Site Plan shall also show the location, size and number of parking spaces in the off-street parking areas and the identification of service lanes, service parking and loading/unloading zones.

The attached detailed site plan illustrates the intended driveway location, which also serves as outdoor parking of vehicles. As aforementioned within the ZBA Variance section of this memorandum, the east property line is the Front Lot Line as a result of the easement

location. Given its nature as an easement, significant detail for the roadway is not included. Nonetheless, this standard may be met.

- (H) The Detailed Site Plan shall show the proposed location, use and size of open spaces and the location of any landscaping, screening, buffering, fences or walls on the site. Any proposed alterations to the topography, vegetation and other natural features of the site shall be indicated.

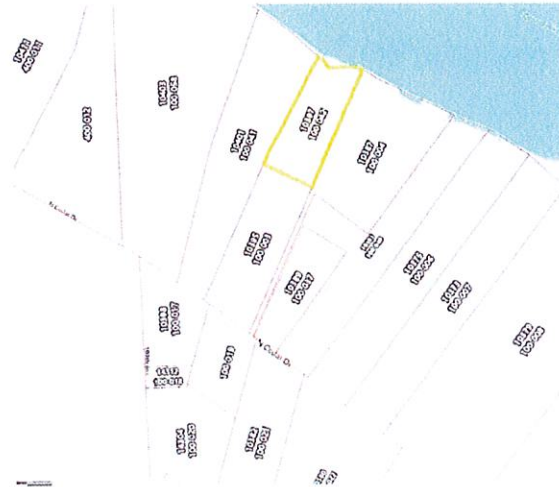
As the applicant indicates within the Project Summary – Special Use Permit Application, only a Chinese Elm tree will be removed. No screening is proposed. As such, this standard may be met.

- (I) The Detailed Site Plan shall show the location and size of all existing utilities (public and private) serving the site, as well as the location and size of all proposed utilities, specifically including without limitation existing and proposed water lines or wells, sewer lines or septic systems, telephone lines, gas lines, electric lines and cable television lines.

The existing overhead power lines are shown on the detailed site plan. In addition, the applicant recently supplied the location of the well, which is inside of the dwelling, and the septic location, which are included in the attached materials. As such, this standard may be met.

- (J) The Detailed Site Plan shall include a vicinity map showing the location of the site in relation to the surrounding street system, and to the shoreline if applicable.

To assist this requirement given the intended timetable, below is a map showing the vicinity. The subject property is outlined in yellow. As such, this standard may be met.



- (K) The Detailed Site Plan shall show the location and design of storm sewers and any retention or detention ponds.

No storm sewers or stormwater ponds are proposed. Given the typical residential use as well as the natural drainage slope toward the Grand River, we do not expect any issues in this regard. As such, this standard may be met.

- (L) The Detailed Site Plan shall show the elevation and location of existing and proposed storm water drainage courses and County drains.

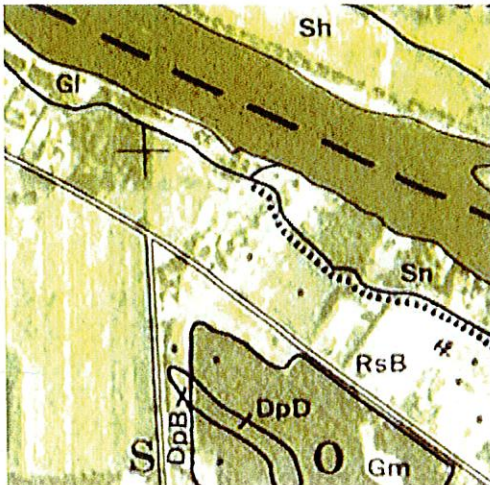
No county drainage courses are in the area and none are proposed. As such, this standard appears not to apply.

- (M) The Detailed Site Plan shall show the location and type of existing soils on the site and any certification of borings.

While no soil borings were provided, in an effort to maintain the intended timetable, below is a snapshot of area soils. Unfortunately, we are unsure of the exact location of the subject parcel within this snapshot but believe you can develop a general sense of location. As such, this standard may be met.

