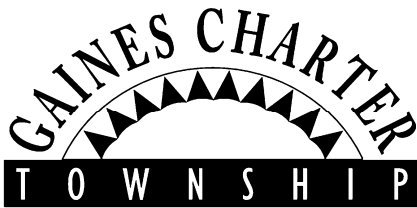


GAINES CHARTER TOWNSHIP
PLANNING AND ZONING DEPARTMENT
2008 WORK PROGRAM



EXECUTIVE SUMMARY

This document presents an outline of the suggested Work Program for 2008. The Work Program is separated into the following divisions; Long-Range Planning, Code Enforcement and Department Administration.

The Work Program sets the major objectives for the department throughout the year and helps to guide the department's and Planning Commission's work efforts. Although all attempts will be made to complete the tasks as outlined in the Work Program, unforeseen events may disrupt some of the efforts.

DEPARTMENT MISSION STATEMENT

In our capacity as Planning and Zoning Department staff, we are committed to providing the Planning Commission, Zoning Board of Appeals, and Township Board with professional assistance so that together we may work towards the vision created in the Township Master Plan. As staff, we see ourselves as the facilitators between the many various stakeholders within the Township and strive to develop consensus on the multitude of land use issues that come before the Township. As always, our ultimate goal is to provide for the health, safety, and general welfare of the community as a whole. We take seriously this obligation and strive to accomplish this goal in every facet of our department's actions.

LONGE-RANGE PLANNING DIVISION

The following items have been identified as objectives for the 2008 Work Program.

MASTER PLAN

- Complete the Master Plan update for Sub-Areas 1, 2 and 3.
- Prepare a formal Township policy on how residential density is calculated.
- Education of the public.
- Prepare a report on the possibility of utilizing the Transfer of Development Rights as detailed in the Michigan Zoning Enabling Act.
- Cooperate with area stakeholders on the potential application of LEED-Neighborhood Development through the region.

ORDINANCE UPDATES

- Monitor the new zoning ordinance for necessary changes.
- Research and prepare zoning ordinance regulations for residential and commercial wind energy facilities.
- Research and present possible amendments to the zoning ordinance' billboard regulations.

- Research and begin the drafting of a “land development ordinance”, which would contain regulations for subdivisions, land divisions, site condominiums, and private roads.
- Continue working with other Township officials on the codification of Township ordinances.
- Revisit temporary signage regulations (amended 2/4/08).

GRANT WRITING

- Continue to build the grant writing database.
- Identify and prepare at least 2 grants requests.

PARKS AND RECREATION

- Continue to provide staff support as a non-voting member of the Parks and Recreation Committee.

CODE ENFORCEMENT DIVISION

The following items have been identified as objectives in the 2008 Work Program.

- Improve staff’s understanding of the BS&A Software.
- Improve staff’s knowledge of the municipal civil infraction process.
- Monitor portable freestanding signs in commercial and industrial zoning districts.
- Identify potential amendments to the new zoning ordinance and other Township ordinances that would improve enforcement efforts.

DEPARTMENT ADMINISTRATION

The following items have been identified as objectives in the 2008 Work Program.

- Complete the reorganization of the department filing system.
- Research the possibility of using BS&A Software to track department items.
- In cooperation with REGIS, finalize updates and have printed, various Township maps including the zoning map.
- Evaluate department applications for possible improvements.
- Provide Planning Commission and Zoning Board of Appeals members with appropriate training opportunities.
- In cooperation with the Township Board, prepare a Code of Ethics/Code of Conduct for elected and appointed officials.
- Have staff attend appropriate training opportunities.
- Expand staff’s understanding and utilization of REGIS.
- Create flow-charts for various department review processes.