



PLANNING COMMISSION – REGULAR MEETING

Township Board Room – 8555 Kalamazoo Ave SE, Caledonia, MI 49316

DRAFT Agenda

7:00 p.m. – Thursday, March 26th, 2026

1. Call to Order and Roll Call
2. Consideration of Agenda
3. Consideration of **February 26th, 2026**, Meeting Minutes
4. Inquiry of Conflict of Interest
5. Public Comment
6. Items for Consideration
 - A. **Public Hearing**; 6875 Hammond Avenue – Rezoning from Suburban Residential to Village Residential
 - B. 2096 76th Street SE – 4 to 1 Ratio Wavier
 - C. 410 76th Street – Concept Plan
 - D. 2025 Annual Planning & Zoning Report
7. General Discussion
8. Adjournment

DRAFT Minutes of the Gaines Charter Township Planning Commission

Regular Meeting held February 26th, 2026, at 7 pm

8555 Kalamazoo Ave., SE, Caledonia, MI 49316

MEMBERS PRESENT: Rober, Haagsma, Giarmo, Billips, Waayenberg, Wiersema, Thomas

MEMBERS ABSENT: None.

STAFF PRESENT: Dan Wells, Community Development Director

1. CALL TO ORDER AND ROLL CALL

Chair Giarmo called the meeting to order at 7:01 PM.

2. CONSIDERATION OF MEETING AGENDA

Items 6.C and 6.D were withdrawn and struck from the agenda.

3. CONSIDERATION OF MEETING MINUTES

Consideration of the January 22nd, 2026, regular Planning Commission meeting minutes.

Motion:	Motion by Haagsma, supported by Rober to approve the minutes of January 22 nd , 2026.
DISCUSSION:	Wiersema suggested a correction in the first paragraph; staff to correct prior to publication of minutes.
AYES:	All
NAYS:	None
ABSTAIN:	None
DECISION:	Motion Carried (5-0)

4. INQUIRY OF CONFLICT OF INTEREST

None.

5. PUBLIC COMMENT

None.

6. ITEMS FOR CONSIDERATION

A. 6729 Hanna Lake Avenue – Site Plan Review – Dutton Christian School Gymnasium

Applicant Alexander DePoy of Dan Vos Construction Company explained that site plan approval is being requested for an approximately 30,000 square-foot expansion at Dutton Christian School. The addition is proposed to include a gymnasium, music room, and several additional classrooms. Provided site plans include provisions for Phases 5 and 6 of the master plan for Dutton Christian's campus, however, DePoy noted that the intent is to begin construction only on Phase 5 at this time.

Planner Wells explained that this request was reviewed using all applicable standards from Chapter 26 of the Zoning Ordinance, "Site Plan Review". Lighting in residential areas is limited to a color temperature of 2,700K; the proposed lighting indicates a color temperature of 4,000K, therefore staff is recommending a condition in which wall pack lighting fixtures will be required to maintain a color temperature of 2,700K or less to achieve compliance. Staff has also recommended that proposed wall-pack fixtures are mounted no more than 15-feet high to achieve compliance with the Zoning Ordinance, as mounting height was not specified in the application. All proposed fixtures are fully cut-off and down lit, and illumination levels at property lines are compliant with requirements from Chapter 19.

Regarding parking, the applicant is not proposing any additional spaces at this time. Site plan approval granted in December of 2023 for a 12,400-square-foot expansion demonstrated compliance with parking requirements, however, staff made note at the time of approval that calculations for future additions would be reviewed during future site plan review processes. The current request was reviewed using applicable standards from Chapter 20 of the Zoning Ordinance, which call for an increase in parking due to the scale of expansion. Planner Wells noted that the Planning Commission has the authority to approve parking modifications based on information provided by the applicant and the needs of Dutton Christian School.

No changes to circulation on site are being proposed and staff does not anticipate any changes to accessibility on the site. With regard to signage, at the January 22nd Planning Commission meeting, a special use permit was approved to allow for an electronic messaging center to be installed at the 68th Street entrance to the campus. Wells noted that staff is recommending approval of the site plan.

Commissioner Thomas inquired to ensure that ADA requirements are met through the proposed site plans; DePoy responded that six ADA-compliant spaces will be provided in the east lot to the front of the building, and one ADA-compliant space will be provided in the west lot at the rear of the building.

Chair Giarmo sought clarity on exactly which phases are receiving approval through this application; DePoy and Wells clarified that Phase 5 is under consideration, however, details pertaining to Phase 6 were included in this application since the two phases are rather intertwined. Phase 6 will need to receive separate site plan approval.

Commissioner Wiersema sought clarification on required setbacks due to the site having two road frontages.

Motion: Motion by Waayenberg, supported by Haagsma to approve the proposed site plan for Phase 5 of the Dutton Christian School expansion at 6729 Hanna Lake Avenue with the following conditions:

1. Lighting color temperatures and mounting heights must maintain compliance with requirements outlined in Section 19.40 of the Gaines Charter Township Zoning Ordinance.
2. The Planning Commission approved parking deviations.
3. All outside agency approvals must be secured, including but not limited to:
 - a. Kent County Road Commission
 - b. Kent County Drain Commission
 - c. Township Engineer
 - d. Township Building Official
 - e. Michigan Department of Environment, Great Lakes, and Energy
 - f. Byron Gaines Utility Authority

DISCUSSION:

AYES: All

NAYS: None

ABSTAIN: None

DECISION: Motion Carried (5-0)

B. Public Hearing; 6929 Hammond Avenue – Special Use Permit, Oversized Accessory Building

Homeowner and applicant Gary Wheeler explained that he is seeking a special use permit to add 484 square feet to his existing 583 square-foot accessory building, which is in the Suburban Residential zoning district. Wheeler said that he intends to redo the roof on the existing garage to match the roofing on the addition, and that the addition will be constructed at the back of the existing structure.

Chair Giarmo opened and closed the public hearing; no public comments made.

Planner Wells noted that the building will be 1,067 square feet in total after the addition. Section 18.20 of the Zoning Ordinance limits the property to 864 square-feet worth of accessory buildings based on the size of the lot and zoning designation, thus the request for a special use permit. All dimensional and building requirements are satisfied and staff found the request to be consistent with the objectives and intents of the Master Plan and Zoning Ordinance. Staff is recommending approval of the special use permit with no conditions.

Motion: Motion by Waayenberg, supported by Billips, to approve the special use permit for an oversized accessory building totaling 1,067 square-feet at 6929 Hammond Avenue SE.

DISCUSSION: None

AYES: All

NAYS: None

ABSTAIN: None

DECISION: Motion Carried (7-0)

~~C. Public Hearing; 2110 100th Street SE & 10688 Kalamazoo Avenue — Special Use Permit,
Mineral Extraction~~

~~D. Public Hearing; 7285 Eastern — Rezoning from Suburban Residential to Village Residential~~

7. GENERAL DISCUSSION

A. Election of Officers

The Planning Commission must annually elect which commissioners will serve as the Chair, Vice Chair, and Secretary of the Planning Commission for the upcoming calendar year.

Motion: Motion by Haagsma, supported by Rober, to nominate Commissioner Waayenberg as the Chairperson for the upcoming calendar year.