For your convenience, below is a soil type "legend" regarding the soils in the area. In addition, attached are snapshots of their descriptions from the Ottawa County Soil Survey from 1972.

Soil Type Legend: RsB = Rubican sand, Gl = Glendora sandy loam, Sn = Sloan loam



- (N) The Detailed Site Plan shall show the location and type of existing vegetation.

The detailed site plan shows existing vegetation as does the aerial photo on page 3 of this memorandum above. As such, this standard may be met.

- (O) The Detailed Site Plan shall show the location and any applicable screening of all proposed structures on the site, including but not limited to flagpoles, light poles, docks, transformers, air conditioners, generators, etc.

No such structures are proposed. As such, this standard appears not to apply.

- (P) The Detailed Site Plan shall show the location, dimensions and details of common open spaces and common facilities on the site.

No such spaces or facilities are proposed. As such, this standard appears not to apply.

- (Q) The Detailed Site Plan shall show the location, size and specifications of all signs and advertising features on the site.

No signage is proposed. As such, this standard appears not to apply.

- (R) The Detailed Site Plan shall show exterior lighting locations, the area of illumination and the type of fixtures and shielding to be used.

Following your January meeting and direction, we requested the related lighting plan and only received an elevation that appears to contain sconce type light fixtures on the garage wall, one (1) on each side of the garage door. Given the intended timetable, we have prepared the materials for your review while we work on obtaining more detail from the applicant.

- (S) The Detailed Site Plan shall show the location, size and specification for screening of all trash receptacles and other solid waste disposal facilities.

No waste disposal facilities are proposed nor needed for this project. As such, this standard appears not to apply.

- (T) The Detailed Site Plan shall show the location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials or hazardous materials, as well as any contaminant structures or clear zones required by governmental authorities.

No facilities in this regard are proposed nor needed for this project. As such, this standard appears not to apply.

- (U) The Detailed Site Plan shall specify its date of preparation and the dates of all revisions to it.

Each document is dated accordingly. As such, this standard may be met.

- (V) The Detailed Site Plan shall include proof of property ownership, and information concerning any options or liens against the property.

Included within the application materials is a copy of the property deed. We are unaware of any liens against the property. As such, this standard may be met.

- (W) The Detailed Site Plan shall include the name of the project, as well as a project description. The latter shall include the total number of structures, units, bedrooms, offices, square feet, total and usable floor area, parking spaces, carports or garages, employees by shift, amount of recreation and open space, type of recreational facilities to be provided and related information as pertinent or otherwise required by this Ordinance.

The Project Summary – Special Use Permit Application document provides this detail. As such, this standard may be met.

- (X) The Detailed Site Plan shall include a construction schedule, including any development phases and the timing of those phases.

The applicant has stated his desire to begin construction as soon as approval is obtained. As such, this standard may be met.

- (Y) The Detailed Site Plan shall include written statements relative to the impact of the project on existing infrastructures (e.g., traffic capacity of streets, schools, existing utilities, etc.) and on the natural environment of the site of the project and the surrounding property.

This is a typical residential project for one single-family lot. The applicant has stated traffic patterns will remain unchanged. As such, this standard may be met.

- (Z) The Detailed Site Plan shall include preliminary architectural sketches and/or a general statement as to the type of construction and materials to be used in any proposed buildings and other structures. The height and the area of proposed buildings and other structures shall be described.

As you will note within the site plan materials, the applicant provided preliminary sketches of several elevations, all of which identify the proposed building materials. While the applicant previously indicated that they wanted a roof pitch of 8/12, the proposed building maintains the same 7/12 pitch proposal from your January meeting. The total height, as identified within the plans, is approximately 18 feet. As such, this standard may be met.

- (AA) The Detailed Site Plan shall show the one hundred (100) year flood plain and any proposed uses thereon.

The detailed site plan includes the 100-year flood plain. As such, this standard may be met.

