

ROBINSON TOWNSHIP PLANNING COMMISSION
June 11, 2026

The special meeting of the Robinson Township Planning Commission was called to order at 7:00 PM. at the Robinson Township Hall.

Present

Shawn Martinie
Bill Maschewske
Phil Crum
Kathy Kuck
Michelle Gillespie
Steve Ambrose

Absent

Lydia Brown

Also present were Zoning Administrator Gregory Ransford and two members of the public. The attendance sheet is attached.

Approval of Agenda

A motion was made by Michelle Gillespie and seconded by Shawn Martinie to approve the agenda of the June 11, 2026 meeting as written.
The motion carried unanimously with one member absent.

Adopting of Previous Minutes

A motion was made by Michelle Gillespie and seconded by Shawn Martinie to approve as written the minutes of the May 27, 2026 Planning Commission meeting.
The motion carried unanimously with one member absent.

Non-Commission Member Inquiries and Questions

Steve Ambrose reported the Township Board approved the S and M Gravel Clark Farm Earth Change renewal request.

Reports and Communications -- None

Announcements

It was noted that a discussion was scheduled for the June Regular Planning Commission meeting regarding Wedding Venues as an accessory use in the A-1 Zoning District.

New Business

The purpose of this special meeting was to review changes to the Zoning Ordinance proposed by Gregory 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 in addition to items on the Planning Commissions list and open items from previous Planning meetings. The items were reviewed in approximately the order they appear in the Memorandum dated May 24, 2026 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.

Previous Direction

1. Section 3.27 – Accepted.
2. **Section 4.37 – Township Attorney Bultje is preparing draft text.**
3. **Section 11A.5 – Using the word “roadway” is to be reviewed by the Township Attorney as well as if “roadway” should be a defined term.**
4. Planner Ransford to reorganize all of Section 31.7 with topics leading each Section similar to Section 31.8.-- This was done and very well received. Accepted.
5. Section 31.7(S) – Accepted.
6. Section 31.7(R) – Accepted.
7. Section 31.7(Q) – Accepted.
8. Section 31.8(V) – Accepted.
9. Section 31.8(Q) – Accepted.
10. Section 31.8(T) – Accepted.
11. Section 31.8(M) – Accepted.
12. Sections 31.7(N) --Accepted.
13. **Section 31.8(K) – Add reference to Section 4.56.**
14. Section 32.6 –Accepted.
15. Section 33.4(B) – Accepted.
16. Section 33.7(B)(2)(x) – Accepted.
17. Section 33.7(B)(8) – Accepted.
18. Section 42.4(C)(2) – Accepted.
19. Section 42.6 – Accepted.

General Audit

1. **Section 3.64 – Revise 20.16 to be consistent with Section 3.64. Use the same context from the last sentence of 3.64 and insert into 20.16(B).**
2. Section 4.49 – Accepted.
3. Section 20.4(C)(3) – Accepted.
4. Section 20.4(C)(5) – Accepted.
5. **Section 20.5(A) – The stricken text needs to stay but be clarified to indicate all requirements of Section 20.4 have been submitted and the submissions comply with all requirements of the Zoning Ordinance.**
6. Section 20.5(B)(2) – Accepted.
7. Section 20.5(B)(3) – Accepted.
8. **Sections 20.16 and 20.17 – Section 20.16(G) and 20.17(C) need to be revised to replace “street” with “street or private road”.**

9. Sections 8.2(N) – Accepted.
10. Section 8.2(O) – Accepted.
- 11. Section 10.2(F) – Typographical error.**
12. Section 10.2(G) – Accepted.
13. Section 11.3(C) – Accepted.
14. Section 11A.2(F) – Accepted.
15. Section 11A.2(G) -- Accepted.
- 16. Section 4.18 – Move “instruction in a craft” to Section 4.18(K).**

Discussion Items

Section 9.3(D) –Revise this section to be similar to the recent amendment regarding “Docks”. Planning Commissioners did not have a copy of this recent amendment. Planner Ransford is to supply Planning Commissioners with copies of all amended Zoning Ordinance text from 2023 to present. This Section should only apply to lots without a dwelling.

At this time, a tornado warning was issued and the siren at the Township Hall was alerting residents. As a result, the meeting was adjourned before completing the agenda.

