

ROBINSON TOWNSHIP PLANNING COMMISSION
August 13, 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 contracted Township Planner Gregory Ransford and one member of the public. The attendance sheet is attached.

Approval of Agenda

A motion was made by Michelle Gillespie and seconded by Kathy Kuck to approve the agenda of the August 13, 2026 meeting as written.
The motion carried unanimously with one member absent.

Adopting of Previous Minutes

A motion was made by Kathy Kuck and seconded by Michelle Gillespie to approve as written the minutes of the July 22, 2026 Planning Commission meeting.
The motion carried unanimously with one member absent.

Non-Commission Member Inquiries and Questions

Miguel Ochoa expressed concern about the Planning Commission considering changing setback requirements in the A-1 Zoning District. Kathy Kuck noted he had recently purchased the Mulligan property.

Chairperson Martinie and Bill Maschewske clarified that discussions at recent meetings regarding setback requirements in the A-1 Zoning District were limited to consideration of permitting wedding venues as a special use and did not apply to the A-1 Zoning District in general.

Reports and Communications

Steve Ambrose reported the following from the Township Board.

1. A Zoning Agreement was approved between John and Lori Markatos and the Township regarding the construction of a dock.

2. A Class A Earth Change Permit was approved for Shoreline Honey Farm.

Announcements

Chairperson Martinie reported that he and Bill Maschewske received a copy of the Ottawa County Farmland Survey and a brief summary was given.

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 July 22, 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 11A.5 – It was noted that “roadway” was misspelled in (N) and (N)(1). The remainder was accepted.**
2. Sections 31.7 and 31.8 – There was a discussion regarding if Section 31.7(H) should reference Landscaping requirements in the General Provisions. The consensus was that the current text was acceptable and no further changes were required. **The application form for Site Plan submission should be revised to reference the Standards in Section 31.8 for the submission content in Section 31.7.**
3. Section 20.16(B) – Acceptable.
4. Section 20.5(A) – Acceptable.
5. Section 20.16(G) – Acceptable. Similar changes were made to Sections 20.4(B), 20.4(C)(1), 20.16(B), 20.16(F), 20.16(I), and 20.17(C).
6. Section 10.2(F) – Acceptable.
7. Section 11A.2(G) – Acceptable.
8. **Section 4.18(I) – The consensus was to change “Zoning Administrator” to “Planning Commission”.**
9. **Section 4.28 – Revise to read “... after a Planning Commission review and recommendation to the Township Board according to the terms of this ordinance.”**
10. Section 4.37 – Acceptable.
11. Bio-Fuel Facilities – No action needed.
12. Section 4.5(A) – Acceptable.
13. Incorporation of Recent Amendments –
 - a. Sections 30.2(f), (g), (h), and (i), Section 4.31(G), Section 3.15A, Section 3.26A, Section 4.3, Section 9.2(N) – Accepted.

- b. **Section 4.22 – The text was missing and will be reviewed at the next Planning meeting.**
 - c. **Section 15.3 – Accept Planner Ransford’s comments. Planner Ransford has more changes to make.**
 - d. **Home Occupations – Change “Zoning Administrator” to “Planning Commission” in Section 4.18(I).**
14. Chapter 4A – Township Attorney Ron Bultje has reviewed and this chapter needs no revision. Accepted.

Carryover Items

- 1. **Section 9.3(D) – Following lengthy discussion, it was agreed to move this Section from Special Uses to Permitted Uses and it is only to apply to lots with no dwelling. Planner Ransford is to revise.**
- 2. **Michigan Department of Transportation – No response received yet. Planner Ransford to contact them again.**
- 3. **Michigan Zoning Enabling Act – No action needed.**

Remaining Items

- 1. **Inclusion of Tables – Yes, where possible. Planner Ransford to review.**
- 2. **Grammatical and structural cleanups – Planner Ransford to review.**
- 3. **Reorganize numerical order of sections – Planner Ransford. It was noted that all cross-references need to be checked.**
- 4. **Update Table of Contents – Planner Ransford.**

Planner Ransford was requested to investigate the fire suppression requirements for commercial buildings.