- (BB) The Detailed Site Plan shall show the method of financing or proof of ability to obtain financing for the project.

While we requested this information from the applicant, it was not provided in advance of your meeting. Instead, the applicant indicated he will have that information at your meeting and will be prepared to share it, if needed. As such, this standard may be met.

- (CC) The Detailed Site Plan shall include any other information deemed necessary by the Planning Commission or the Township Board.

The PC should determine if any further information is necessary.

Section 31.8 – Standards for Site Plan Review

Prior to recommending approval of a site plan, the Planning Commission shall find that the standards from Section 31.8 – Standards for Site Plan Review of the RTZO are satisfied. For your convenience, below are said standards. We offer our comments to each in *italics*:

Section 31.8 – Standards for Site Plan Review

Approval of a detailed site plan shall be granted only if it meets all applicable requirements set forth in this Ordinance. Unless a more specific design standard is provided for in this Ordinance, all uses, sites, and structures subject to site plan review shall comply with the following standards.

- (A) Master Plan and M-231 Sub-Area Plan. Proposed uses and development activity shall be substantially consistent with the Robinson Township Master Plan, as supplemented by the M-231 Sub-Area Plan.

The property in question is not located within the Lincoln Street or Lake Michigan Drive Commercial Overlay Districts. The changes fall in line with typical R-1 Residential Single-Family Zoning District uses, according to the Master Plan, which includes the goals of "Preserve and protect the natural resources of the area that provide rural character" and "Maintain the rural character of the community."

- (B) Connectivity. Pathways for bicycles and pedestrians shall be incorporated throughout the development and along all perimeter streets to ensure connectivity between internal uses and with adjacent properties.

This standard does not appear to apply.

- (C) Traffic Circulation. The number, location, size of access and entry points, and internal vehicular and pedestrian circulation routes shall be designed to promote safe and efficient access to and from the site, and circulation within the site. In reviewing traffic features, the number, spacing, and alignment of existing and proposed access points shall be considered relative to their impact on traffic movement on abutting streets and adjacent properties.

The Fire Chief has no concerns with the project. The proposed building will use the existing easement and a 24-foot-wide driveway. Per the narrative, the applicant will access their property via the driveway extension from their private drive and may introduce a slight jog from the current driveway location to exit an easement sooner, depending on the final grading. These appear adequate. If the Planning Commission (PC) agrees, this standard may be met.

- (D) Interior Street Connectivity. Streets or private roads may be required to be extended to exterior lot lines in order to allow connection to existing or planned streets on adjacent parcels, to provide for secondary access, to establish continuity of the circulation system, and to reduce traffic and impact to the transportation network.

This standard does not appear to apply.

- (E) Natural Resource Preservation. Site design shall prioritize the preservation of natural features, such as steeper slopes, wetlands, significant hardwood tree stands, streams, and other significant site characteristics. Applicants must demonstrate how alternatives were considered during the planning process and shall provide justification for the selected development alternative.

The site grade will remain largely unchanged and, thus, not increase any affect on the natural environs. If the PC agrees, this standard may be met.

- (F) Stormwater. Stormwater detention and drainage systems shall be designed so the removal of surface waters will not adversely affect neighboring properties or public stormwater drainage systems and shall maintain or improve predevelopment conditions.

The addition will include rain gutters and downspouts to manage roof runoff. Water will be directed away from the structure and toward landscaped areas that allow for natural infiltration, preventing runoff from affecting neighboring properties and mitigating the risk of erosion or ponding. If the PC agrees, the standard may be met.

- (G) Landscaping. The landscape shall be preserved in its natural state, insofar as practicable, by minimizing unnecessary tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas. Provision or preservation of

landscaping may be required to ensure that the proposed uses will be adequately buffered from one another internally and from surrounding property.

The existing landscaping (grass) is to remain untouched, and so will be unaffected by this construction. If the PC agrees, this standard may be met.

- (H) Screening. Where commercial uses abut residential uses, appropriate screening consisting of attractively designed, opaque fencing or equivalent landscaping shall be provided to shield residential properties from noise, headlights, and glare.