Old Business – None

Pay Bills

A motion was made by Kathy Kuck and seconded by Michelle Gillespie to pay Planning Commission salaries for the June 11, 2026 meeting (six members present, one member absent).
The motion carried unanimously with one member absent.

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

Adjournment

A motion was made by Kathy Kuck and seconded by Michelle Gillespie to adjourn the Planning Commission meeting at 8:55 PM.
The motion carried unanimously with one member absent.

Respectfully submitted,

Bill Maschewske, Secretary
Robinson Township Planning Commission

Attachments:

Memorandum from Zoning Administrator Gregory Ransford dated May 24, 2026 regarding Zoning Ordinance Rewrite – General Audit

Planning Commission Meeting Attendance Sheet for June 11, 2026



SIGN IN SHEET
Special Meeting of the
Planning Commission
Thursday, June 11 - 7:00 pm

PRINT NAME

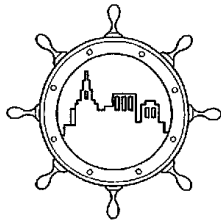
Beth Maschewski

Chris Markatos

SIGNATURE

Beth Maschewski

Chris Markatos



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MEMORANDUM

To: Robinson Township Planning Commission
From: Gregory L. Ransford, MPA
Date: May 24, 2026
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 May 14, 2026, 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 3.27 – Strike “irrevocable” sentence (*See page identifier Chapter 3 – Page 8*)
- Section 4.37 – Create a connection to Section 4.28 to provide clarity regarding principal uses and structures (*Pursuant to your direction at your May 27, 2026, meeting, Attorney Bultje will draft language in this regard*)
- Section 11A.5 – Review the use of the term “street” versus “private road” or otherwise since the Ottawa County Road Commission (OCRC) will not accept mobile home park roads as public streets.
 - Following our review, we concluded it is appropriate to use a term different from “street” or “private road,” such as “roadway,” so that we not only avoid the suggestion that the OCRC will accept the road but also because the provisions within this section would ultimately conflict with the private road standards of the Township. In particular, this section requires various widths, one way or two way direction, and parking along the roadway. While these could be applied as a controlling provision for private roads if private roads were allowed in a mobile home park, we suggest simply using the term “roadway” and allowing the provisions of Section 11A.5 to otherwise control. We have not yet performed these revisions to allow for your discussion and direction. (*See page identifier Chapter 11A – Page 2 to Page 6*)
- Section 31.7 (*See separate attachment*)
 - Organize with subsection headers similar to Section 31.8
 - (S) – Add DarkSky compliance language
 - (R) – Add reference to Section 4.44
 - (Q) – Add “civic spaces” in the sentence
- Section 31.8 (*See separate attachment*)
 - (V) – Add a conditions statement regarding state and federal requirements that impact the above ground site improvements
 - (Q) – Add reference to Section 4.44
 - (T) – Strike “sustainability”
 - Screening – return and indicate “where applicable, see appropriate screening provision” and reference Section 4.54.
 - Lighting – add a letter and provision for lighting, and reference Section 4.34
 - (K) – Return pedestrian connectivity to this subsection and word similarly to the content therein
 - Note – as a result of these provisions, subsection letters did change

- Section 32.6 – Revise the end of the last sentence to “...shall initiate enforcement action.” *(See page identifier Chapter 32 – Page 3)*
- Section 33.4(B) – Add “non-commercial” before “antenna” *(See page identifier Chapter 33 – Page 2)*
- Section 33.7(B)(2)(x) – Remove revision *(See page identifier Chapter 33 – Page 7 and Page 8)*
- Section 33.7(B)(8) – Remove revision *(See page identifier Chapter 33 – Page 11)*
- Section 42.4(C)(2) – Remove “or site” revisions *(See page identifier Chapter 42 – Page 2 and Page 3)*
- Section 42.6 – Revise to include reference to the “adopted State of Michigan Building Code” and delete the remainder of the text. *(See page identifier Chapter 42 – Page 3)*

We believe the attached accomplishes your direction.

General Audit

Below is our next set of recommended revisions for your review and consideration as well as items for discussion as a result of the Planning Commission working list of potential changes. The items for discussion require direction from the Planning Commission to enable us to prepare draft language for your review.