DISCUSSION: None

AYES: All

NAYS: None

ABSTAIN: None

DECISION: Motion Carried (7-0)

Motion: Motion by Haagsma, supported by Giarmo, to nominate Vice Chair Rober to remain as the Vice Chairperson for the upcoming calendar year.

DISCUSSION: None

AYES: All

NAYS: None

ABSTAIN: None

DECISION: Motion Carried (7-0)

Motion: Motion by Giarmo, supported by Rober, to nominate Secretary Thomas to remain as the Planning Commission Secretary for the upcoming calendar year.

DISCUSSION: None

AYES: All

NAYS: None

ABSTAIN: None

DECISION: Motion Carried (7-0)

8. ADJOURNMENT

The meeting adjourned at 7:43 PM.

CERTIFICATION:

I hereby certify that the above is a true copy of the minutes from the December 18th, 2025, Planning Commission Meeting of the Gaines Charter Township Planning Commission held at the time and place mentioned above pursuant to the required statutory procedures.

Respectfully submitted,

Lani Thomas,

Secretary

Gaines Charter Township Planning Commission

Date: _____

AGENDA ITEM: 6.A

APPLICANTS: Brett & Cindy Elder

REQUEST: Rezoning from Suburban
Residential (SR) to Village Residential (VR)

ZONING AND PROPERTY SIZE:
Suburban Residential (SR), 0.5 acres

REPORT BY: Dakota Swan, Assistant
Planner

ADDRESS: 6875 Hammond Avenue SE



OVERVIEW:

The applicant is requesting to rezone the subject parcel from Suburban Residential (SR) to Village Residential (VR). A single-family detached home and an accessory building currently exist on the property. The parcel has frontage on both Hammond Avenue and Dutton Avenue; however, Hammond is used for primary access. The applicant intends to divide the parcel in half and sell the property after rezoning. Staff believes that the future division will be consistent with the provisions of the VR zoning district and will be a buildable lot. Due to the width of the lot frontage, it is unlikely that new construction would be able to exceed a two-unit house on the future lot.

SURROUNDING ZONING:

	NORTH: Suburban Residential (SR)	
WEST: Suburban Residential (SR)/ Dutton Center PUD	SUBJECT PARCEL	EAST: Neighborhood Commercial (NC)
	SOUTH: Suburban Residential (SR)/ Dutton Center PUD	

PROCESS:

The request for a zoning map amendment (rezoning) is subject to the following process:

1. Submittal by applicant (Section 25.20 A-C)
2. Completeness review by Zoning Administrator (25.20 D)
3. If complete, a public hearing shall be scheduled (Section 25.70)
4. Administrative review by Zoning Administrator
5. Public hearing and review and recommendation by the Planning Commission (Section 25.50)
6. First reading by the Township Board
7. After first reading, a public hearing shall be scheduled (Section 25.70)
8. Public hearing and decision by the Township Board
9. Publication of the approval notice within a newspaper of general circulation within the Township within 14 days
10. The effective date of the approval is the expiration of seven (7) days after publication unless a longer timeframe is set

STANDARDS OF REVIEW:

The request for site plan review is subject to review against standards outlined in Section 31.40.A of the Gaines Charter Township Zoning Ordinance (GCTZO) – “Zoning Map Amendment Approval Standards”. The Planning Commission shall review all details of the application and submittal to ensure satisfaction with the requirements outlined in Section 31.40.

1. The request is consistent with the recommendations of the Township Master Plan and the Future Land Use Map.

Meets standard. The Future Land Use Map designates this parcel as Village Residential. The proposed rezoning from Suburban Residential to Village Residential would contribute towards bringing the goals of the 2023 Master Plan into fruition.

2. The rezoning of land will not negatively impact adjacent and nearby property:

a. The allowable land uses within the proposed zoning district are compatible with nearby land uses and zoning districts.

Meets standard. The SR and VR zoning districts prescribe single family residential uses, with limited opportunities for civic and recreational uses. The size of the parcel reduces the opportunity for non-residential uses to exist on the parcel. Staff finds that Village Residential zoning would be harmonious with nearby land uses and zoning districts.

b. There will be no adverse physical impact on surrounding properties.

Meets standard. The Village Residential zoning district calls for uses which are compatible with the surrounding neighborhood. The largest impact on neighboring properties would be visual, and staff does not find that the visual impact of any development permitted under VR on this size lot would adversely affect the surrounding area.

c. There will be no adverse effect on property values in the adjacent area.

Meets standard. Staff does not anticipate property values in the adjacent area to be negatively impacted by the proposed rezoning.

d. It will not create a deterrent to the improvement or development of adjacent property in accordance with existing regulations.

Meets standard. Staff does not anticipate that the rezoning will have any bearing on the future development of neighboring properties.

3. The site is adequately served by streets and public utilities, and the rezoning will not impact the delivery of public services.

Meets standard. The current home on the parcel is served by public sewer and water. The Township is in the process of connecting water line stubs to the north and south on Dutton Avenue and that work should be done by late fall of 2026. At that time, the parcel could be divided and new parcel will have public water available. The proposed rezoning will have no bearing on delivery of public services to the subject property or adjacent properties.

4. There are no natural constraints to the development of land in accordance with the desired zoning district, and the zoning map amendment will not impact sensitive natural resources.

Meets standard. The subject parcel does not exhibit any extreme topographic features, and no wetlands are present.

5. The rezoning will not grant a special privilege to an individual property owner when contrasted with other property owners in the area or general public (i.e. will rezoning result in spot zoning).

Meets standard. Several surrounding properties currently zoned Suburban Residential are similarly future zoned for Village Residential use. Staff finds that the request for a rezoning from SR to VR is consistent with what the 2023 Master Plan calls for in the Dutton area and will not result in spot zoning.

6. There are substantial reasons why the property cannot be used in accordance with its present zoning classifications.

Meets standard. The subject parcel is currently used residentially; existing structures include one single-family detached home and one accessory building. The property is currently suitable for residential use and is not anticipated to be used for anything else (e.g. institutional use).

STAFF RECOMMENDATION

Staff endorses a positive recommendation of the rezoning request based on satisfaction of the standards of review outlined in Section 31.40.A of the GCTZO.

CHARTER TOWNSHIP OF GAINES
COUNTY OF KENT, MICHIGAN

RESOLUTION NO. 2026- _____
A RESOLUTION TO AMEND THE GAINES CHARTER TOWNSHIP ZONING
ORDINANCE AS PROVIDED FOR IN CHAPTER 31 THEREOF BY AMENDING
SECTION 2.20 AND THE TOWNSHIP ZONING MAP

The following Resolution was offered and adopted by the Gaines Charter Township Board of Trustees at a regular meeting held on _____, 2026 at the Gaines Charter Township Offices, 8555 Kalamazoo Avenue, Caledonia, Michigan.

Members Present: _____

Member Absent: _____

The following Resolution was offered for adoption by Board Member _____ and supported by Board Member _____ to document the findings and the approval by the Gaines Charter Township Board of Trustees ("Township Board") regarding a request made by Brett and Cindy Elder to consider the rezoning of land from the Suburban Residential zoning district to Village Residential.

