



8555 Kalamazoo Ave., SE
Caledonia, MI 49316

www.gainestownship.org

Phone: 616-698-6640
Fax: 616-698-2490

September 4, 2024

Gaines Township Board of Trustees
8555 Kalamazoo Ave SE
Caledonia, MI 49316

RE: September 9, 2024, Township Board Meeting

Township Board Members:

Greetings! I hope that you had a great Labor Day weekend.

The agenda for the September Board meeting has quite a few items for your consideration. There are no scheduled speakers for this meeting. There is one public hearing scheduled for the Public Safety SAD millage rate.

The Planning Commission has been busy, and you will reap the rewards of some of that activity at this meeting. The four items that they have moved on to the Board are Alexander Trails Phase I Plat, Alexander Trails Phase II Plat, Dutton Center PUD (first read), and a major amendment to the Dutton Mill Village PUD.

As part of the Public Safety Special Assessment District, the Board needs to hold a public hearing as mentioned above, and then adopt the millage rate for the next tax bill. You will consider this action along with the adoption of the Township general millage rate.

The Water/Sewer Committee has submitted a couple of items for your consideration. The first is a variance request for a water service. The second is to adopt a revised Appendix D for the Water and Sewer Ordinance. This request originated with the City of Wyoming and was required of them by EGLE.

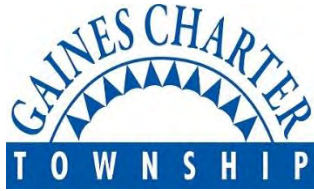
Lastly, staff has presented a few purchase requests for your consideration. The first is for a columbarium to be added to the recently expanded Blain Cemetery. The second is for a stand on leaf blower to be used in the cemeteries. The last one is for an agenda management software that would be added to the Township website to enhance the meeting agendas.

As a reminder, a budget workshop meeting will be scheduled for the September 23 meeting date. If you should have any questions about any of these items, please don't hesitate to reach out to me.

Best regards,

A handwritten signature in blue ink, appearing to read "Rod Weersing", is written over the typed name and title.

Rod Weersing
Township Manager



CHARTER TOWNSHIP OF GAINES
MEETING LOCATION: 8555 Kalamazoo Ave., SE, Caledonia, MI 49316
Township Board of Trustees Meeting
PRELIMINARY AGENDA
MONDAY – September 9, 2024
Time: 7:00PM

- 1. Opening Prayer ~ Treasurer, Laurie Lemke**
- 2. Pledge of Allegiance**
- 3. Call to Order and Attendance ~ Trustee Haagsma absent with notice**
- 4. Declaration of Conflict of Interest**
- 5. Review of Consent Agenda ~ *items must be removed from the consent agenda in order to be discussed***
- 6. Approval of Agenda**
- 7. Communications ~ Informational items ~ *letters, reports, updates, etc.***
 - a. Building Department August 2024 Revenue Report**
 - b. Dutton Fire Department August 2024 Run Report**
 - c. Cutlerville Fire Department August 2024 Run Report**
 - d. Community Policing Officer's August 2024 Report**
- 8. Scheduled Speakers**
- 9. Public Comments – *Public may speak regarding anything on the agenda which is NOT scheduled for a public hearing (comments limited to 3 minutes per speaker)***
- 10. Public Hearings –**
 - a. Public Hearing regarding Public Safety SAD rate**
- 11. Consent Agenda:**
 - a. Minutes – August 12, 2024**
 - b. Check Registers for month of August 2024**
 - a) General Fund (101): \$ 330,072.49
 - b) Public Safety SAD (205): \$ 266,994.15
 - c) Building Inspections (549): \$ 16,800.71
 - d) Water and Sewer (590 & 591): \$ 877,661.17
 - TOTAL OF ALL FUNDS: \$1,491,528.52**

c. Treasurer's Report

12. New Business

- a. Consider ~ Special Events Liquor License Request -Grace and Truth, No More Sidelines**
- b. Consider ~ Alexander Trails Phase I Plat**
- c. Consider ~ Alexander Trails Phase II Plat**
- d. Consider ~ Dutton Center PUD – 1st Read**
- e. Consider ~ Dutton Mill Village Major Amendment – Marathon Gas 1st Read**
- f. Consider ~ Adopt millage rate**
- g. Consider ~ Adopt Public Safety SAD rate for 2024**
- h. Consider ~ Water & Sewer 1470 68th St SE – Variance Request**
- i. Consider ~ Appendix D to Water and Sewer Ordinance**
- j. Consider ~ Purchase of Columbarium**
- k. Consider ~ Purchase of Stand on Leaf Blower**
- l. Consider ~ Purchase of Agenda Software**

13. Public Comments ~ *On any topic (comments limited to 3 minutes per speaker)*

14. Manager's Comments

15. Supervisor's Comments

16. Trustee's Comments

NEXT SCHEDULED BOARD OF TRUSTEES MEETING: September 23rd (time to be announced) and October 14, 2024, 7PM

ANY INTERESTED PERSONS ARE INVITED TO ATTEND AND PARTICIPATE IN ALL TOWNSHIP BOARD OF TRUSTEE MEETINGS. PERSONS WITH DISABILITIES NEEDING ANY SPECIAL ACCOMMODATIONS SHOULD CONTACT THE TOWNSHIP OFFICES ONE WEEK PRIOR TO THE MEETING TO REQUEST MOBILITY, VISUAL OR ANY OTHER ASSISTANCE.

****Preliminary Agenda – Subject to Change****



Revenue Breakdown Report

Page: 1 of 25

09/03/2024

Filter: All Records, Transaction.DateToPostOn Between 8/1/2024 12:00:00 AM AND 8/31/2024 11:59:59 PM

Unit Totals		
Unit Name	Records	Revenue
	183	226,169.50
TOTAL	183	226,169.50

Record Type Totals		
Unit:	Records	Revenue
Name	2	40.00
Permit	181	226,129.50
UNIT TOTAL:	183	226,169.50

Record Type Breakdowns		
Unit:		
Record Type: Name	Records	Revenue
	2	40.00
TOTAL:	2	40.00

Record Type: Permit	Records	Revenue
Air Conditioning Replacement	1	110.00
Building	33	194,281.00
Deck	2	260.00
Electrical	25	8,111.00
Mechanical	52	8,722.50
Mobile Home Building	1	130.00
Mobile Home Plumbing	1	90.00
Plumbing	34	11,595.00
Residential Roofing	22	1,980.00
Storm Drain	8	680.00
Water Heater Replacement	2	170.00
TOTAL:	181	226,129.50