- Section 3.64 – Exclude body of water from lot area
 - While the current language somewhat excludes water from the lot area, our proposed revision would definitively identify the lot area based on the ordinary high water mark. *(See page identifier Chapter 3 – Page 13 and Page 14)*
- Section 4.49 – While we had a note to double check “street” versus “private road” in this section similar to Chapter 20 revisions (and we did so check), we noted that areas of language referring to private roads and public streets could be improved. *(See page identifier Chapter 4 – Page 40 to Page 46 – new revisions not on every page)*
- Sections 20.4 and 20.5
 - Following our review of these two sections, we are generally comfortable with their content and position within the ordinance, however, we suggest the following revisions (in addition to previous recommendations) to create a better connection between the two sections.
 - Section 20.4(C)(3) – Adding “drives, parking, and refuse areas”
 - Section 20.4(C)(5) – Adding “screening” and other minor revisions
 - Section 20.5(A) – Struck pursuant to your May 27, 2026, meeting direction
 - Section 20.5(B)(2) – striking reference
 - Section 20.5(B)(3) – striking references*(See page identifier Chapter 20 – Page 3 to Page 6 – new revisions not on every page)*
- Sections 20.16 and 20.17
 - Following our review of these two sections, we do not find any further concerns for revision. That said, we are unsure exactly the desire for a re-review of these sections and will be prepared to receive your direction in that regard.
- State licensed daycare and adult foster care facilities
 - Pursuant to the Michigan Zoning Enabling Act, in any residential zoning district a municipality shall allow for child daycare and adult foster care facilities of up to six people as a use-by-right. For child daycares of seven to twelve children, municipalities shall allow them as a special use and that special use review shall be limited to the provisions of the Act, which supersede review requirements of the municipality. We have included the following revisions accordingly:
 - Section 8.2(N) *(See page identifier Chapter 8 – Page 2)*
 - Section 8.2(O) *(See page identifier Chapter 8 – Page 2)*
 - Section 10.2(F) *(See page identifier Chapter 10 – Page 1)*

- Section 10.2(G) *(See page identifier Chapter 10 – Page 1)*
 - Section 11.3(C) *(See page identifier Chapter 11 – Page 1)*
 - Section 11A.2(F) *(See page identifier Chapter 11A – Page 1)*
 - Section 11A.2(G) *(See page identifier Chapter 11A – Page 1)*
- Home Occupations
 - Also pursuant to the Michigan Zoning Enabling Act, a municipality shall include a home occupation as a use to “give instruction in a craft or fine art.” To comply with this provision, we propose a revision to Section 4.18(I) at its end. *(See page identifier Chapter 4 – Page 13)*
- Discussion items
 - Section 9.3(D) – Consider exemption for the recreational vehicle parking personal use from the special use process, similar to the recent dock amendment *(See page identifier Chapter 9 – Page 3)*
 - Bio-fuel production facilities (Michigan Zoning Enabling Act)
 - Wedding venues in the A-1 Zoning District
 - Migrant housing – zoning districts to permit the use, proximity to farm property
 - Site Condominium review procedure
 - We previously reviewed Chapter 21 – Review and Approval of Site Condominium Projects and do not recall your review and consideration of our recommendations being unfinished.
 - Check LMCOD ingress/egress requirements with the Michigan Department of Transportation (MDOT)
 - We have sent an email to the MDOT for those requirements
 - Definition of Family
 - Consider allowing some structures on a parcel without a principal dwelling (i.e. docks, fences but not accessory buildings).
 - Accessory Dwelling Units (ADUs)
 - We understand in late 2024 that the Planning Commission concluded it did not want to permit ADUs but we nonetheless wanted to verify with you.
 - Reorganize Zoning Ordinance to include more tables (i.e. setbacks, accessory buildings, etcetera)
 - TDRs

Following your direction above, our remaining items to incorporate into the draft are all grammatical and structure based “clean-ups.”

Remaining Items

For the sake of documenting progress, the following items related to RTZO provisions remain:

- Chapter 4A – pending Township Legal Counsel
- Incorporation of recent RTZO amendments

Upcoming Meeting

The proposed set of Zoning Ordinance Rewrite recommendations has been scheduled for your June 11, 2026, meeting. If you have any questions, please let me know.

GLR