STATEMENT OF FINDINGS

SECTION I. GENERAL BACKGROUND:

1. The Township Board is authorized to review, approve, and amend requests for zoning map amendments.
2. The property at 6875 Hammond is legally described as:

PART OF LOT 19 COM AT MOST NLY COR OF SD LOT TH SWLY ON NWLY LOT LINE 330 FT TO MOST WLY COR SD LOT TH SELY ON SWLY LOT LINE 66 FT TH NELY PAR NWLY LOT LINE 330 FT TO NELY LOT LINE TH NWLY 66 FT TO BEG * VILLAGE OF HAMMOND STATION

3. Applicant has opted to rezone from Suburban Residential to Village Residential as permitted under Section 1.30.D of the Zoning Ordinance, effective April 26th, 2025. The zoning map amendment standards were evaluated under Section 31.40 of the Zoning Ordinance effective April 26th, 2025.
4. The Planning Commission held a public hearing on the proposed zoning map amendment on March 26th, 2026.

5. On March 26th, 2026, the Planning Commission recommended the Board's final approval of the proposed zoning map amendment.

SECTION II. FINDINGS:

Based on the material and plans submitted, a review of the relevant portions of the Gaines Charter Township Zoning Ordinance ("the Zoning Ordinance"), the applicant's presentations at the public hearing, and Township Staff's recommendation, and other factors, the Planning Commission and the Township Board of Trustees hereby adopts the following findings:

1. ZONING MAP AMENDMENT APPROVAL STANDARDS (SECTION 31.40)

1. The request is consistent with the recommendations of the Township Master Plan and the Future Land Use Map .

Meets standard. The Future Land Use Map designates this parcel as Village Residential. The proposed rezoning from Suburban Residential to Village Residential would contribute towards bringing the goals of the 2023 Master Plan into fruition.

2. The rezoning of the land will not negatively impact adjacent and nearby property:

a. The allowable land uses within the proposed zoning district are compatible with nearby land uses and zoning districts.

Meets standard. The SR and VR zoning districts prescribe single family residential uses, with limited opportunities for civic and recreational uses. The size of the parcel reduces the opportunity for non-residential uses to exist on the parcel. Staff finds that Village Residential zoning would be harmonious with nearby land uses and zoning districts.

b. There will be no adverse physical impact on surrounding properties.

Meets standard. The Village Residential zoning district calls for uses which are compatible with the surrounding neighborhood. The largest impact on neighboring properties would be visual, and staff does not find that the visual impact of any development permitted under VR on this size lot would adversely affect the surrounding area.

c. There will be no adverse effect on property values in the adjacent area.

Meets standard. Staff does not anticipate property values in the adjacent area to be negatively impacted by the proposed rezoning.

d. It will not create a deterrent to the improvement or development of adjacent property in accordance with existing regulations.

Meets standard. Staff does not anticipate that the rezoning will have any bearing on the future development of neighboring properties.

3. **The site is adequately served by streets and public utilities, and the rezoning will not impact the delivery of public services.**

Meets standard. The subject parcel is served by public sewer and water. The proposed rezoning will have no bearing on delivery of public services to the subject property or adjacent properties.

4. **There are no natural constraints to the development of land in accordance with the desired zoning district, and the zoning map amendment will not impact sensitive natural resources.**

Meets standard. The subject parcel does not exhibit any extreme topographic features, and no wetlands are present.

5. **The rezoning will not grant a special privilege to an individual property owner when contrasted with other property owners in the area or general public (i.e. will result in spot zoning).**

Meets standard. Several surrounding properties currently zoned Suburban Residential are similarly future zoned for Village Residential use. Staff finds that the request for a rezoning from SR to VR is consistent with what the 2023 Master Plan calls for in the Dutton area and will not result in spot zoning.

6. **There are substantial reasons why the property cannot be used in accordance with its present zoning classification.**

Meets standard. The subject parcel is currently used residentially; existing structures include one single-family detached home and one accessory building. The property is currently suitable for residential use and is not anticipated to be used for anything else (e.g. institutional use).

SECTION III. TOWNSHIP BOARD ACTION

The Gaines Charter Township Board of Trustees has determined that the preceding findings and conditions are reasonable considerations for approval of the request for a zoning map amendment. Based on the above findings and conclusions, the Township Board approves Resolution 2026-_____, granting approval of a request made by Brett and Cindy Elder.

The vote on the Motion to Adopt this Resolution was as follows:

YES: _____

NO: _____

RESOLUTION DECLARED ADOPTED

CERTIFICATION

Township Board Resolution No. 2026-_____
Zoning Map Amendment – 6875 Hammond Avenue
_____, 2026

I hereby certify that the above is a true copy of a resolution adopted by the Gaines Charter Township Board of Trustees at a regular meeting held on _____, 2026.

Respectfully submitted,

Robert Terpstra, Supervisor
Charter Township of Gaines

Michael Brew, Clerk
Charter Township of Gaines

Dated: _____, 2026



PLANNING COMMISSION

Meeting Date: March 26th, 2026

AGENDA ITEM: 6.B

APPLICANT: Jack Vander Vennen, Owner

REQUEST: 4:1 Ratio Wavier

ZONING AND PROPERTY SIZE:

Agricultural/Rural Residential

ADDRESS: 2096 76th Street

REPORT BY: Dan Wells, Community
Development Director

OVERVIEW:

The applicant requests a four to one (4:1) depth to width ratio waiver outlined in Section 3.30.G “Depth to Width Ratio” of the Gaines Charter Township Zoning Ordinance. The waiver would be applied to one proposed parcel that would be the result of dividing 2096 76th Street.

This request relates to the applicants’ desire to split the larger parcel into two parcels in total. As proposed, resulting Parcel “A” would meet ordinance standards, but the remainder parcel would subsequently have a narrower frontage on 76th exceeding the 4:1 depth to width ratio required by the Gaines Charter Township land division ordinance.

The parcel’s current frontage is 457.32 feet and it’s depth is 2,118 feet, a ratio of 1:4.63. If consideration is taken regarding the future development of the remaining parcel, it will be wide enough to accommodate a right-of-way easement for a major private/public road and not inhibit typical suburban development.

DISCUSSION:

The Planning Commission may waive the 4:1 requirement under certain circumstances as outlined in Section 3.30.G.4.:

SECTION 3.30 LOTS

G. DEPTH-TO-WIDTH RATIO

1. Requirement. The ratio of depth to width of any lot shall not exceed four to one (4:1). The maximum depth-to-width ratio requirement is also established by Chapter 22 of the Gaines

Charter Township Code of Ordinances, Chapter 22, Land Divisions, Subdivisions, and Land Development.

2. Definition of Lot Depth. The average distance between the front lot line and the rear lot line. The average shall include measurements of the side lot lines, if extending from front lot line to rear lot line, and the shortest measurement from the front lot line to the farthest point of the rear lot line.

3. Definition of Lot Width. See Section 3.30 E.2.

4. Waiver. The Planning Commission may allow a greater depth-to-width ratio after consideration of the following:

a. If there are any unusual topographic or physical conditions on the property; or

b. If there are any other conditions on the property that would warrant the need for a greater depth to-width ratio.