Incidents by District/Zone

Jan 01, 2023 12:00 AM to Sep 05, 2024 08:54 AM

District/Zone	2024										2024		2023		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous		
Byron Township Fire	0	0	0	1	0	0	0	0	0	1	0.00%	0	0.00%	N/A	
Byron Twp Fire - Byron Twp	0	0	0	0	0	0	0	0	0	0	0.00%	4	1.00%	-100.00%	
Caledonia Township	3	3	2	0	0	0	3	6	0	17	3.00%	10	2.00%	70.00%	
Cascade Township	0	0	0	0	1	0	0	0	0	1	0.00%	1	0.00%	0.00%	
Cutlerville - Byron Township	1	2	1	2	1	1	2	3	1	14	2.00%	18	3.00%	-22.22%	
Cutlerville - Gaines Township	13	7	5	12	2	11	10	8	0	68	10.00%	72	13.00%	-5.56%	
Kentwood	2	2	1	0	4	1	0	1	1	12	2.00%	15	3.00%	-20.00%	
Leighton Township	0	0	0	0	0	0	0	1	0	1	0.00%	5	1.00%	-80.00%	
Zone 01S - Dutton	2	1	1	1	0	1	1	0	0	7	1.00%	12	2.00%	-41.67%	
Zone 02S - Dutton	14	9	7	10	8	4	9	8	0	69	10.00%	67	12.00%	2.99%	
Zone 03S - Dutton	6	5	1	12	7	9	11	5	0	56	9.00%	56	10.00%	0.00%	
Zone 04S - Dutton	21	14	11	14	22	24	15	17	2	140	21.00%	90	16.00%	55.56%	
Zone 05S - Dutton	8	3	11	6	8	10	7	8	1	62	9.00%	1	0.00%	6,100.00%	
Zone 06S - Dutton	4	2	4	4	3	3	2	2	0	24	4.00%	24	4.00%	0.00%	
Zone 07S - Dutton	4	4	9	3	5	4	4	2	0	35	5.00%	33	6.00%	6.06%	
Zone 08S - Dutton	5	3	0	3	3	2	2	0	0	18	3.00%	16	3.00%	12.50%	
Zone 09S - Dutton	4	4	6	0	3	5	8	3	0	33	5.00%	51	9.00%	-35.29%	
Zone 10S - Dutton	0	0	1	0	0	0	0	0	0	1	0.00%	0	0.00%	N/A	
Zone 11R - Dutton	1	0	1	0	0	2	1	1	0	6	1.00%	2	0.00%	200.00%	
Zone 12R - Dutton	1	3	1	0	0	1	1	0	0	7	1.00%	6	1.00%	16.67%	
Zone 13R - Dutton	0	2	0	1	1	0	0	1	0	5	1.00%	6	1.00%	-16.67%	
Zone 14R - Dutton	2	1	0	1	1	2	2	3	0	12	2.00%	7	1.00%	71.43%	
Zone 15R - Dutton	1	0	1	2	1	0	0	3	1	9	1.00%	7	1.00%	28.57%	
Zone 16R - Dutton	1	5	1	1	1	0	1	1	2	13	2.00%	8	1.00%	62.50%	
Zone 17R - Dutton	0	0	0	0	0	0	1	1	0	2	0.00%	4	1.00%	-50.00%	
Zone 18R - Dutton	3	0	1	0	2	1	0	1	0	8	1.00%	1	0.00%	700.00%	
Zone 19R - Dutton	0	0	0	1	1	0	1	3	0	6	1.00%	6	1.00%	0.00%	
Zone 20R - Dutton	1	2	2	1	1	1	1	1	1	11	2.00%	9	2.00%	22.22%	
Zone 21R - Dutton	0	0	1	1	1	0	0	0	0	3	0.00%	7	1.00%	-57.14%	
Zone 22R - Dutton	2	0	1	2	0	0	0	0	0	5	1.00%	3	1.00%	66.67%	
Zone 23R - Dutton	0	0	0	1	2	1	4	4	0	12	2.00%	8	1.00%	50.00%	
Grand Total	99	72	69	79	78	83	86	83	9	658	100.00%	549	100.00%	19.85%	

Incidents by Category and Month

Jan 01, 2023 12:00 AM to Sep 05, 2024 08:54 AM

Incident Type Category	2024										2024		2023		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	5	7	4	1	3	3	7	4	1		35	5.00%	29	5.00%	20.69%
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0	0	0		0	0.00%	1	0.00%	-100.00%
3 - Rescue & Emergency Medical Service Incident	63	43	45	55	52	63	58	56	6		441	67.00%	344	63.00%	28.20%
4 - Hazardous Condition (No Fire)	7	2	3	2	1	3	3	1	1		23	3.00%	14	3.00%	64.29%
5 - Service Call	5	3	1	2	5	1	4	3	0		24	4.00%	26	5.00%	-7.69%
6 - Good Intent Call	6	12	10	14	10	9	8	8	1		78	12.00%	67	12.00%	16.42%
7 - False Alarm & False Call	13	5	6	4	7	4	6	11	0		56	9.00%	68	12.00%	-17.65%
8 - Severe Weather & Natural Disaster	0	0	0	1	0	0	0	0	0		1	0.00%	0	0.00%	N/A
Grand Total	99	72	69	79	78	83	86	83	9		658	100.00%	549	100.00%	19.85%

Monthly Call Volume Year over Year

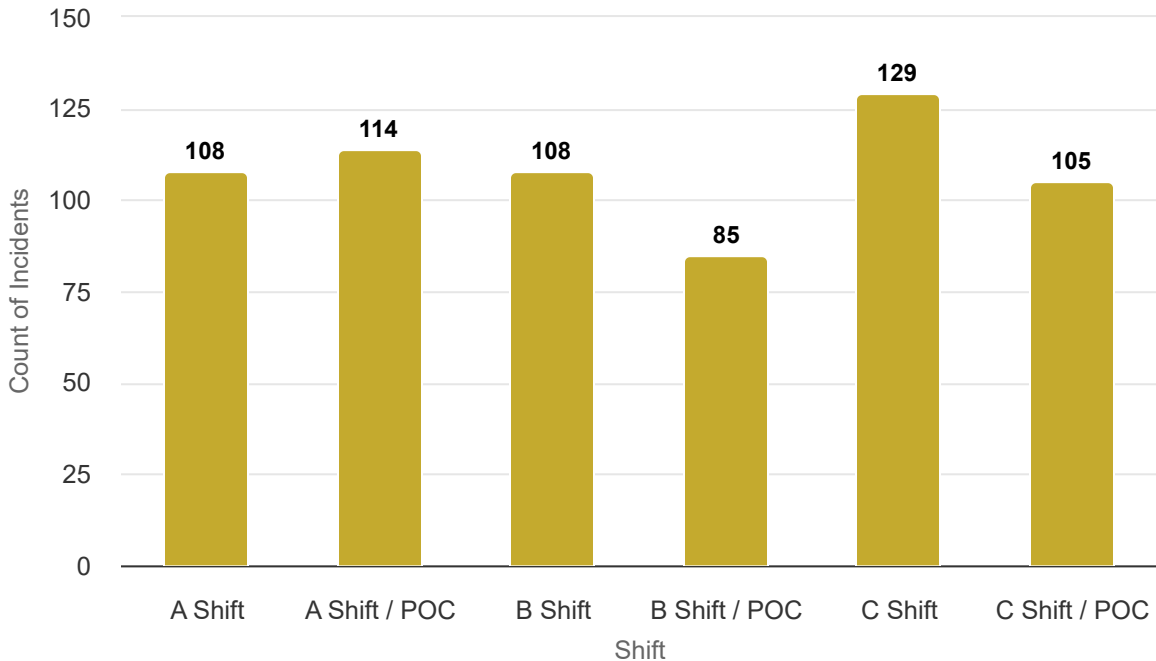
Jan 01, 2023 12:00 AM to Sep 05, 2024 08:55 AM



Month Name	2024		2023		YTD % Change
	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
January	99	15.00%	66	12.00%	50.00%
February	72	11.00%	68	12.00%	5.88%
March	69	10.00%	71	13.00%	-2.82%
April	79	12.00%	48	9.00%	64.58%
May	78	12.00%	67	12.00%	16.42%
June	83	13.00%	77	14.00%	7.79%
July	86	13.00%	69	13.00%	24.64%
August	83	13.00%	64	12.00%	29.69%
September	9	1.00%	19	3.00%	-52.63%
Grand Total	658	100.00%	549	100.00%	19.85%

Incidents by Shift

Jan 01, 2024 to Aug 31, 2024



Jan 01, 2024 to Aug 31, 2024

Jan 01, 2024 to Aug 31, 2024

Day of Week

Calls in Progress

Jan 01, 2024 12:00 AM to Aug 31, 2024 11:59 PM

Calls in Progress	Occurrences	% of Occurrences	Hours	% of Hours
0 Calls In Progress	614	47.27%	5,574	95.19%
1 Call In Progress	648	49.88%	275	4.69%
2 Calls In Progress	36	2.77%	7	0.12%
3 Calls In Progress	1	0.08%	0	0.00%
Totals	1,299	100.00%	5,856	100.00%

Aid Given and Received Summary

Jan 01, 2024 to Aug 31, 2024

Fire Department	Automatic Aid Given	% of Total Automatic Aid Given	Automatic Aid Received	% of Total Automatic Aid Received	Mutual Aid Given	% of Total Mutual Aid Given	Mutual Aid Received	% of Total Mutual Aid Received
Byron Township Fire Department	0	0.00%	0	0.00%	0	0.00%	1	3.03%
Caledonia Township Fire Department	7	30.43%	2	11.76%	6	10.91%	6	18.18%
Cascade Township Fire Department	0	0.00%	0	0.00%	1	1.82%	0	0.00%
City of Kentwood Fire Department	5	21.74%	7	41.18%	3	5.45%	2	6.06%
Cutlerville Fire Department	10	43.48%	7	41.18%	45	81.82%	23	69.70%
Leighton Township Fire Department	1	4.35%	1	5.88%	0	0.00%	1	3.03%
Overall	23	100.00%	17	100.00%	55	100.00%	33	100.00%

