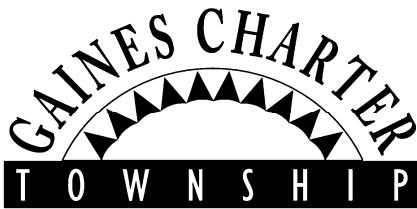


GAINES CHARTER TOWNSHIP
PLANNING AND ZONING DEPARTMENT
2010 WORK PROGRAM



EXECUTIVE SUMMARY

This document is the suggested **Work Program** for the Planning and Zoning Department in 2010. The **Work Program** is separated into the following divisions; **Long-Range Planning, Code Enforcement, Department Administration** and **Ongoing Items**. Under each division (except **Ongoing Items**), specific objectives are ordered according to their relative importance, although it is likely that work will occur on more than one objective at a time.

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 or other actions may be added throughout the year. In addition, the actions identified in the **Work Program** are not a comprehensive list of all future projects; instead it is a list of those items identified by staff as being of either the highest importance and/or those most likely to be completed.

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

- 1) Finalize amendments to "Chapter 25 – Site Plan Review", of the Zoning Ordinance.
- 2) Finalize amendments related to carport and temporary storage unit regulations of the Zoning Ordinance.
- 3) Prepare and adopt a Township-wide Non-Motorized Transportation Plan.
- 4) Work with the Planning Commission, Township Board and Township management on the development of a Capital Improvements Programming process.
- 5) In cooperation with Grand Valley Metropolitan Council, The Rapid, the cities of Kentwood and Wyoming and a consultant, prepare a Form Based Code template, based on the Plan for Fisher's Station.
- 6) Along with other municipalities, assist the Grand Valley Metropolitan Council on the administration of an U.S. EPA brownfield assessment grant.
- 7) Administer the 2009 – 2010 Community Forestry Grant.

- 8) Identify the location, availability and cost of key properties within the Township for potential purchase by the Township or for development/redevelopment by a third party; prepare appropriate documents for internal and external use.
- 9) Begin work on a potential Form Based Code for the Dutton Subarea per the 2008 Master Plan Update.
- 10) Increase public education by preparing “public education pieces” for distribution via hardcopy and the Township website.
- 11) Continue work on preparing an omnibus “land development ordinance”, which would contain regulations for subdivisions, land divisions, site condominiums, and private roads.
- 12) Create in-house promotional material for the Township, Dutton Subarea and 100th Street Subarea for distribution via hardcopy and the website.

CODE ENFORCEMENT DIVISION

- 1) Explore adopting a noxious weeds ordinance.
- 2) Explore amending the regulations for dumpsters and trash receptacles.

DEPARTMENT ADMINISTRATION

- 1) Develop a system to accurately track the number of Department documents that are sold/handed out to the public or other Township personnel.
- 2) Create flow-charts for various department development review processes; explore including them in the zoning ordinance.
- 3) Perform research on the digital archiving of the Department’s historical documents.

ONGOING ITEMS

- Cooperate with the Township Board and Township management on tasks associated with the Division Avenue Corridor Improvement Authority.
- Provide Planning Commission, Zoning Board of Appeals members and staff with appropriate training opportunities.
- Cooperate with regional stakeholders on the potential application of the “LEED for Neighborhood Development” rating system on local governments.
- Streamline the department’s overall Access database.
- Build the grant writing database and identify potential grant opportunities for the Township.
- In addition to duties related to the Planning Commission and Zoning Board of Appeals, provide staff support to other Township committees.
- Re-file department documents based on parcel/tax-ID numbers.
- Review Township ordinances to determine if any regulations need updating or if any regulations are inhibiting the implementation of the Master Plan.