CONSIDERATIONS:

Are there any unusual topographic or physical conditions on the property?

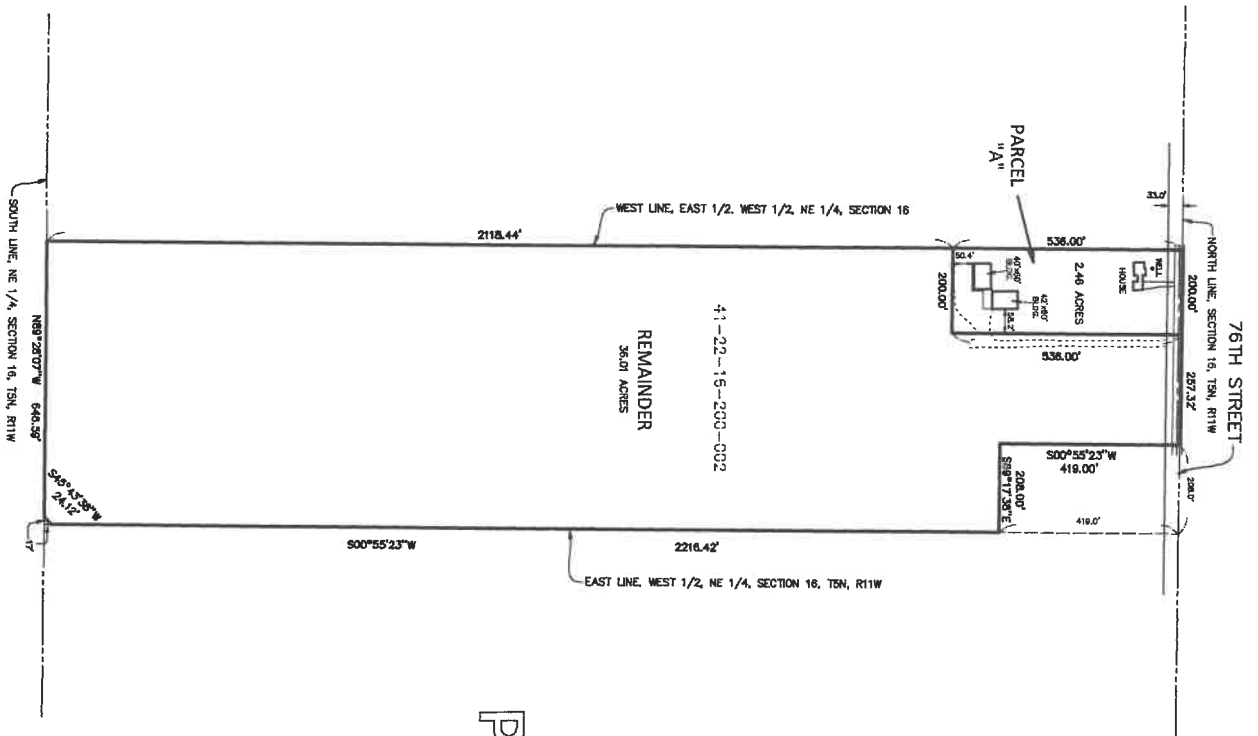
Are there any other conditions on the property that would warrant the need for a greater depth to-width ratio?

STAFF RECOMMENDATION

It is staff's opinion that there are no unusual physical conditions on the property, and waivers would not bring the property into greater dimensional compliance.

Planning Commission should discuss considerations 4.a and 4.b and determine if a waiver is warranted.

If the Planning Commission determines a waiver is appropriate, a resolution of approval will be prepared for consideration.



PRELIMINARY

SCALE: 1" = 200'

LEGEND

- = IRON STAKE FOUND
- = IRON STAKE SET
- * = SET "X" IN CONC.
- = MAG NAIL
- ⊙ = MONUMENT
- = UTILITY POLE & GUY WIRE
- ✱ = LIGHT POLE
- = SIGN
- = FENCE LINE
- = OVERHEAD WIRES

Description:
The East 1/2 of the West 1/2 of the NE 1/4 of Section 16, T9N, R11W, excepting commencing at the SE corner thereof running thence North 17 feet; thence SWly to a point on the South line thereof 17 feet West of the SE corner of said East 1/2 of the West 1/2 of the NE 1/4, thence East 17 feet to place of beginning. Also except the North 419 feet of the East 208 feet thereof.

LAND DIVISION MAP RE: 2096 76TH STREET SE FOR: JACK VANDERVENEN 2096 76TH STREET SE CALEDONIA, MI 49316			
PART OF THE NE 1/4, SECTION 16, T9N, R11W, CANES TOWNSHIP, KENT COUNTY, MICHIGAN			
DATE	REVISION	BY	DATE
excel engineering, inc. planners • engineers • surveyors 2025 Cyra Park, SW • Grand Rapids, MI 49506 Phone: (616) 251-5882 • www.excelengineering.com		DRAWN BY: APPROVED BY: PROJ. SDR: JDB DATE: 01/19/26	SHEET 1 of 1

GAINES CHARTER

TOWNSHIP

PLANNING & ZONING DEPARTMENT

2025 ANNUAL REPORT



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Executive Summary

Section 19(2) of the Michigan Planning Enabling Act (Public Act 33 of 2008) requires the Planning Commission to “make an annual written report to the legislative body concerning its operation and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”

The 2025 Planning & Zoning Department Annual Report provides the Planning Commission and Township Board with the following information:

- An update on development activities within the Township
- The meeting activity of both the Planning Commission and the Zoning Board of Appeals
- Code enforcement activities
- Internal department activities
- A review of Master Plan implementation actions

The Annual Report offers information that is intended to be relevant to the Planning Commission, Township Board, Zoning Board of Appeals, Township staff, and the public. The work program will help guide the department’s actions throughout the upcoming year and serve as a benchmark when preparing the subsequent year’s Annual Report.

The following statement serves as the Department’s vision:

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 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.

Current Planning Division

RESIDENTIAL BUILDING PERMITS

Table 1 details the number of new dwelling units per year over the last 10 years from 2014 to 2024. This includes single-family dwellings as well as attached units and apartments/condos.

	Apartments/ Multi-Unit Condos	Duplexes	Single Family Homes/Condos/ Mobile Homes	Total Units
2025	144	0	102	246
2024	244	0	61	305
2023	205	16	85	306
2022	48	4	192	244
2021	23	7	94	124
2020	10	2	77	89
2019	121	4	88	213
2018	61	0	94	161
2017	66	0	76	142
2016	154	0	82	236
2015	8	0	60	68
2014	11	1	42	54

TABLE 1

In lieu of recent changes to the Zoning Ordinance, staff reimagined how the Township tracks long-term housing supply data. **Table 2** arranges housing supply data using an updated method that provides more consistency with objectives outlined in the Zoning Ordinance and Master Plan.