Incidents by District/Zone

Jan 01, 2023 12:00 AM to Sep 05, 2024 08:41 AM

District/Zone	2024									2024		2023		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
B1U - Byron Township	8	4	1	2	1	6	5	2	3	32	2.00%	19	1.00%	68.42%
B2U - Byron Township	21	32	18	29	31	31	27	32	3	224	15.00%	232	15.00%	-3.45%
B3U - Byron Township	11	6	9	9	11	14	5	3	4	72	5.00%	86	6.00%	-16.28%
B4U - Byron Township	33	26	17	25	15	25	17	26	5	189	12.00%	172	11.00%	9.88%
B5S - Byron Township	0	0	0	0	1	1	1	1	0	4	0.00%	10	1.00%	-60.00%
B6S - Byron Township	13	14	13	11	12	10	6	15	3	97	6.00%	103	7.00%	-5.83%
B7R - Byron Township	2	3	4	1	1	2	1	4	0	18	1.00%	10	1.00%	80.00%
B8R - Byron Township	1	0	1	0	0	0	0	0	0	2	0.00%	5	0.00%	-60.00%
Byron Township Fire	5	0	2	0	0	3	3	0	0	13	1.00%	10	1.00%	30.00%
Dutton Fire Department	8	5	3	4	3	7	2	5	0	37	2.00%	9	1.00%	311.11%
G1U - Gaines Township	35	18	24	47	36	43	33	37	8	281	18.00%	352	23.00%	-20.17%
G2S - Gaines Township	19	15	11	13	13	15	23	16	1	126	8.00%	162	10.00%	-22.22%
G3U - Gaines Township	34	34	25	27	25	24	30	23	3	225	15.00%	184	12.00%	22.28%
G4S - Gaines Township	4	9	6	6	8	7	9	11	0	60	4.00%	34	2.00%	76.47%
G5S - Gaines Township	11	6	7	16	3	8	15	2	1	69	4.00%	74	5.00%	-6.76%
G6S - Gaines Township	3	1	3	3	4	1	1	1	1	18	1.00%	18	1.00%	0.00%
G7R - Gaines Township	2	1	5	1	5	2	6	6	1	29	2.00%	25	2.00%	16.00%
G8R - Gaines Township	2	1	1	1	0	0	1	1	1	8	1.00%	6	0.00%	33.33%
Kentwood	2	6	3	4	4	3	3	3	1	29	2.00%	37	2.00%	-21.62%
Wyoming	2	1	0	0	0	0	0	2	0	5	0.00%	11	1.00%	-54.55%
Grand Total	216	182	153	199	173	202	188	190	35	1,538	100.00%	1,559	100.00%	-1.35%

Incidents by Category and Month

Jan 01, 2023 12:00 AM to Sep 05, 2024 08:42 AM

Incident Type Category	2024										2024		2023		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	6	9	5	9	7	12	12	5	1		66	4.00%	52	3.00%	26.92%
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0	0	0		0	0.00%	2	0.00%	-100.00%
3 - Rescue & Emergency Medical Service Incident	155	129	105	134	129	128	131	137	28		1,076	70.00%	1,116	72.00%	-3.58%
4 - Hazardous Condition (No Fire)	9	1	4	5	3	7	5	6	2		42	3.00%	34	2.00%	23.53%
5 - Service Call	3	2	2	7	4	4	4	4	0		30	2.00%	27	2.00%	11.11%
6 - Good Intent Call	27	18	17	18	16	22	12	21	2		153	10.00%	163	10.00%	-6.13%
7 - False Alarm & False Call	16	21	17	21	13	20	20	13	2		143	9.00%	137	9.00%	4.38%
8 - Severe Weather & Natural Disaster	0	0	1	1	0	4	0	0	0		6	0.00%	1	0.00%	500.00%
9 - Special Incident Type	0	2	2	4	1	5	4	4	0		22	1.00%	27	2.00%	-18.52%
Grand Total	216	182	153	199	173	202	188	190	35		1,538	100.00%	1,559	100.00%	-1.35%

Monthly Call Volume Year over Year

Jan 01, 2023 12:00 AM to Sep 05, 2024 08:46 AM

Month Name	2024		2023		YTD % Change
	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
January	216	14.00%	184	12.00%	17.39%
February	182	12.00%	161	10.00%	13.04%
March	153	10.00%	192	12.00%	-20.31%
April	199	13.00%	168	11.00%	18.45%
May	173	11.00%	205	13.00%	-15.61%
June	202	13.00%	209	13.00%	-3.35%
July	188	12.00%	225	14.00%	-16.44%
August	190	12.00%	181	12.00%	4.97%
September	36	2.00%	34	2.00%	5.88%
Grand Total	1,539	100.00%	1,559	100.00%	-1.28%

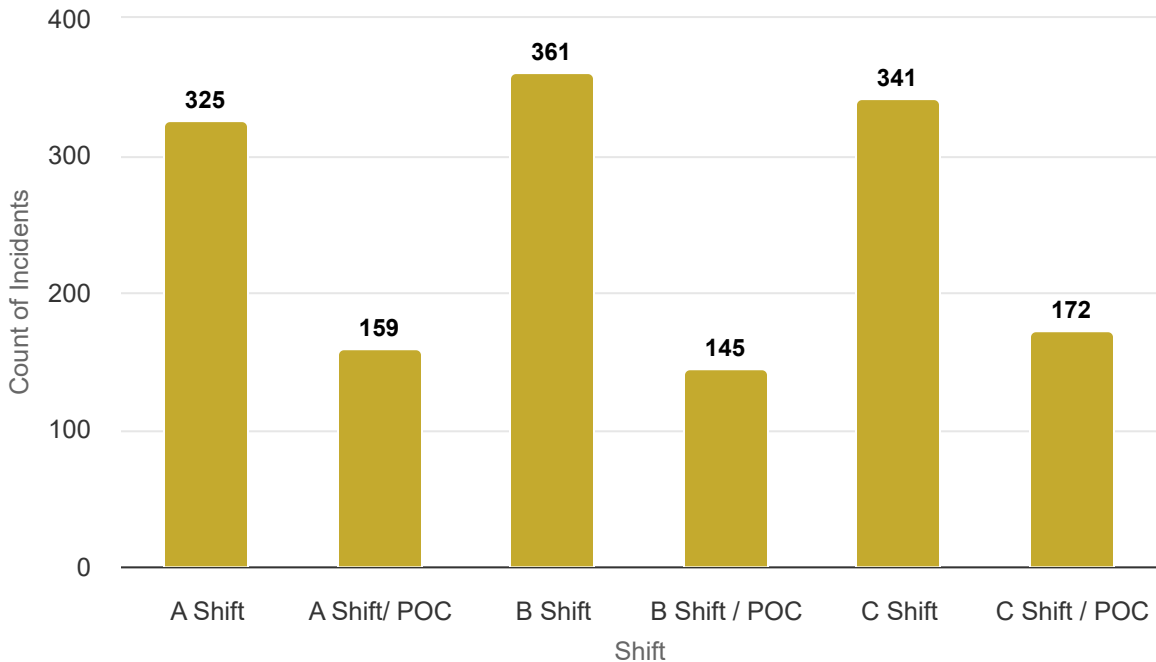
Jan 01, 2024 to Aug 31, 2024

Jan 01, 2024 to Aug 31, 2024

Day of Week

Incidents by Shift

Jan 01, 2024 to Aug 31, 2024



Aid Given and Received Summary

Jan 01, 2024 to Aug 31, 2024

Fire Department	Automatic Aid Given	% of Total Automatic Aid Given	Automatic Aid Received	% of Total Automatic Aid Received	Mutual Aid Given	% of Total Mutual Aid Given	Mutual Aid Received	% of Total Mutual Aid Received
Byron Township Fire Department	7	25.00%	4	12.90%	0	0.00%	19	21.84%
City of Kentwood Fire Department	11	39.29%	14	45.16%	0	0.00%	15	17.24%
City of Wyoming Fire Department	3	10.71%	3	9.68%	1	4.00%	4	4.60%
Dutton Fire Department	7	25.00%	10	32.26%	24	96.00%	49	56.32%
Overall	28	100.00%	31	100.00%	25	100.00%	87	100.00%