Old Business – None

Pay Bills

A motion was made by Michelle Gillespie and seconded by Kathy Kuck to pay Planning Commission salaries for the August 13, 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 Michelle Gillespie and seconded by Kathy Kuck to adjourn the Planning Commission meeting at 8:50 PM.
The motion carried unanimously with one member absent.

Respectfully submitted,

Bill Maschewske, Secretary
Robinson Township Planning Commission

Attachments:

Attendance Sheet for the August 13, 2026 Planning Commission Meeting.

Memorandum from Zoning Administrator Gregory Ransford dated July 22, 2026 regarding Zoning Ordinance Rewrite – Final General Audit



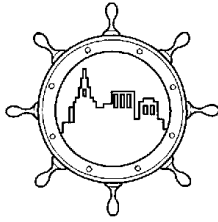
SIGN IN SHEET
Special Meeting of the
Planning Commission
Thursday, August 13, 2026- 7:00 pm

PRINT NAME

SIGNATURE

Miguel Ochoa

Miguel Ochoa



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MEMORANDUM

To: Robinson Township Planning Commission
From: Gregory L. Ransford, MPA
Date: July 22, 2026
Re: Zoning Ordinance Rewrite – Final General Audit

Pursuant to your continued direction regarding the Robinson Township Zoning Ordinance (RTZO) Rewrite project, below are the revisions from your June 11, 2026, meeting and your June 24, 2026, meeting. While formatting items and the potential use of tables remain to be incorporated into the draft, we do not have any further general audit recommendations regarding language content.

Previous Direction

Below we summarize your most recent direction from the previous two meetings. As you will recall, you directed us to perform the following:

- Section 11A.5 – Confer with the Township Attorney regarding the use of “roadway” to address mobile home parks rather than “street” since public streets are not within mobile home parks
 - In response, Attorney Bultje agreed and suggested that the first reference within this section indicate “mobile home park roadways” and every subsequent reference could simply indicate “roadway.” (See page identifier Chapter 11A – Page 2 to Page 6)
- Section 31.7 and Section 31.8 – While you only provided direction regarding one subsection to these two sections, we note them here because of our inclusion into the overall draft. As you know, these sections were separated for ease. They have now been inserted accordingly. (See page identifier Chapter 31 – Page 2 to Page 11)
 - Section 31.8(k) – Reference Section 4.56 (See page identifier Chapter 31 – Page 9)
- Section 20.16(B) – Change “navigable” to be consistent with the language inserted within Section 3.64 regarding the high water mark (See page identifier Chapter 20 – Page 10)
- Section 20.5(A) – Return the struck language and expand to include the requirements of Section 20.4 and all other requirements of the ordinance (See page identifier Chapter 20 – Page 4)
- Section 20.16(G) – add private roads. (See page identifier Chapter 20 – Page 11)
Additionally, review the remainder of Chapter 20 for any other section in which the reference is needed.
 - Included below are additional sections where reference to private roads has been added (See page identifier Chapter 20, pages below)
 - Section 20.4(B) – (Page 3)
 - Section 20.4(C)(1) – (Page 3)
 - Section 20.16(B) – (Page 10)
 - Section 20.16(F) – (Page 11)
 - Section 20.16(I) – (Page 12)
 - Section 20.17(C) – (Page 14)
- Section 10.2(F) – Revise “si” to “six” (See page identifier Chapter 10 – Page 1)
- Section 11A.2(G) – Revise “si” to “six” (See page identifier Chapter 11A – Page 1)