Table 2: Building Permits Issued in 2024, New Categorizations

	Apartments	Single Family Attached	Single Family Detached	Mobile Homes	Total Units
2025	60	84	85	17	246
2024	136	108	48	13	305

HOUSING APPROVALS

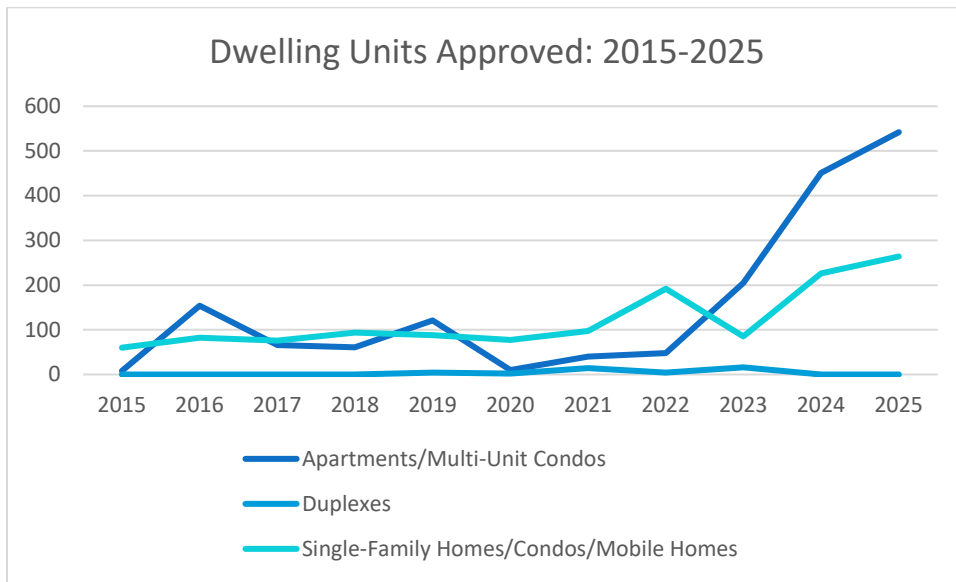


EXHIBIT 1

Similarly to data provided on building permits issued, staff has decided to additionally restructure the way in which dwelling unit approvals are tracked over time. The same categories from Table 2 have been applied to the housing approval data outlined in Exhibit 2. Since only two years worth of data is available using the new categorizations, a pie chart is used, however, in future years, the data will be presented using a line graph similarly to Exhibit 1. Staff has included a line graph as well which will build and become more cohesive over time as data gets added.