Calls in Progress

Jan 01, 2024 12:00 AM to Aug 31, 2024 11:59 PM

Calls in Progress	Occurrences	% of Occurrences	Hours	% of Hours
0 Calls In Progress	1,362	45.29%	5,312	90.71%
1 Call In Progress	1,497	49.78%	518	8.84%
2 Calls In Progress	142	4.72%	26	0.44%
3 Calls In Progress	6	0.20%	1	0.01%
Totals	3,007	100.00%	5,856	100.00%



Michelle LaJoye-Young
SHERIFF

Bryan Muir
UNDERSHERIFF

AUGUST 2024 GAINES TOWNSHIP REPORT

COMPLETED

- Traffic Enforcement 68th St
- Warrant Arrest 60th / Patterson
- Asst Dutton Mill resident with an ongoing egging issue
- Asst Southwood Manager with Tenant issue on Piedmont
- Held South Kent National Night Out
- Asst Grand MHP Manager with a problem tenant
- Traffic Enforcement 84th St
- Spent some time on the phone with Shirley Buursma
- Responded to a traffic hazard on Kalamazoo at 68th St
- Dealt with an E-bike issue in Stevens Pointe
- Asst Woodfield manager with an Air BnB tenant issue
- Dealt with a homeless male at Meijer causing problems
- Asst on an arrest on a subject at Pine Rest
- Deployed the speed trailer to Madison Ave and Sunbrook St
- Completed numerous sex offender verifications around the township
- Attended the Streams Community Event
- Asst on a search warrant execution on Lodgepole SE
- Participated in the Ada Bible Church Security training
- Responded to a hold up alarm on Division Ave
- Asst Dutton Christian with a traffic detail



- Asst on an arrest on Wayne St SE
- Attended the Dutton Mill Community night
- Dealt with a mental health issue at the Township Offices
- Attended the Township Movie in the Park event
- Held the quarterly Stevens Pointe Neighborhood meeting

UPCOMING

- Attend the Chamber luncheon
- Attend the Commonwealth Community breakfast
- Continued patrol of Rapids Dr
- Continued Sex offender verifications
- Train new Community Officer



**MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR 7:00 PM MEETING
August 12, 2024**

Present: Supervisor DeWard, Clerk Brew, Trustees Haagsma, Terpstra Staff: Manager Weersing

Absent with notice: Treasurer Lemke, Trustee Fryling, VanderStel

Opening prayer was given by Board Member DeWard and the Pledge of Allegiance was recited

1. The meeting was called to order at 7:03 p.m. by Board Member DeWard.

2. Question of Conflict of Interest

None

3. Review of the Consent Agenda.

None

4. Meeting Agenda

Motion by Board Member Haagsma and seconded by Board Member Terpstra to approve the proposed agenda.

VOICE VOTE: 4 Aye. 0 Nay. Motion carried on voice vote.

5. Communications ~ Non-action Informational Items

- a) July 2024 Building Department Revenue Report
- b) July 2024 Dutton Fire Run Report
- c) July 2024 Cutlerville Fire Run Report
- d) July 2024 Community Policing Officer's Report

6. Scheduled Speakers

Kent County District Library Annual Township Update was given.

7. Recognition of Individuals and/or Delegations for agenda and non-agenda items.

None.

8. Public Hearings

None.

9. Approval of the Consent Agenda

Motion by Board Member Haagsma and seconded by Board Member Terpstra to approve the Consent agenda including the July 08, 2024 and July 22, 2024 Township Board meeting minutes; General fund expenditures from 07/01/2024 through 07/31/2024 totaling \$117,357.82; Public Safety Special

Assessment District expenditures totaling \$162,891.03; Building inspections totaling \$28,544.31; Water and sewer fund expenditures \$39,579.05; and Treasurer's report for July 2024.

ROLL CALL VOTE: Board Member Haagsma - yes, Board Member Terpstra - yes, Board Member DeWard - yes, Board Member Brew - yes. Motion carried.

10. New Business

A. Monte Vista Plat Lot Line Adjustment Request

Motion by Board Member Haagsma and seconded by Board Member Terpstra to approve the resolution to modify the Planned Unit Development for Monte Vista Plat adjusting the lot line.

ROLL CALL VOTE: Board Member Haagsma - yes, Board Member Terpstra - yes, Board Member Brew - yes, Board Member DeWard - yes. Motion carried.

B. Dutton Cemetery Expansion Project

Motion by Board Member Haagsma and seconded by Board Member Terpstra to grant GVL Excavating the contract to expand the Dutton Cemetery.

ROLL CALL VOTE: Board Member Haagsma - yes, Board Member Terpstra - yes, Board Member Brew - yes, Board Member DeWard - yes. Motion carried.

C. Hiring of Deputy Fire Chief of Prevention / Fire Marshall

Motion by Board Member Terpstra and seconded by Board Member Haagsma to hire Patrick Quick as Deputy Chief of Prevention and Fire Marshall as recommended by the Personnel Committee and Fire Chief.

ROLL CALL VOTE: Board Member Terpstra - yes, Board Member Haagsma - yes, Board Member Brew - yes, Board Member DeWard - yes. Motion carried.

D. Special Event Liquor License Request

Motion by Board Member Terpstra and seconded by Board Member Haagsma to grant the Special Event Liquor License request and send the application to the Kent County Sheriff Patrol for the Hearts and Hooves event put on by Karin's Horse Connection on September 21, 2024 from 5:00 pm to 8:00 pm.

ROLL CALL VOTE: Board Member Terpstra - yes, Board Member Haagsma - yes, Board Member Brew - yes, Board Member DeWard - yes. Motion carried.

E. Identity and Fraud Protection

Motion by Board Member Haagsma and seconded by Board Member Terpstra to table the matter until the September 9, 2024 Regular Township Board meeting to allow other board members to evaluate and determine the need to add to the benefit package.

VOICE VOTE: 4 Aye. 0 Nay. Motion carried on voice vote.

F. Allocation of ARPA Funds

Motion by Board Member Haagsma and seconded by Board Member Terpstra to direct staff to create a detailed memo recommending actions to allocate the remaining ARPA funds to be presented to the Township Board for the September 09, 2024 Regular Township Board meeting.

VOICE VOTE: 4 Aye. 0 Nay. Motion carried on voice vote.

G. Set public hearing regarding Public Safety Special Assessment

Motion by Board Member Haagsma and seconded by Board Member Terpstra to set the Public Hearing regarding the Public Safety Special Assessment for the September 09, 2024 Regular Township Board meeting.

VOICE VOTE: 4 Aye. 0 Nay. Motion carried on voice vote.

H. Deputy Jason Vander Molen

Community Policing Officer Jason Vander Molen has received a promotion from the Kent County Sheriff Department and will no longer be in the position of Community Policing Officer.

11. Public Comments

Leoni Baier thanked the board for approving the Liquor License for Hearts and Hooves event.

12. Manager's comments

None.

13. Supervisor's comments.

None.

14. Trustees comments

None.

15. Adjournment

Supervisor DeWard adjourned the meeting at 07:54 p.m.