This standard does not appear to apply.

- (I) On-site Treatment. Outside of utility service areas or prior to sanitary sewer availability, land use intensity shall be scaled appropriately based on the capability of on-site systems to adequately accommodate usage. On-site treatment systems shall be designed to protect groundwater and surface water quality to the maximum extent possible.

This project will not create additional septic or water needs. As such, this standard may be met.

- (J) Utility Service. All utility service shall be underground, unless deemed impractical by the Township, on the basis of the size of the development, the cost of placing utility service underground, the character of the area, and such other factors as are deemed important by the Township.

One overhead powerline would be moved to accommodate the proposed driveway. With the proximity to the water and the character of the neighboring properties, the fact that the project is a single home rather than a typical commercial project, an overhead line would seem to be sufficient. If the PC agrees, this standard may be met.

- (K) Exterior Uses. Exposed storage areas, machinery, heating and cooling units, service areas, loading areas, utility buildings and structures, and similar accessory areas shall be located to have a minimum negative effect on adjacent properties, and shall be screened, if reasonably necessary, to ensure compatibility with surrounding properties.

This standard does not appear to apply.

- (L) Emergency Access. All buildings and structures shall be readily accessible to emergency vehicles. Prior to approval or as a condition of approval, building layouts, internal circulation, and other site characteristics that affect life safety shall be reviewed and approved by the appropriate public safety official or fire marshal.

As stated above, the Fire Chief has no concerns with the project. The proposed driveway is 24 feet wide. As such, this standard may be met.

- (M) Water and Sanitary Sewer. Water and sanitary sewer installations shall comply with all Township, County and State specifications and requirements, and the utility service area policies outlined in the M-231 Sub-Area Plan, as applicable.

This standard does not appear to apply.

- (N) Signs. Signs shall be located to avoid the creation of distraction and visual clutter. They shall be designed to be visually compatible with the architecture of the principal structure. Sites with multiple signs should incorporate common design theme.

This standard does not appear to apply.

- (O) Building Design. To the maximum extent reasonable, new or substantially remodeled buildings shall be reasonably compatible in appearance with, or shall enhance, the established general character of other buildings in the immediate vicinity or development.

The proposed attached garage and breezeway are to be constructed out of the same materials as the existing house. At its peak, the garage would be 18 feet tall, compared to the 13 feet of the home's peak. As a result, this standard may be met.

- (P) Civic Space. At least one (1) civic space shall be provided per development, including but not limited to small parks, playgrounds, fountains and sitting areas, or other similar elements. The developer shall provide civic space that is designed and sized commensurate with the scale of the proposed development, intended user, level of public access, occupant load, and type of lot.

The proposed project is a residential property with no public access and intended only for private use; therefore, it does not appear that the requirement to include a civic space applies. In other words, it is not a traditional development. If the PC agrees, this standard may be met.

Section 32.5 – General Standards for Considering Special Uses

As you are aware, the intent of the E-1 Zoning District special use requirements is to ensure careful consideration of any project in the lowland conservation area.

Pursuant to Section 32.5 – General Standards for Considering Special Uses of the RTZO, the Planning Commission shall consider the following standards when considering applications for a special use permit. Again, for your convenience, our comments to each standard are provided in italics:

Section 32.5 – General Standards for Considering Special Uses

- A. The size, character and nature of any buildings or structures to be erected, constructed or located upon the lot shall not create serious social, economic or visual conflicts with adjacent land uses or the immediate neighborhood.

The proposed addition appears to fit in with the residential aesthetic of the neighborhood. If the PC agrees, this standard may be met.

- B. The proposed use of land, buildings or structures shall not create substantial adverse or hazardous environmental conditions for adjacent property owners or the surrounding neighborhood. For the purposes of special use review only, "environmental conditions" shall include, but not be limited to the following general categories:

- 1) Dispersion of light, heat, or other forms of radiant energy.
- 2) Soil, air, and water quality and movement.
- 3) Noise, both volume and pitch.
- 4) Abundance and type of wildlife and vegetation.

