

ROBINSON TOWNSHIP PLANNING COMMISSION
March 22, 2016

The special meeting of the Robinson Township Planning Commission was called to order at 7:30 PM at the Robinson Township Hall.

Present	Absent
Shawn Martinie	None
Rich Sibley	
Travis Vugteveen	
Bill Maschewske	
Tom TenBroeke	
Steve Young	
George Schippers	

Also present were Township Attorney Ron Bultje, Zoning Administrator Kathy Kuck, Mark Sloothaak representing S and M Gravel, and five additional members of the public. See attached attendance sheet.

A motion was made by Tom TenBroeke and seconded by Rich Sibley to approve the minutes of the March 8, 2016 meeting with the correction of deleting Ron Bultje from those in attendance and the correction of the spelling of Sloothak to Sloothaak. The motion carried unanimously.

Non-Commission Member Inquiries – None

Reports and Communications

Travis Vugteveen reported the following from the Township Board.

1. A new contract with a new company was approved for road brining.
2. A new contract arrangement was approved with Four Pointes for senior services.
3. Temporary storage has been contracted outside the Township Hall to accommodate construction.
4. Telecom Solutions LLC has been contracted to move telephone service.
5. An across the board compensation increase of one dollar was approved for all firefighters.
6. Budget resolution 2016-03-05 was adopted.
7. A motion was approved to pay the Robinson Township portion of the 2002 bond for the West Central Ottawa Wastewater system expansion.
8. J.D. Fisher was selected to be the contractor for the Township Hall expansion.

Announcements -- None

Old Business

MDOT representatives have submitted a Hydrogeological Work Plan regarding their pending Class B Earth Change application.

Zoning Administrator Kuck reported that she has contacted ERM in regard to them representing Robinson Township in the review of the MDOT Class B Earth Change application review. ERM quoted between \$100 and \$200 per hour depending upon the seniority of the representative making the review.

Chairperson Martinie reported that Lakeshore Environmental called him and they would be interested in representing the Township in the MDOT Earth Change matter and suggested Mr. Paul as their representative.

The MDOT Hydrogeological Work Plan was found to contain few details. MDOT representatives are expecting the document to be reviewed by both the Township and the Township's consultant in the matter. It was agreed to solicit bids for Township representation and review of the MDOT Hydrogeological Work Plan for adequacy.

New Business

The detailed Site Plan from LifeTree Community Church was reviewed compared to Section 31.7 of the Robinson Township Zoning Ordinance as follows:

- A. Acceptable.
- B. Acceptable.
- C. Acceptable.
- D. Designated handicap parking spaces need to be shown on the Site Plan.
- E. The referenced document shows zoning, not uses. The map must also include properties across M-45.
- F. Acceptable.
- G. The number of parking spaces and the location of handicap parking not shown.
- H. Per the applicants, there are no trees where the addition is proposed.
- I. The water and septic systems were noted to be undersized in 2010. The applicants note that the occupancy is not being increased and no bathroom facilities are being added.
- J. Acceptable.
- K. There are currently no storm sewers or detention or retention ponds. A statement is needed from a licensed engineer regarding stormwater requirements similar to that submitted in 2010 for the classroom building construction.
- L. Acceptable.
- M. Acceptable.
- N. Acceptable.
- O. Acceptable.
- P. All areas were noted as being common areas.

- Q. Acceptable –not changing.
- R. There is not adequate information submitted to determine the compliance of new lighting. Additional documentation must be submitted.
- S. through CC. Acceptable.

The Site Plan Review Worksheet was reviewed in detail next.

- 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.
Response: Meets standard.
- 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.
Response: Not applicable, use not changing. No current pathways.
- 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.
Response: Not applicable.
- 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.
Response: Not applicable.
- 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.
Response: Not applicable, no change.
- 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.
Response: Conditions in the motion are to include a statement from a licensed engineer regarding stormwater.

- 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.
Response: No change.
- 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.
Response: Standard is met.
- 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.
Response: The July 12, 2010 letter from the Ottawa County Health Dept. meets the standard and will be attached.
- 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.
Response: The applicants stated the electrical service is overhead to the main building and then goes underground. No change.
- 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.
Response: Meets standard.
- 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.
Response: Meets standard.
- 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.
Response: Meets standard.

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.

Response: Not applicable, no change to existing condition.

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.

Response: Meets standard.

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.

Response: The entire site is civic space and meets the standard.

A motion was made by Rich Sibley and seconded by Tom TenBroeke to recommend to the Township Board approval of the LifeTree Community Church Site Plan for an addition to the existing buildings on parcel no. 70-08-23-300-033 based upon the submissions per Section 31.7 of the Zoning Ordinance, the review criteria within these minutes, and the Standards within Section 31.8 of the Zoning Ordinance subject to the following conditions:

1. Submissions to and Zoning Administrator approval of additional information addressing issues identified in the review of the Site Plan.
2. Compliance with all representations made by the applicants in these minutes and in the application.
3. Compliance with all Federal, State, County, and Township Ordinances.

A roll call vote was taken.

Steve Young – Yes

Tom TenBroeke – Yes

George Schippers – Yes

Bill Maschewske – Yes

Shawn Martinie – Yes

Rich Sibley – Yes

Travis Vugteveen – Yes

The motion carried unanimously.

There was a brief discussion of the David's Garage Site Plan that was distributed to Planning Commissioners at this meeting. Zoning Administrator Kuck noted several deficiencies that would be addressed.

Annette Munroe, representing David's Garage, inquired about addressing stormwater drainage in their current Site Plan application. She agreed to have the licensed engineer for the project review this issue.

From the previous review of the LifeTree Community Church Site Plan, it appeared that the site may be split zoned. Zoning Administrator Kuck agreed to review this issue with the assessor and report back to the Planning Commission.

The next Planning Commission meeting was scheduled for April 26, 2016.

A motion was made by Travis Vugteveen and seconded by George Schippers to pay salaries for the month of March 2016.
The motion carried unanimously.

A motion was made by Travis Vugteveen and seconded by George Schippers to adjourn the Planning Commission meeting at 9:35 PM.
The motion carried unanimously.

Respectfully submitted,

Bill Maschewske, Secretary
Robinson Township Planning Commission



SIGN IN SHEET
Planning Commission Meeting
March 22, 2016 at 7:30 pm

PRINT NAME

SIGNATURE

PRINT NAME	SIGNATURE
Jeff Elzinga	<i>[Handwritten Signature]</i>
AL BROWN	<i>[Handwritten Signature]</i>
Mark Sloothack	<i>[Handwritten Signature]</i>
Annette Munroe	<i>[Handwritten Signature]</i>
David Munroe	<i>[Handwritten Signature]</i>
LORRIE POTTER	<i>[Handwritten Signature]</i>