Michael Alex Brew, Clerk

Robert DeWard, Supervisor

09/03/2024

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP

GENERAL FUND

Check Date	Bank	Check #	Payee	Description	Amount
08/01/2024	GEN 2	33816#	AMAZON CAPITAL SERVICES	STORAGE BOXES	66.65
08/01/2024	GEN 2	33816	AMAZON CAPITAL SERVICES	LAPTOP CASE, 3 PACK MOUSE PAD	31.44
08/01/2024	GEN 2	33816	AMAZON CAPITAL SERVICES	100 PACK OF MAGNETIC NAME BADGE	63.99
08/01/2024	GEN 2	33816	AMAZON CAPITAL SERVICES	LAMINATING POUCHES	106.84
				CHECK GEN 2 33816 TOTAL FOR FUND 101:	268.92
08/01/2024	GEN 2	33817#	BURNHAM AND FLOWER AGENCY	NOTARY BOND FOR ROD WEERSING	50.00
08/01/2024	GEN 2	33817	BURNHAM AND FLOWER AGENCY	NOTARY BOND- HOLWERDA	50.00
				CHECK GEN 2 33817 TOTAL FOR FUND 101:	100.00
08/01/2024	GEN 2	33818	CHARTER COMMUNICATIONS	TELECOMMUNICATIONS	264.95
08/01/2024	GEN 2	33819	CHRIS HOLWERDA	CELL PHONE,MILEAGE	25.00
08/01/2024	GEN 2	33819	CHRIS HOLWERDA	CELL PHONE,MILEAGE	10.20
				CHECK GEN 2 33819 TOTAL FOR FUND 101:	35.20
08/01/2024	GEN 2	33820#	FNBO	MICHIGAN ASSOCIATION OF MUNICIPLE CLERKS, LUNCH,SNACKS	100.00
08/01/2024	GEN 2	33820	FNBO	MICHIGAN ASSOCIATION OF MUNICIPLE CLERKS, LUNCH,SNACKS	139.08
				CHECK GEN 2 33820 TOTAL FOR FUND 101:	239.08
08/01/2024	GEN 2	33821#	FNBO	MICHIGAN TWP'S PLANNING AND ZONING,BLADE REPLACEMENT, BOAR	238.06
08/01/2024	GEN 2	33821	FNBO	MICHIGAN TWP'S PLANNING AND ZONING,BLADE REPLACEMENT, BOAR	19.02
08/01/2024	GEN 2	33821	FNBO	MICHIGAN TWP'S PLANNING AND ZONING,BLADE REPLACEMENT, BOAR	93.00
				CHECK GEN 2 33821 TOTAL FOR FUND 101:	350.08
08/01/2024	GEN 2	33822	FNBO	MEALS,BOYNE MOUNTAIN RESORT,REGISTRATION	18.15
08/01/2024	GEN 2	33822	FNBO	MEALS,BOYNE MOUNTAIN RESORT,REGISTRATION	707.25
				CHECK GEN 2 33822 TOTAL FOR FUND 101:	725.40

08/01/2024	GEN 2	33823	FNBO	FUEL	256.25
08/01/2024	GEN 2	33825	FNBO	OIL, DECK BOARDS,GROUND CONTACT	188.09
08/01/2024	GEN 2	33828	KENT COUNTY CLERKS ASSOCIATION	KCCA ANNUAL PICNIC	60.00
08/01/2024	GEN 2	33830	LAMPHEAR SERVICE COMPANY INC	LABOR- HUMIDITY IN LOWER LEVEL MAINTENCE ROOM. ADJUSTED A/C FI	200.00
08/01/2024	GEN 2	33831	PLUMMERS DISPOSAL SERVICE	PT WHEELCHAIR ACCESSIBLE UNIT , PRAIRIE WOLF PARK	199.00
08/01/2024	GEN 2	33832	STARDUST THEATRE RENTALS	1/2 PD.AT 2/8. BALANCE OF PAYMENT FOR ENTERTAINMENT PACKAGE F	422.00
08/01/2024	GEN 2	33834	ULINE SHIPPING SUPPLY	3 12X24 RECLOSABLE BAG 500 /CT	626.18
08/09/2024	GEN 2	33836	123.NET	TELECOMMUNICATIONS	251.50
08/09/2024	GEN 2	33837#	AMAZON CAPITAL SERVICES	RECEIPT PAPER, PAPER TOWELS,INK PENS FILE FOLDERS POST IT NOTES	38.59
08/09/2024	GEN 2	33837	AMAZON CAPITAL SERVICES	KEY RING	4.99
08/09/2024	GEN 2	33837	AMAZON CAPITAL SERVICES	RECEIPT PAPER, PAPER TOWELS,INK PENS FILE FOLDERS POST IT NOTES	168.56
08/09/2024	GEN 2	33837	AMAZON CAPITAL SERVICES	DATE STAMPS (10)	139.00
				CHECK GEN 2 33837 TOTAL FOR FUND 101:	351.14
08/09/2024	GEN 2	33838#	ARROWASTE INC	GAINES TWP,TRASH PICKUP	160.94
08/09/2024	GEN 2	33838	ARROWASTE INC	MONTHLY CHARGE/FUEL FEE /BLAIN CEMETERY	63.80
08/09/2024	GEN 2	33838	ARROWASTE INC	LIBRARY, TRASH PICK UP	80.80
				CHECK GEN 2 33838 TOTAL FOR FUND 101:	305.54
08/09/2024	GEN 2	33839	BCTV	DIRECT TV AT&T, MI BELL (AT&T) ,CHARTER, COMCAST	9,927.52

08/09/2024	GEN 2	33840	BLACK RIVER HABITATS	HERBICIDE APPLICATION, GRASS TREATMENT,MOWING	1,300.00
08/09/2024	GEN 2	33841	BUSINESS SYSTEM SOLUTIONS, INC	IT SUPPORT FOR GENERAL ADMINISTTRATION,CFD, AND DFD	4,595.51
08/09/2024	GEN 2	33843	CINTAS	BLACK MATS	84.11
08/09/2024	GEN 2	33844#	CONSUMERS ENERGY	49511 LED LIGHT RD, STREET LIGHTS	59.42
08/09/2024	GEN 2	33844	CONSUMERS ENERGY	STREET LIGHTS,DUTTON	14,389.41
08/09/2024	GEN 2	33844	CONSUMERS ENERGY	49511 LED LIGHT RD,	3,641.99
08/09/2024	GEN 2	33844	CONSUMERS ENERGY	6883 DIVISION AVE S STLIGHT	95.21
08/09/2024	GEN 2	33844	CONSUMERS ENERGY	6455 DIV.AVE S STLIGHT	89.81
08/09/2024	GEN 2	33844	CONSUMERS ENERGY	6610 DIVISION AVE. ST	85.27
08/09/2024	GEN 2	33844	CONSUMERS ENERGY	1270 68TH ST SE, CEMETERY	30.45
08/09/2024	GEN 2	33844	CONSUMERS ENERGY	1270 68TH ST SE, CEMETERY	43.81
				CHECK GEN 2 33844 TOTAL FOR FUND 101:	18,435.37
08/09/2024	GEN 2	33845	EVERETT'S LANDSCAPE MANAGEMENT INC	LAWN MAINTENANCE	120.12
08/09/2024	GEN 2	33845	EVERETT'S LANDSCAPE MANAGEMENT INC	LAWN MAINTENANCE CONTRACT	1,172.12
				CHECK GEN 2 33845 TOTAL FOR FUND 101:	1,292.24
08/09/2024	GEN 2	33847#	GAINES TOWNSHIP SEWER FUND	TWP ,WATER AND SEWER	234.34
08/09/2024	GEN 2	33847	GAINES TOWNSHIP SEWER FUND	LIBRARY,WATER AND SEWER	116.06
				CHECK GEN 2 33847 TOTAL FOR FUND 101:	350.40
08/09/2024	GEN 2	33848	GREATAMERICA FINANCIAL SERVICES	CONTRACTED SERVICES	969.00
08/09/2024	GEN 2	33849	HORIZON COMMUNITY PLANNING LLC	TASK 2.3 FORMAL DRAFT	2,600.00
08/09/2024	GEN 2	33850	HUIZINGA LAWN SPRINKLING INC	LIBRARY, REPLACED BOTH SEALS	323.00