The addition of an attached garage should not change these uses or create substantial adverse or hazardous environmental concerns. If the PC agrees, this standard may be met.

- C. The concentration of population or land use resulting from a special use shall not be so substantially greater than the population or use density prevailing in the surrounding area so as to increase the likelihood of further requests for other land use changes which, if

granted, would not conform to the land use types, patterns or density proposed for the surrounding area by the Township Master Land Use Plan.

Neither the population nor the use of land should change due to this special land use. As such, this standard may be met.

- D. Vehicular and pedestrian traffic circulation shall be designed to minimize conflicts on public streets and upon the property involved and to provide safe and convenient parking in relation to streets, pedestrian walkways and adjoining properties or parking areas. Parking and loading space shall be provided according to the needs of the particular use.

Safe and adequate water supply and sewage disposal facilities shall be provided as required by County and State regulations and shall be designed for compatibility with existing systems and future development.

The period of day and times of the year during which a special use activity commences or continues should be reasonably related to both the use and the neighborhood or area in which it is proposed.

Neither vehicular nor pedestrian traffic should be altered. Water and sewage disposal are to remain unchanged under this proposal. The land would be used in much the same way as it is now. As such, this standard may be met.

- E. The proposed use shall not create excessive additional demand, at public cost, for public facilities and services.

No additional demand is expected. As such, this standard may be met.

- F. The proposed use shall meet all additional standards or conditions of eligibility which are specified elsewhere in this Ordinance.

The proposal appears to meet all other standards within the RTZO. As such, this standard may be met.

- G. The proposed use shall be consistent with the intent and purpose of the Zoning District in which it is proposed to be located, with the overall intent and purpose of this Ordinance, and with other applicable ordinances and statutes.

The underlying district is R-1, which, per the RTZO, is intended to encourage a suitable environment for predominantly low-density, single-family dwellings along with other related facilities. A garage for a home would appear to be consistent with that. If the PC agrees, this standard may be met.

- H. The proposed use shall comply with any standards specified in the Chapters of this Ordinance corresponding to the Zoning District wherein the special use is proposed

We believe the proposal is compliant with the RTZO. If the PC agrees, this standard may be met.

- I. The proposed use shall comply with any standards specified in Chapter 3, Definitions, and Chapter 4, General Provisions.

We have found the proposal to be compliant with Chapters 3 and 4. If the PC agrees, this standard may be met.

- J. The proposed use shall comply with the requirements, terms and conditions of the Robinson Township Earth Change Ordinance, as amended, as if the Earth Change Ordinance applied to special uses.

Nominal excavating is planned as part of the proposal. As such, this standard may be met.

Section 9.3(A) – Special Use Approval

Finally, as you are aware, pursuant to Section 9.3(A) – Special Use Approval of the RTZO, the Planning Commission shall consider the following standards when considering applications for a building or structure within the E-1 Zoning District. While the applicant has provided a response to these items within his application submission, we nonetheless provide the same below. Again, for your convenience, our comments to each standard are provided in italics:

Section 9.3(A) – Special Use Approval

Buildings or structures provided they are constructed in accordance with the following standards.

- (1) No building or structure shall impede or obstruct flood flow.

Given that the applicant has obtained the necessary EGLE permit, the proposed building does not impede or obstruct flood flow. As such, this standard may be met.

- (2) The ground floor and any inhabited room floor level of any building or structure designated and used for human habitation must be at or above the regulatory flood level. For purposes of this Section, "regulatory flood level" shall be defined to mean one (1) foot above the water surface profile associated with the one hundred (100) year flood frequency level.

As noted by Attorney Bultje during your January meeting, EGLE has permitted the current floor elevations related to the flood level and therefore this standard has been met.

- (3) Service facilities such as electrical and heating equipment shall be constructed at or above the regulatory flood level, or else these facilities shall be adequately flood proofed.