- Section 4.18(l) – Move language regarding craft or fine art to its own subsection (K) *(See page identifier Chapter 4 – Page 13)*
- Section 4.28 – Revise pursuant to the recommendation of the Township Legal Counsel *(See page identifier Chapter 4 – Page 20)*
- Section 4.37 – Strike entirely pursuant to the recommendation of the Township Legal Counsel *(See page identifier Chapter 4 – Page 27)*
- Biofuel – Review the Michigan Zoning Enabling Act (MZEA) to verify whether biofuel facilities for agricultural uses shall be within the Zoning Ordinance
 - Following our review of the MZEA, we found that the provisions from the Act are not required to be placed within the Zoning Ordinance
- Section 4.5(A) – Strike RR *(See page identifier Chapter 4 – Page 4)*
- Incorporate recent amendments
 - Section 30.2(f), (g), (h), and (l) *(See page identifier Chapter 30 – Page 4)*
 - Section 4.22 *(See page identifier Chapter 4 – Page 17)*
 - Section 4.31(G) *(See page identifier Chapter 4 – Page 24)*
 - Section 3.15A – Boat Landing Site *(See page identifier Chapter 3 – Page 5)*
 - Since this was adopted during the rewrite process, the “existing” Section 3.15A – Buffer has been moved to Section 3.15B *(See page identifier Chapter 3 – Page 5)*
 - Section 3.26A *(See page identifier Chapter 3 – Page 8)*
 - Section 4.3 *(See page identifier Chapter 4 – Page 3)*
 - Section 9.2(N) *(See page identifier Chapter 9 – Page 2)*
 - Marine Construction Facility provisions (added previously)
 - While this language was previously added to the draft, we recommend revisions to subsection (1) to prevent any unintended buffers or debates with applicants. In particular, we recommend that “in depth from the lot line” is added to the 100-foot buffer language and “tall” is added to the eight foot berm and fence language. While we would ordinarily add this language to the draft, since the inserted language that was adopted appears as “new” in the draft, so will any additions we insert. Given this, we wanted you to possess the language as adopted prior to any revisions. *(See page identifier Chapter 15 – Page 2 and 3)*
 - Home Occupation (added previously)
- Chapter 4A – Sexually Oriented Businesses
 - Pursuant to your direction, we asked the Township Legal Counsel to review the provisions of Chapter 4A relative to case law and any other freedom of speech provisions that would impact the chapter. In response, Attorney Bultje indicated that no revisions are necessary to Chapter 4A in these regards.

We believe the attached accomplishes your direction.

Carryover Items

As you know, the following items were discussed during the previous two meetings. We outline those items for continued discussion.

- Section 9.3(D) – The Planning Commission began this discussion at their June 11, 2026, meeting and soon after, tornado sirens caused us to cease that discussion and end the meeting. Given this and at the direction of Chairperson Martinie, we repeat the same notation from our related meeting memorandum below.
 - 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)*

- Michigan Department of Transportation (MDOT) – In response to your concern regarding isolation distances between driveways as a result of the Merle Boes project, we contacted the MDOT on May 25 and again on July 17 and have yet to receive a reply.
- Michigan Zoning Enabling Act (MZE) and the Child Care Organizations Act (CCOA) relationship regarding the definitions of “family child care home” and “group child care home”
 - As you will recall, the MZE references the CCOA, Act 116 of 1973, for these terms and you were interested in reviewing that documentation. Those documents are attached, in part.

Remaining Items

The following items related to RTZO provisions remain:

- Pursuant to your request, we need to review the draft for any areas where a table could be used
- Grammatical and structure based “clean-ups”
- Reorganize the numerical order of sections, particularly definitions (removing A, B, some provisions are currently simply in alphabetical order without a section number). With this, we will cross reference section numbers throughout the ordinance.
- Updating the Table of Contents

We intend to create a “clean copy” of the draft to perform the above given the amount of track changes that would “muddy” the current draft.

Upcoming Meeting

The proposed set of Zoning Ordinance Rewrite recommendations has been scheduled for your August 13, 2026, meeting. If you have any questions, please let me know.

GLR
Planner

Attachments