08/09/2024	GEN 2	33851#	JACK'S LAWN & SNOWPLOWING, INC	LANDSCAPE CONTRACT FOR GAINES TWP, WEEDING	2,333.57
08/09/2024	GEN 2	33851	JACK'S LAWN & SNOWPLOWING, INC	LIBRARY, LAND CONTRACT, WEEDING	584.33
				CHECK GEN 2 33851 TOTAL FOR FUND 101:	2,917.90
08/09/2024	GEN 2	33852	KENT COUNTY ROAD COMMISSION	GAINES TWP - PARTIAL DEPTH MILL AND FILL.	226,025.83
08/09/2024	GEN 2	33853	KEYES REFRIGERATION INC	DRINKING FOUNTAIN	275.99
08/09/2024	GEN 2	33854#	KIM TRIPLETT	PHONE, MILEAGE	15.61
08/09/2024	GEN 2	33854	KIM TRIPLETT	PHONE, MILEAGE	12.50
08/09/2024	GEN 2	33854	KIM TRIPLETT	PHONE, MILEAGE	15.61
08/09/2024	GEN 2	33854	KIM TRIPLETT	PHONE, MILEAGE	12.50
				CHECK GEN 2 33854 TOTAL FOR FUND 101:	56.22
08/09/2024	GEN 2	33855	LAMPHEAR SERVICE COMPANY INC	PUMPHOUSE HEATER REPAIR,	340.75
08/09/2024	GEN 2	33857	LYDIA HILTON	PRECINCT PICK UP ELECTION EQUIPMENT	37.50
08/09/2024	GEN 2	33858	MEDMUTUAL LIFE	HEALTH AND LIFE INSURANCE	470.91
08/09/2024	GEN 2	33859#	MEYERS CLEANING SERVICE INC	CLEANING FOR TWP AND LIBRARY	1,258.00
08/09/2024	GEN 2	33859	MEYERS CLEANING SERVICE INC	CLEANING FOR TWP AND LIBRARY	1,220.00
				CHECK GEN 2 33859 TOTAL FOR FUND 101:	2,478.00
08/09/2024	GEN 2	33860	MICHAEL BREW	MIKE BREW MILEAGE	121.94
08/09/2024	GEN 2	33861	NOAH HILTON	PICK UP ELECTION EQUIPMENT	37.50
08/09/2024	GEN 2	33862	PREMIER CAULKING	SKYLIGHT REPAIR	1,400.00

08/09/2024	GEN 2	33863#	T-MOBILE	TELECOMMUNICATIONS	43.20
08/09/2024	GEN 2	33863	T-MOBILE	TELECOMMUNICATIONS	43.20
08/09/2024	GEN 2	33863	T-MOBILE	TELECOMMUNICATIONS	21.60
08/09/2024	GEN 2	33863	T-MOBILE	TELECOMMUNICATIONS	38.60
08/09/2024	GEN 2	33863	T-MOBILE	TELECOMMUNICATIONS	236.30
08/09/2024	GEN 2	33863	T-MOBILE	TELECOMMUNICATIONS	21.60
08/09/2024	GEN 2	33863	T-MOBILE	TELECOMMUNICATIONS	43.20
				CHECK GEN 2 33863 TOTAL FOR FUND 101:	447.70
08/09/2024	GEN 2	33864#	THE SUN AND NEWS	DISPLAY FOR PUBLIC HEARING,PUBLIC ACCURACY TEST, NOTICE OF PUE	257.00
08/09/2024	GEN 2	33864	THE SUN AND NEWS	DISPLAY FOR PUBLIC HEARING,PUBLIC ACCURACY TEST, NOTICE OF PUE	270.00
08/09/2024	GEN 2	33864	THE SUN AND NEWS	DISPLAY FOR PUBLIC HEARING,PUBLIC ACCURACY TEST, NOTICE OF PUE	675.00
				CHECK GEN 2 33864 TOTAL FOR FUND 101:	1,202.00
08/09/2024	GEN 2	33865#	VRIESMAN & KORHORN LLC	0933 DUTTON CEMETERY IMPROVEMENT	3,075.10
08/09/2024	GEN 2	33865	VRIESMAN & KORHORN LLC	1214 BLAIN EXPANSION	62.00
08/09/2024	GEN 2	33865	VRIESMAN & KORHORN LLC	0085 MISCELLANEOUS ENGINEERING	898.37
08/09/2024	GEN 2	33865	VRIESMAN & KORHORN LLC	1372 68TH ST CHILD CARE	162.00
				CHECK GEN 2 33865 TOTAL FOR FUND 101:	4,197.47
08/09/2024	GEN 2	33866	WEST MICHIGAN DOCUMENT SHREDDING LL	96 GALLON TOTE	65.00
08/11/2024	GEN 2	33868	MCDONALD PLUMBING INC	421 68TH ST GAINES LIBRARY, DISCONNECT SPRINKLING FROM WELL TC	2,143.00
08/16/2024	GEN 2	33869#	AMAZON CAPITAL SERVICES	ROLLS LABEL HOLDER (2)	43.70
08/16/2024	GEN 2	33869	AMAZON CAPITAL SERVICES	STICKY NOTES	26.34
08/16/2024	GEN 2	33869	AMAZON CAPITAL SERVICES	1 GAL RUST STAIN REMOVER	39.47
				CHECK GEN 2 33869 TOTAL FOR FUND 101:	109.51
08/16/2024	GEN 2	33870	BETH WILDER	ELECTION DAY CLEANING/ AT HERITAGE BAPTIST CHURCH	175.00
08/16/2024	GEN 2	33871	BLUE CROSS HSA	VISION	181.14

08/16/2024	GEN 2	33872	CENTEC CAST METAL PRODUCTS	30 BRONZE MARKER U.S. VETERAN, 30 MARKER BRASS STAKES	1,328.26
08/16/2024	GEN 2	33873	CLARK HILL	LEGAL SERVICES RENDERED AND COST ADVANCED THROUGH JULY 31,2	275.00
08/16/2024	GEN 2	33875#	DELTA DENTAL	HEALTH AND LIFE INSURANCE	97.92
08/16/2024	GEN 2	33875	DELTA DENTAL	HEALTH AND LIFE INSURANCE	159.29
08/16/2024	GEN 2	33875	DELTA DENTAL	HEALTH AND LIFE INSURANCE	277.42
08/16/2024	GEN 2	33875	DELTA DENTAL	HEALTH AND LIFE INSURANCE	41.15
08/16/2024	GEN 2	33875	DELTA DENTAL	HEALTH AND LIFE INSURANCE	216.06
08/16/2024	GEN 2	33875	DELTA DENTAL	HEALTH AND LIFE INSURANCE	41.15
08/16/2024	GEN 2	33875	DELTA DENTAL	HEALTH AND LIFE INSURANCE	138.71
				CHECK GEN 2 33875 TOTAL FOR FUND 101:	971.70
08/16/2024	GEN 2	33876#	DJ'S LANDSCAPE MANAGEMENT	GAINES TWP OFFICES MONTHLY CONTRACT FOR AUGUST 2024	2,228.78
08/16/2024	GEN 2	33876	DJ'S LANDSCAPE MANAGEMENT	421 68TH ST., LIBRARY,MONTHLY CONTRACT	187.00
				CHECK GEN 2 33876 TOTAL FOR FUND 101:	2,415.78
08/16/2024	GEN 2	33877	FIRST UNUM LIFE INSURANCE COMPANY	HEALTH AND LIFE INSURANCE	1,468.64
08/16/2024	GEN 2	33878	GORDON WATER	5/ 5 GAL WATER, H/C COOLER RENT	47.54
08/16/2024	GEN 2	33879	IDA YOUNG	ELECTION MILEAGE	36.85
08/16/2024	GEN 2	33882	MICHIGAN ASSOCIATION OF PLANNING	PLANNING AND ZONING CONFERENCE ,GR MI. DAKOTA SWAN	440.00
08/16/2024	GEN 2	33882	MICHIGAN ASSOCIATION OF PLANNING	DAN WELLS MI ASSOCIATION OF PLANNING CONF.	440.00
				CHECK GEN 2 33882 TOTAL FOR FUND 101:	880.00
08/16/2024	GEN 2	33884	PITNEY BOWES GLOBAL FINANCIAL SRVCS	JUNE 30TH TO SEPT 29,2024, POSTAGE METER LEASE	558.84
08/16/2024	GEN 2	33886	WEST MICHIGAN DOCUMENT SHREDDING LL	SHREDDING SERVICE	40.00