The applicant notes that the only electrical equipment will be a new panel elevated above the flood level. No mechanical equipment is proposed. As such, this standard may be met.

- (4) Any improvement or expansion of an existing building or structure shall be designed and anchored to prevent flotation, collapse, or lateral movement of the building or structure

The applicant notes that the addition will be securely anchored to the foundation. In addition to his statement, the applicant will be required to meet the Residential Building Code in this regard, which will be inspected by the Township. As such, this standard may be met.

- (5) Water supply systems or sanitary sewage systems or both must be designed and located to minimize or eliminate infiltration of flood waters into the systems, and to minimize or eliminate discharges from these systems into flood waters. Any new or replacement on-site waste disposal system must be located so as to avoid its impairment or contamination from flooding. All required approvals must be obtained from the Ottawa County Public Health Department and all other governmental agencies having jurisdiction.

As the applicant notes, no new water supply or sanitary sewage systems are necessary for this project. Given this, both systems would experience the same amount of infiltration, if any, as prior to the project. As such, this standard may be met.

- (6) New buildings and structures must conform to the performance requirements and criteria as established in the National Flood Insurance Program, as amended from time to time.

As the applicant notes, the State Department of EGLE issued a permit, establishing compliance with the performance standards of the National Flood Insurance Program.

Planning Commission Considerations, Recommendation, and Draft Motion

Considerations

As the Planning Commission deliberates regarding this application, the following warrant your review and consideration. They are listed in no particular order.

- Whether the proposed lighting detail is sufficient
- Whether any concerns exist regarding the exact soil types on site
- Whether the relocation of an overhead line to remain as an overhead line is acceptable
- Whether a bike path is necessary
- Whether a civic amenity is necessary
- Section 31.8 – Standards for Site Plan Review
- Section 32.5 – General Standards for Considering Special Uses
- Section 9.3(A) – Special Use Approval

Recommendation and Draft Motion

Given our recommendation of approval and in an effort to assist with your formulation of a motion in that regard, we offer the following motion for your consideration. In the event a motion is offered to deny, we will gladly draft that motion for consideration at your next meeting based on your direction.

Motion to recommend approval of the site plan and special use as presented, because it meets the standards provided in Section 31.8, Section 32.5, and Section 9.3(A) [as outlined by the Planning Commission and / or planner]. The site plan includes:

- Robinson Township Special Use Permit Application revised 2-9-2026 (5 pages);
- Project Summary – Special Use Permit Application dated 02/09/26 (4 pages);
- Soil Erosion and Sedimentation Control Agency permit No: 16276, Issued: 05/09/2025 for Robert & Mandy Boersen;
- EGLE permit WRP045678 V1.0 placard , Permittee Robert Boersen, issued November 12, 2025, expires November 12, 2030;
- EGLE permit WRP045678 V1.0, Issued to: Robert Boersen, issued November 12, 2025, expires November 12, 2030 (6 pages);
- Plat of Survey, 10397 North Cedar Dr, prepared by Driesenga and Associates, Incorporated, Sheet 1 of 2, dated 11-08-2024, Job No 2410949.5A;
- Colored (hand drawn) Plat of Survey, 10397 North Cedar Dr, prepared by Driesenga and Associates, Incorporated, Sheet 1 of 2, dated 11-08-2024, Job No 2410949.5A;
- Elevations dated 2-9-26 prepared by the Drawing Board and entitled Addition Plans for Mr. and Mrs. Rob Boersen, Sheet 3 of 3;
- Floor Plan, undated, prepared by the Drawing Board and entitled Addition Plans for Mr. and Mrs. Rob Boersen, Sheet 1 of 3;
- Colored East Elevation dated 02/09/2026, prepared by Rob Boersen;

- Septic Plan dated 1-28-26

with the following conditions:

1. [Insert Condition, if necessary]
2. [Insert Condition, if necessary]

The proposed is scheduled for your February 24, 2026, meeting. If you have any questions, please let us know.

GLR
Planner

Attachments

cc: Adam MacMillan, Supervisor