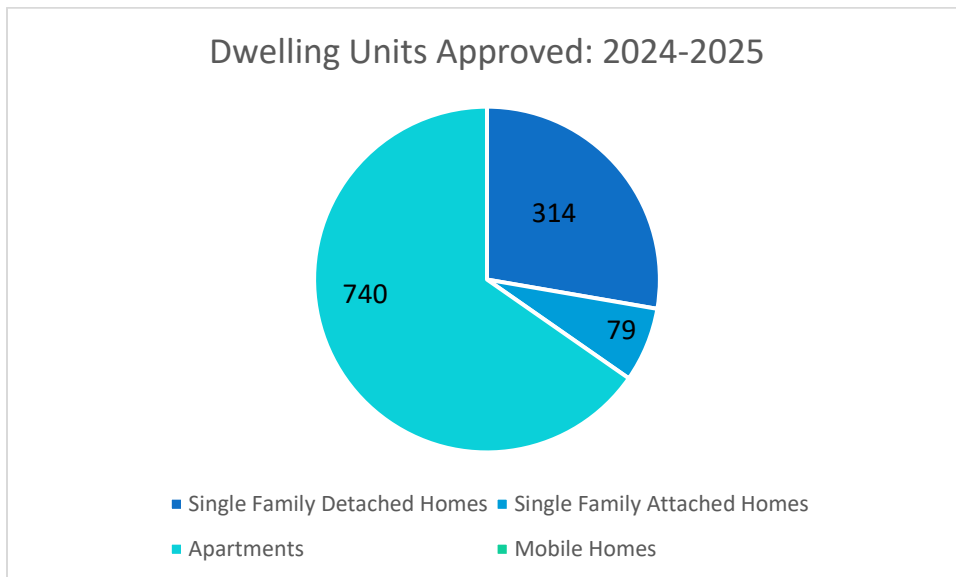


EXHIBIT 2

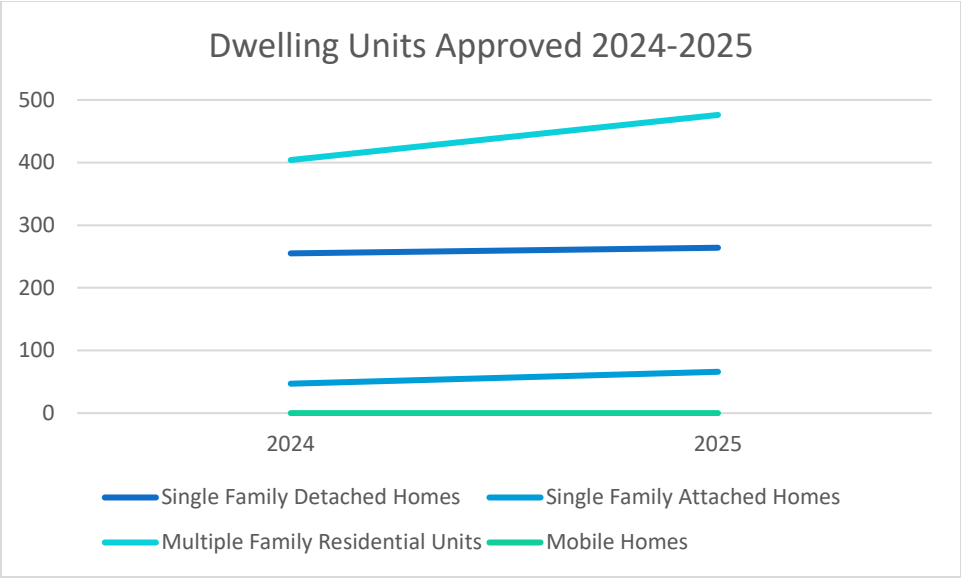


EXHIBIT 3

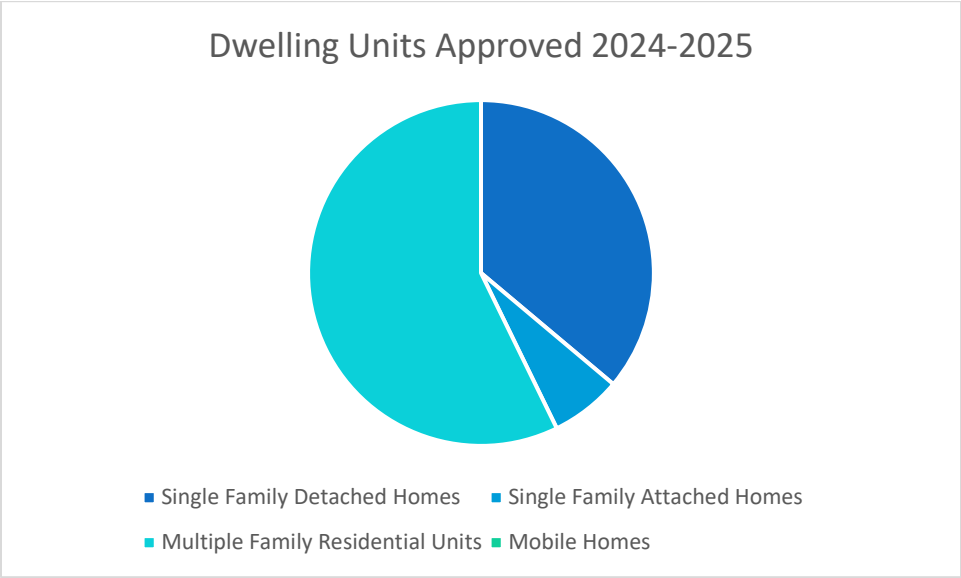


EXHIBIT 4

POPULATION DATA

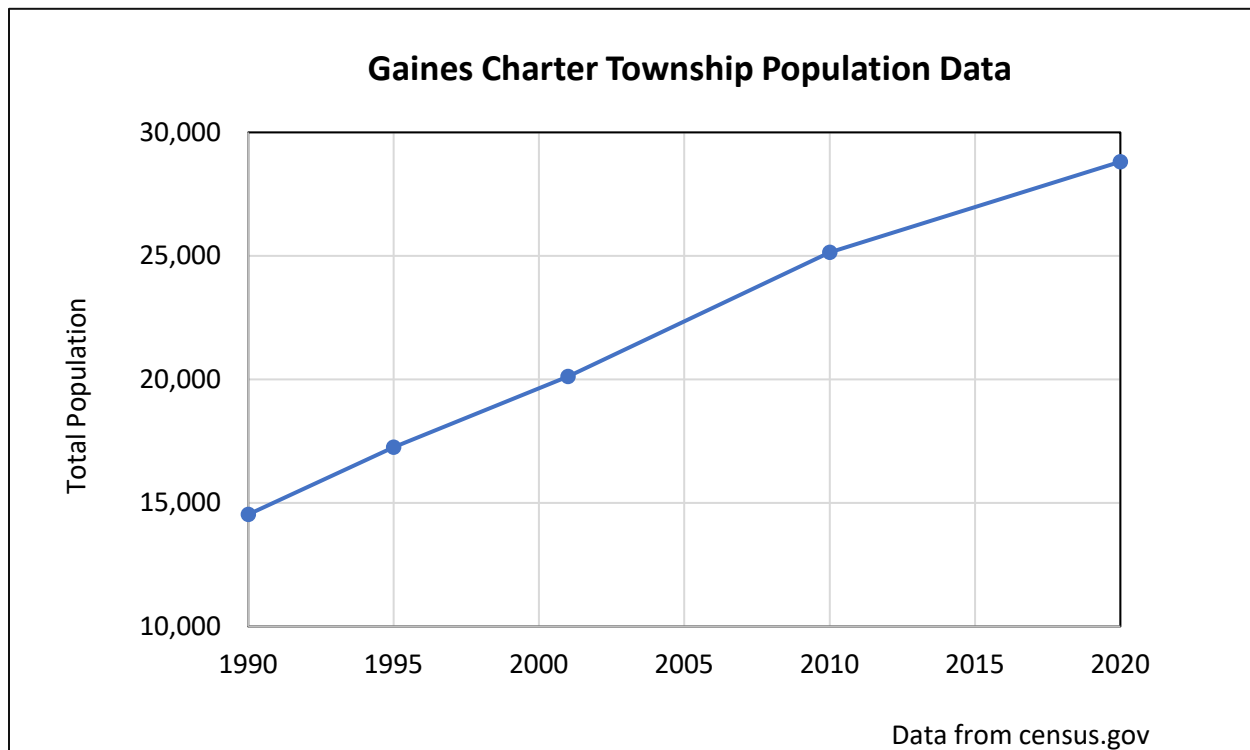


EXHIBIT 5

PROJECT REVIEWS

Table 3.

Summary of 41 application reviews completed by the Planning Commission, and subsequent Township Board action if applicable. The items are listed by the order in which they were considered.

Development Name/Address	Request Type	Description	Planning Commission Action	Township Board Action
6326, 6330, and 6338 Hanna Lake Avenue	PUD Rezone and Site Plan Review	Authentix Gaines PUD – 336 multifamily units with amenities and parking	Approved; two public hearings	Approved
1230 76 th Street SE	Special Use Permit	Keeping of chickens in the SR zoning district.	Approved	N/A
1718 68 th Street SE	Special Use Permit	To allow a 1,600 SF accessory building in the SR zoning district.	Approved	N/A
1184 60 th Street SE	Site Plan Amendment	Site Plan Amendment for Eden Forest Phase 1	Approved	N/A
9744 Meadow Valley SE	Special Use Permit	To allow a 3,200 SF accessory building in the ARR zoning district.	Approved	N/A

Development Name/Address	Request Type	Description	Planning Commission Action	Township Board Action
1856 100 th Street SE	Annual Review/ Operating Plan	Stoneco annual review and 2025 operating plan.	Approved	N/A
10505 Hanna Lake Avenue	4 to 1 Ratio Wavier	Granting relief from the 4 to 1 ratio for two proposed parcels in a land division yielding five parcels total.	Approved	N/A
6207 East Paris Avenue	Site Plan Review	To allow a 82,880 SF industrial building in the LI zoning district.	Approved	N/A
2319 Crystal Meadows Street SE	Tentative Preliminary Plat	Phase III of the Hoffman Meadows Plat – 50 single family detached homes, 20.19 acres.	Approved	Approved
3316 68 th Street SE	Preliminary Major Condominium	Phase II of Dutton Center PUD – 51 single family homes, switching land division method from plat to condominium	Approved	Approved
1264 100 th Street SE	Preliminary Major Condominium	Stoneworks; 53 single family detached homes, 32 single-family attached homes, 6 parcels with frontage on Pease	Approved	Approved
3316 68 th Street SE	Final Site Plan Review	Phase I of Dutton Center PUD; 37 for-rent townhomes, 14 for-sale veranda homes, retention basin	Approved	N/A
8460 Kalamazoo Avenue SE & 1920 84 th Street SE	PUD Site Plan Amendment	Prairie Wolf Station PUD; reduction from 515 to 497 dwelling units, reconfiguration of site layout.	Approved	Approved
4645 100 th Street SE	Revocation of Special Use Permit	To allow a vehicle repair as a home occupation in a residential accessory building in the A-R zoning district.	Approved	N/A
4495 68 th Street SE	Site Plan Review	216,018 SF warehouse building within the Amazon campus in the LI zoning district.	Approved	N/A

Development Name/Address	Request Type	Description	Planning Commission Action	Township Board Action
3316 68 th Street SE	Final Major Condominium	Phase II of Dutton Center PUD, 51 single-family homes.	Approved	N/A
1920 84 th Street SE	Preliminary Major Condominium	Phase I of Prairie Wolf Station PUD, 28 single-family detached units.	Approved	Approved
1920 84 th Street SE	Preliminary Major Condominium	Phase II of Prairie Wolf Station PUD; 14 detached condos, 32 veranda homes, 34 townhouse units.	Approved	Approved
All Parcels	Zoning Ordinance Text Amendment	Request to allow ECM signs for institutional users in the SR zoning district with issuance of a special use permit.	Approved	Approved
2844 100 th Street	Special Use Permit	8,880 SF ground mounted solar array in the ARR zoning district.	Approved	N/A
8460 Kalamazoo Ave SE	Site Plan Review	Senior living facility in the Prairie Wolf Station PUD.	Approved	N/A
6100 East Paris Avenue SE	Site Plan Extension	1-year site plan approval extension for an electrical substation on the Switch campus.	Approved	N/A
6925 Dutton Industrial Drive	Site Plan Review	1-year site plan approval extension for an electrical substation on the Switch campus.	Approved	N/A
8136 Breton Avenue SE	4 to 1 Ratio Wavier	Granting relief from the 4 to 1 ratio for two proposed parcels in a land division yielding four parcels total.	Approved	N/A
8610 Kalamazoo Avenue SE	Special Use Permit	4,800 square-foot residential accessory building in the ARR zoning district.	Approved	N/A

Table 4 provides a summary of four application reviews completed by Township staff as administrative approvals.