08/23/2024	GEN 2	33888	AMAZON CAPITAL SERVICES	2 PACK POWER STRIP	23.98
08/23/2024	GEN 2	33888	AMAZON CAPITAL SERVICES	FLAGS	236.61
				CHECK GEN 2 33888 TOTAL FOR FUND 101:	260.59
08/23/2024	GEN 2	33889	BLOOM SLUGGETT	EMAIL/DRAFT NEW ZONING ORDINANCEWITH DAVE/REVIEW/REVIEW MA	514.50
08/23/2024	GEN 2	33891	DTE ENERGY	LIBRARY, NATURAL GAS	61.27
08/23/2024	GEN 2	33892	GAINES WATER & SEWER FUND	WELL SWITCH TO TOWNSHIP WATER	775.00
08/23/2024	GEN 2	33893	JAMES ZENAS	ASSESSOR, MEALS , MILEAGE ,MMA CONFERENCE	107.00
08/23/2024	GEN 2	33893	JAMES ZENAS	ASSESSOR, MEALS , MILEAGE ,MMA CONFERENCE	89.78
				CHECK GEN 2 33893 TOTAL FOR FUND 101:	196.78
08/23/2024	GEN 2	33894	KAREN GEHRLS	ASSESSING TECH, SUMMER CONFERENCE DINNER/MMA SUMMER CONF	36.59
08/23/2024	GEN 2	33894	KAREN GEHRLS	ASSESSING TECH, SUMMER CONFERENCE DINNER/MMA SUMMER CONF	23.46
				CHECK GEN 2 33894 TOTAL FOR FUND 101:	60.05
08/23/2024	GEN 2	33896	MAYNARDS WATER CONDITIONING LLC	12 40LB. SALT DELIVERED	189.60
08/23/2024	GEN 2	33897	MCDONALD PLUMBING	LIBRARY , INSTALLED AN ADDITIONAL METER	2,143.00
08/23/2024	GEN 2	33898#	MINER SUPPLY COMPANY	LINERS, MULTIFOLD TWL	161.17
08/23/2024	GEN 2	33898	MINER SUPPLY COMPANY	GAINES LIBRARY,421 68TH ST, TWL, TP	183.81
				CHECK GEN 2 33898 TOTAL FOR FUND 101:	344.98
08/23/2024	GEN 2	33900	STAR 2 STAR COMMUNICATIONS	TELECOMMUNICATIONS, TWP	888.06
08/23/2024	GEN 2	33901	WEST MICHIGAN REGIONAL CLERKS	FALL WORK SHOP/ CLERKS DEPT.	75.00

08/29/2024	GEN 2	33903	ASSOC. OF PUBLIC TREASURERS	MEMBERSHIP RENEWAL / LAURIE LEMKE	199.00
08/29/2024	GEN 2	33904	CHARTER COMMUNICATIONS	TWP TELECOMMUNICATIONS	264.95
08/29/2024	GEN 2	33905#	CHRIS HOLWERDA	CARD HOLDER,COUNTY AND STATE BOND FEE/PROCESSING/ NOTARY, C	13.99
08/29/2024	GEN 2	33905	CHRIS HOLWERDA	CARD HOLDER,COUNTY AND STATE BOND FEE/PROCESSING/ NOTARY, C	25.00
08/29/2024	GEN 2	33905	CHRIS HOLWERDA	CARD HOLDER,COUNTY AND STATE BOND FEE/PROCESSING/ NOTARY, C	20.17
				CHECK GEN 2 33905 TOTAL FOR FUND 101:	59.16
08/29/2024	GEN 2	33906#	CONSUMERS ENERGY	8555 KALAMAZOO AVE. SE /ELECTRIC	6,806.89
08/29/2024	GEN 2	33906	CONSUMERS ENERGY	THORNAPPLE FARMES PH1 /ELECTRIC STREERLIGHTS-CIAC, ELECTRIC S	2,919.00
08/29/2024	GEN 2	33906	CONSUMERS ENERGY	ELECTRIC STREETLIGHTS-CIAC/ ELEC. STREETLIGHTS-TRENCH , THORNA	636.00
08/29/2024	GEN 2	33906	CONSUMERS ENERGY	8397 KALAMAZOO AVE SE ST LT,	87.86
08/29/2024	GEN 2	33906	CONSUMERS ENERGY	7261 DIVISION AVE S ST LIGHT/ ELECTRIC	88.38
08/29/2024	GEN 2	33906	CONSUMERS ENERGY	7000 HANNA LAKE AVE SE / ELECTRIC/ DUTTON CEMETERY	28.93
08/29/2024	GEN 2	33906	CONSUMERS ENERGY	421 68TH ST SE, /ELECTRIC	1,337.33
				CHECK GEN 2 33906 TOTAL FOR FUND 101:	11,904.39
08/29/2024	GEN 2	33908	DTE ENERGY	TWP, NATURAL GAS	555.38
08/29/2024	GEN 2	33909	FNBO	MICHAGAN ASSESSOR ASSOCIATION,SOARING EAGLE HOTEL	983.94
08/29/2024	GEN 2	33910	FNBO	CRITTER CONTROL/TRAPPING SERVICE,REMOVED ANIMAL/LIBRARY	758.00
08/29/2024	GEN 2	33911	FNBO	GOVERNMENT FINANCE OFFICERS ASSOCIATION	150.00
08/29/2024	GEN 2	33912	FNBO	CEMETERY, FUEL	323.15
08/29/2024	GEN 2	33913	FNBO	WATER BOTTLES/CASE	13.50

08/29/2024	GEN 2	33914	FNBO	MEALS FOR AUGUST PRIMARY ELECTION WORKERS, ELECTION SUPPLIES	301.52
08/29/2024	GEN 2	33914	FNBO	MEALS FOR AUGUST PRIMARY ELECTION WORKERS, ELECTION SUPPLIES	4,327.50
				CHECK GEN 2 33914 TOTAL FOR FUND 101:	4,629.02
08/29/2024	GEN 2	33915#	FNBO	FUEL, BRUSH ATTACHMENT,WEED KILLER,SS TOILET	49.77
08/29/2024	GEN 2	33915	FNBO	FUEL, BRUSH ATTACHMENT,WEED KILLER,SS TOILET	109.00
08/29/2024	GEN 2	33915	FNBO	FUEL, BRUSH ATTACHMENT,WEED KILLER,SS TOILET	8.14
08/29/2024	GEN 2	33915	FNBO	FUEL, BRUSH ATTACHMENT,WEED KILLER,SS TOILET	40.03
08/29/2024	GEN 2	33915	FNBO	FUEL, BRUSH ATTACHMENT,WEED KILLER,SS TOILET	6.03
				CHECK GEN 2 33915 TOTAL FOR FUND 101:	212.97
08/29/2024	GEN 2	33916	INTERURBAN TRANSIT PARTNERSHIP	AUGUST 2024, CONTRACT SERVICE,49.20 RUAL LINEHAUL SERVICE	3,312.35
08/29/2024	GEN 2	33916	INTERURBAN TRANSIT PARTNERSHIP	CONTRACT SERVICE FOR AUGUST 2024, 7.75 HOURS RUAL GO BUS	678.37
				CHECK GEN 2 33916 TOTAL FOR FUND 101:	3,990.72
08/29/2024	GEN 2	33920	MICHAEL BREW	MILEAGE,,KCCA PICNIC,DOWNTOWN POST OFFICE,MAMC MT PLEASANT	241.87
08/29/2024	GEN 2	33923	STAPLES	MULTIPURPOSE PAPER	30.12
08/29/2024	GEN 2	33923	STAPLES	GEL PENS, BATTERIES,TAPE DISPENSER NOTE PADS	219.92
08/29/2024	GEN 2	33923	STAPLES	MULTIPURPOSE PAPER	60.24
				CHECK GEN 2 33923 TOTAL FOR FUND 101:	310.28
08/29/2024	GEN 2	33924	THYSSENKRUPP ELEVATOR CORP	FULL MAINTENANCE	2,666.64
08/29/2024	GEN 2	33925	US POSTMASTER	ELECTION POSTAGE	350.00
08/29/2024	GEN 2	33926#	VRIESMAN & KORHORN LLC	0933 DUTTON CEMETERY IMPROVEMENT	868.87
08/29/2024	GEN 2	33926	VRIESMAN & KORHORN LLC	0085 MISCELLANEOUS ENGINEERING	493.37
08/29/2024	GEN 2	33926	VRIESMAN & KORHORN LLC	1323 KPS SOUTHWOOD ELEMENTARY	162.00
				CHECK GEN 2 33926 TOTAL FOR FUND 101:	1,524.24
				Total for fund 101 GENERAL FUND	330,072.49

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

09/03/2024

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP
CHECK DATE FROM 08/01/2024 - 08/31/2024