Development Name/Address	Request Type	Description	Planning Staff Action
6100 East Paris	Parking Modification	Switch Phase II	Approved
4510 100 th Street	Authorization Request	Cell Tower Maintenance	Approved
3555 68 th Street	Temporary Event	Railtown Trunk or Treat	Approved

VARIANCES

Table 5 provides a summary of the six variance requests heard by the ZBA in 2025.

Address	Variance Type	Description	Staff Recommendation	Action
4422 76 th Street	Dimensional	Reduce rear yard setback from 100 feet to 50 feet to construct a single-family dwelling in the ARR zoning district.	Approve	Approve
10676 Eastern Avenue	Dimensional	Reduce front yard setback from 60 feet to 15 feet to construct a 1,040 SF residential accessory building.	Approve	Approve
1095 68 th Street	Dimensional	Increase square footage of a free-standing ground sign from 32 SF to 48 SF.	Deny	Deny
7761 Hanna Lake Avenue	Dimensional	Reduce street side yard setback for a residential dwelling from 60 feet to 7.2 feet in the ARR zoning district.	Deny	Postpone
9720 Hanna Lake Avenue	Dimensional	Reduce street side yard setback from 60 feet to 20 feet for a residential accessory building in the ARR zoning district.	Deny	Deny
440 72 nd Street	Dimensional	Increase maximum square footage of an interior site sign from 8 SF to 49.97 SF in the OS zoning district.	Deny	Deny

ORDINANCE UPDATES

Over the last three years, substantial efforts to overhaul and update the Zoning Ordinance have been underway; the updated ordinance was approved by both the Township Board of Trustees and the Planning Commission and adopted in April of 2025. Efforts to update the ordinance were largely spearheaded by Community Development Director Dan Wells, in collaboration with Planning Consultant David Jirousek, AICP. The Zoning Ordinance Steering Committee also provided valuable feedback and thoughts on proposed updates, helping to ensure that the updates were user friendly and in alignment with the goals and objectives of the Master Plan.

Since adoption in April of 2025, department staff has executed several project reviews using the new Zoning Ordinance which has proved to be far more effective, efficient and organized; staff also notes that residents and applicants have had an easier time navigating the document than before. The implementation of new processes and omission of redundant or arbitrary requirements in the Zoning Ordinance have optimized both review and application processes in the Planning Department. The Zoning Ordinance has since been amended through December of 2025 to address clerical concerns and resolve minor issues including typos and numbering errors.

REZONINGS

Table 6 provides information on the two rezoning applications received in 2025. Although four applications were received, only two were granted approval.

Development Name/Address	Description	Planning Commission Action	Township Board Action
7147 Patterson	Rezone from Steelcase PUD to LI (Light Industrial)	Postpone	N/A
1264 100 th Street	Rezone from Agricultural/Rural Residential (ARR) to Village Residential (VR)	Approve	Approve
6326, 6330, and 6338 Hanna Lake Avenue	PUD rezoning from Suburban Residential (SR) to Authentix Residential PUD	Approve	Approve
7147 Patterson	Rezone from Steelcase PUD to LI (Light Industrial)	Postpone	N/A

Long-Range Planning Division

MASTER PLAN IMPLEMENTATION

As a part of the 2002 Master Plan, an Implementation chapter was prepared to help guide future planning activities.

Table 7 lists the proposed implementation tasks and their current status. Planning Department staff performed work on 4 of the 12 implementation steps laid out in the 2002 Master Plan.

Task	Status	Comments
Evaluate and Revise the Zoning Ordinance	Positive Action	The updated Zoning Ordinance was approved by the Planning Commission and Township Board and adopted in April of 2025.
Inventory Key Natural and Cultural Features	Continued Action	The Township accepted a bid from EnviroScience, based in Stow, Ohio, to complete a Natural Features Inventory for the Township to assess geographical assets and environmentally sensitive areas. This will assist in guiding development objectives during the next Master Plan update.
Develop A Program for Natural Buffers and Scenic Easements	Continued Action	
Develop Performance Standards for the PUD District	Positive Action	The 2025 Zoning Ordinance update refined standards and parameters for establishing new Planned Unit Developments.
Improve Non-Motorized Transportation Network	Positive Action	Staff and the Planning Commission worked with developers on specific projects to enhance the non-motorized transportation network throughout the township.

PARKS & RECREATION

In 2022, Township Planning Staff in conjunction with the Parks and Trails Committee and MCSA Group, Inc., made major progress to update the Gaines Charter Township Parks & Trails Plan. The five-year plan is completed and was approved by the Township Board of Trustees in January of 2023. The committee continues to focus on the management of Prairie Wolf Park.

Township Supervisor Bob Terpstra initiated discussion among the Parks and Trails Committee regarding long-term goals and objectives pertaining to the future of parks and green space in the Township. Terpstra engaged the Committee through an exercise called “forced prioritization”, in which Committee members identified goals and objectives, and then ranked initiatives based on what is most important to each member. Insight gained from these sessions will be used for an open house in early 2026 to gain feedback from residents on what initiatives are of high priority to them and why. The five initiatives presented to the public will include:

1. Trail Connectivity
2. Land Acquisition
3. Prairie Wolf Park Upgrades
4. Development of Cody’s Mill
5. Education Center at Prairie Wolf Park

Code Enforcement Division

The Planning Department continued to use BS&A software to register and track code enforcement cases in 2025. Filed cases are those where a complaint has been received and registered in the software, and staff has completed a physical inspection of the property and contacted the property owner regarding a potential violation. Warning letters are sent and followed up with a second letter or Sherriff’s Deputy site visit. Complaints that have no corresponding enforceable ordinance are not included (e.g., high grass or weeds).

Table 8 is a summary of the enforcement cases undertaken by planning staff.

Address	Category	Date Filed	Status
1541 Fairwood Court	Building Violation	05/29/2025	Case Closed
1664 Crescent Pointe	Keeping of Chickens	10/13/2025	Case Closed
3127 84 th Street	Keeping of Chickens	06/09/2025	Case Closed
6527 College	Keeping of Chickens	06/30/2025	Cased Closed
6684 Vantage	Illegal Buildings	04/02/2025	Case Closed
6535 Creekside	Illegal Sign	08/25/2025	Civil Infraction Issued
6984 Terra Cotta	Illegal Use	12/29/2025	2 nd Warning Issued
60 79 th Street	Inoperable Vehicles	05/08/2025	2nd Warning Issued
416 60 th Street	Inoperable Vehicles	07/02/2025	Case Closed
483 Kenton	Inoperable Vehicles	08/20/2025	Case Closed
690 68 th Street	Inoperable Vehicles	01/03/2025	Case Closed
1080 68 th Street	Inoperable Vehicles	09/03/2025	Warning Issued
3083 Glencreek Court	Inoperable Vehicles	05/08/2025	2 nd Warning Issued
3131 84 th Street	Inoperable Vehicles	06/17/2025	Case Closed
6135 Campus Park	Inoperable Vehicles	03/25/2025	Case Closed
6472 Avalon	Inoperable Vehicles	08/20/2025	Case Closed
6488 Sunny Spot Court	Inoperable Vehicles	10/21/2025	Case Closed
6730 Vantage	Inoperable Vehicles	06/30/2025	Case Closed
6860 Sienna	Inoperable Vehicles	09/23/2025	Case Closed
6935 Deer Cove	Inoperable Vehicles	03/25/2025	Case Closed

6984 Terra Cotta	Inoperable Vehicles	02/27/2025	Case Closed
7040 Division	Inoperable Vehicles	07/17/2025	Case Closed
6816 Linden	Inoperable Vehicles	01/03/2025	Case Closed
4645 100 th Street	Inoperable Vehicles	06/03/2025	Case Closed
2269 Vantage Court	Nuisance Parking	07/07/2025	Case Closed
6460 Vantage	Nuisance Parking	05/29/2025	Case Closed
439 68 th Street	Rubbish	02/26/2025	Case Closed
600 76 th Street	Rubbish	07/23/2025	Case Closed
1346 100 th Street	Rubbish	11/24/2025	1 st Warning Issued
6488 Sugarmill Court	Rubbish	08/06/2025	Case Closed
6491 Bintree	Rubbish	08/20/2025	Case Closed
6755 Crystal Downes	Rubbish	10/13/2025	Case Closed
7243 Sundale	Rubbish	07/03/2025	Citation Issued
7320 Hanna Lake	Rubbish	11/25/2025	Case Closed
Summer Shores Condos	Rubbish	09/15/2025	Case Closed
7655 Hanna Lake	Rubbish	11/11/2024	Case Closed
6132 Division	Sidewalk Displacement	06/06/2025	Case Closed
1164 Brownell	Sidewalk Obstruction	08/27/2025	Case Closed
2297 68 th Street	Sidewalk Obstruction	06/26/2025	Case Closed
Division Corridor	Sidewalk Obstructions	01/28/2025	Case Closed
6568 Division	Illegal Sign	05/13/2025	Case Closed
10650 Eastern	Short Term Rental	09/12/2025	Case Closed
2637 100 th Street	Zoning Violation	06/26/2025	Case Closed
6896 Madison	Zoning Violation	07/07/2025	Case Closed
7769 Jonagold	Zoning Violation	10/13/2025	Case Closed

Department Administration

PLANNING COMMISSION

Table 9 lists the members of the Planning Commission during 2024.

Member	3-Year Term Ends	Member Since	Officers
Connie Giarmo	December 2024	2008 (1991 – 2000)	Chairperson
Ronnie Rober	December 2023	2002	Vice-Chairperson
Lani Thomas	December 2025	2006	Secretary
Tim Haagsma	Township Trustee	2002 (1992 – 1997)	Member
Ryan Wiersema	December 2024	2022	Member
Talimma Billips	December 2025	2017	Member
Brad Waayenberg	December 2023	2018	Member

Table 10 illustrates the attendance at Planning Commission Meetings in 2025.

2025 Meeting Attendance							
	Billips	Wiersema	Haagsma	Giarmo	Rober	Thomas	Waayenberg
January	X	X	Absent	X	X	X	X
February	X	X	X	X	X	X	X
February Special Meeting	X	X	X	X	X	X	X
March	X	X	X	X	X	Absent	X
April	Absent	X	X	X	X	X	X
May	X	Absent	X	X	X	X	X
June	X	X	Absent	X	X	X	X
July	X	X	Absent	X	X	X	X
August	Absent	X	Absent	X	X	X	X
September	X	Absent	X	X	X	X	X
October	X	X	X	X	X	Absent	X
November	X	Absent	X	X	X	X	Absent
December	X	X	X	X	X	X	X
Absences	2	3	4	0	0	2	1

ZONING BOARD OF APPEALS

The Zoning Board of Appeals met on three occasions in 2025.

Table 11 lists the members of the Zoning Board of Appeals in 2025.

Member	3-Year Term Ends	Member Since	Officers
Ruth Ringnald	December 2024	2002	Chair
Don Hilton	December 2025	2018	Secretary
Ryan Wiersema	December 2025	2022	Member (PC Liaison)
Matt Kooiman	December 2023	2022	Secretary
James Peacock	December 2025	2022	Member
Mark Krier	December 2027	2024	Alternate Member
Rob DeWard	December 2027	2024	Alternate Member

Table 12 lists the meeting dates of the ZBA in 2025.

	Ringnald	Kooiman	Hilton	Peacock	Wiersema	DeWard	Krier
March	X	X	X	X	X	N/A	N/A
April	X	Absent	X	X	X	N/A	X
May	X	X	X	X	X	N/A	N/A
August	X	Absent	X	X	Absent	X	N/A
December	X	Absent	X	X	X	N/A	X
No. of Absences	0	3	0	0	1	N/A	N/A

DEPARTMENT PERSONNEL

Community Development Director Dan Wells has led planning efforts for the Township since taking office in March 2020. The Planning Department hired a full-time Assistant Planner, Dakota Swan, in January of 2024 who assists with plan reviews, zoning enforcement, and larger projects on an as-needed basis. Planning Consultant David Jirousek, AICP continues to assist with plan reviews and has contributed largely to the Zoning Ordinance overhaul. Jeff Gritter of Vriesman & Korhorn Civil Engineering continued to provide support and guidance to the Planning Department.

BUDGET

The Department is committed to providing work in the most efficient and cost-effective manner. The following Tables represent information related to recent and historical Department budgets.

Table 13 lists the adopted budgets for the Planning and Zoning Department for fiscal years 2016-2023 and also shows the Department's Budget as a percentage of the overall General Fund Budget.

	2018	2019	2020	2021	2022	2023	2024	2025
P&Z Budget	\$222,837	\$219,223	\$236,439	\$219,031	\$339,256	\$416,706	\$356,450	\$356,525
% of Gen. Fund	5.9%	5.2%	4.5%	4.4%	7.2%	7.89%	6.12%	5.7%

Table 14 presents the actual dollar amount spent in the fiscal years 2016 – 2023 and is also expressed as a percentage of the approved Planning and Zoning Department's Budget.

	2018	2019	2020	2021	2022	2023	2024	2025
Actual Expenditures	\$189,710	\$204,153	\$198,665	\$156,395	\$261,558	\$274,784	\$276,489	\$306,341
% of Budget	85.1%	93.1%	84%	71.4%	77.1%	57.5%	77.6%	85.9%