Check Date	Bank	Check #	Payee	Description	Amount
08/01/2024	GEN 2	33815	ADVANCED RADIOLOGY SERVICES PC	73610- XRAY EXAM OF ANKLE, DFD	32.00
08/01/2024	GEN 2	33816	AMAZON CAPITAL SERVICES	PERSONALIZED RUBBER STAMP	13.97
08/01/2024	GEN 2	33824	FNBO	STARTER FLUID,SMART STRAW, SERP BELT	48.65
08/01/2024	GEN 2	33827	JX TRUCK CENTER	UNIT 36 TRUCK MAINTENANCE, FOR CFD	2,956.32
08/01/2024	GEN 2	33829	KENT COUNTY TREASURER	JUNE CP OFFICER, JUNE TWP LAW	111,140.93
08/01/2024	GEN 2	33833	THE SHYFT GROUP	CFD, TRUCK MAINTENANCE	9,050.61
08/01/2024	GEN 2	33835#	WEX BANK	CFD, DFD, FUEL	62.56
08/01/2024	GEN 2	33835	WEX BANK	CFD, DFD, FUEL	1,516.05
				CHECK GEN 2 33835 TOTAL FOR FUND 205:	1,578.61
08/09/2024	GEN 2	33838#	ARROWASTE INC	CFD /MONTHLY CHARGE/FUEL FEE	128.79
08/09/2024	GEN 2	33838	ARROWASTE INC	DFD ,MONTHLY CHARGE FOR TRASH PICK UP	53.52
				CHECK GEN 2 33838 TOTAL FOR FUND 205:	182.31
08/09/2024	GEN 2	33841#	BUSINESS SYSTEM SOLUTIONS, INC	IT SUPPORT FOR GENERAL ADMINISTRATION,CFD, A	1,121.45
08/09/2024	GEN 2	33841	BUSINESS SYSTEM SOLUTIONS, INC	IT SUPPORT FOR GENERAL ADMINISTRATION,CFD, A	485.00
				CHECK GEN 2 33841 TOTAL FOR FUND 205:	1,606.45
08/09/2024	GEN 2	33842	BYRON TOWNSHIP TREASURER	CFD,FIRE OPERATION AND MAINTENANCE	459.88
08/09/2024	GEN 2	33844	CONSUMERS ENERGY	CFD, ELECTRIC	1,273.21

08/09/2024	GEN 2	33846#	FNBO	CFD,PATCHES, ELECTRONICS, MOUNTING COMPON	470.00
08/09/2024	GEN 2	33846	FNBO	CFD,PATCHES, ELECTRONICS, MOUNTING COMPON	189.00
08/09/2024	GEN 2	33846	FNBO	CFD,PATCHES, ELECTRONICS, MOUNTING COMPON	519.81
08/09/2024	GEN 2	33846	FNBO	CFD,PATCHES, ELECTRONICS, MOUNTING COMPON	199.00
08/09/2024	GEN 2	33846	FNBO	CFD,PATCHES, ELECTRONICS, MOUNTING COMPON	470.00
				CHECK GEN 2 33846 TOTAL FOR FUND 205:	1,847.81
08/09/2024	GEN 2	33856	LAWN RX	CFD, SHRUB TRIMMING AND PRUNING	90.00
08/09/2024	GEN 2	33863#	T-MOBILE	TELECOMMUNICATIONS	494.79
08/09/2024	GEN 2	33863	T-MOBILE	TELECOMMUNICATIONS	85.70
				CHECK GEN 2 33863 TOTAL FOR FUND 205:	580.49
08/09/2024	GEN 2	33867#	WEX BANK	CFD, DFD FUEL	1,298.62
08/09/2024	GEN 2	33867	WEX BANK	CFD, DFD FUEL	24.23
				CHECK GEN 2 33867 TOTAL FOR FUND 205:	1,322.85

08/16/2024	GEN 2	33869#	AMAZON CAPITAL SERVICES	GUIDE BOOKS FOR CFD, DFC, FOR NEW FIRE MARSH	241.28
08/16/2024	GEN 2	33869	AMAZON CAPITAL SERVICES	AIR FRESHENER,TOILET FRESHENER	59.08
08/16/2024	GEN 2	33869	AMAZON CAPITAL SERVICES	TETHER BALLS AND ROPE SET, OUTDOOR GAME	21.99
08/16/2024	GEN 2	33869	AMAZON CAPITAL SERVICES	DUCT TAPE, BATTERIES, TETHER BALL SET	83.57
08/16/2024	GEN 2	33869	AMAZON CAPITAL SERVICES	DUCT TAPE, BATTERIES, TETHER BALL SET	37.12
08/16/2024	GEN 2	33869	AMAZON CAPITAL SERVICES	GUIDE BOOKS FOR CFD, DFC, FOR NEW FIRE MARSH	241.27
				CHECK GEN 2 33869 TOTAL FOR FUND 205:	684.31
08/16/2024	GEN 2	33874#	COMCAST	CFD TELECOMMUNICATIONS	323.78
08/16/2024	GEN 2	33874	COMCAST	DFD TELECOMMUNICATIONS	499.30
				CHECK GEN 2 33874 TOTAL FOR FUND 205:	823.08
08/16/2024	GEN 2	33875#	DELTA DENTAL	HEALTH AND LIFE INSURANCE	461.19
08/16/2024	GEN 2	33875	DELTA DENTAL	HEALTH AND LIFE INSURANCE	629.01
				CHECK GEN 2 33875 TOTAL FOR FUND 205:	1,090.20
08/16/2024	GEN 2	33880	KLEYN MOBILE REPAIR LLC	GREASE TAK-4 SUSPENSION FOR DFD ENGINE 67-23	363.92
08/16/2024	GEN 2	33881	LHM TANK,INC	LEAK REPAIR,REPAIR OF ALL BROKEN BAFFLES, REPA	3,985.23
08/16/2024	GEN 2	33883	PENN CARE, INC	MEDICAL SUPPLIES	106.22
08/16/2024	GEN 2	33883	PENN CARE, INC	TEST STRIPS BOX OF 50, FOR DFD	37.40
				CHECK GEN 2 33883 TOTAL FOR FUND 205:	143.62
08/16/2024	GEN 2	33885	PURITY CYLINDER GASES INC	MEDICAL PORTABLE,	15.73

08/16/2024	GEN 2	33887	WEST SHORE FIRE INC	REPAIR CYLINDER	650.00
08/23/2024	GEN 2	33891#	DTE ENERGY	CFD, NATURAL GAS	68.86
08/23/2024	GEN 2	33891	DTE ENERGY	DFD, NATURAL GAS	83.71
				CHECK GEN 2 33891 TOTAL FOR FUND 205:	152.57
08/23/2024	GEN 2	33895	KENT COUNTY TREASURER	GAINES CP OFFICER, TWP LAW	121,395.23
08/23/2024	GEN 2	33900	STAR 2 STAR COMMUNICATIONS	DFD, TELECOMMUNICATIONS	469.69
08/29/2024	GEN 2	33902	AMAZON CAPITAL SERVICES	CFD FIREMAN"S SCBA RESPIRATOR ,ALUMINUM FOIL	4.27
08/29/2024	GEN 2	33902	AMAZON CAPITAL SERVICES	CFD FIREMAN"S SCBA RESPIRATOR ,ALUMINUM FOIL	145.80
				CHECK GEN 2 33902 TOTAL FOR FUND 205:	150.07
08/29/2024	GEN 2	33906	CONSUMERS ENERGY	3471 68TH ST /ELECTRIC / DFD	1,491.37
08/29/2024	GEN 2	33907	COREWELL HEALTH	PHYSICAL EXAM, C CZAICA	541.00
08/29/2024	GEN 2	33917	LAIR INVESTIGATIONS	PRE-EMPLOYMENT BACKGROUND	170.00
08/29/2024	GEN 2	33918	MACQUEEN EMERGENCY	HELMETS FOR CFD	465.63
08/29/2024	GEN 2	33919	MENARDS- WYOMING	RU W&G CONC 64OZ	40.68
08/29/2024	GEN 2	33921	PHASE 3 GRAPHICS	BUSINESS CARDS FOR MR. QUICK	61.88
08/29/2024	GEN 2	33922	PHOENIX SAFETY OUTFITTERS	CFD COAT RENTAL	50.00
08/29/2024	GEN 2	33927	WEX BANK	FUEL,, OTHER PURCHASES	2,065.85
				Total for fund 205 PUBLIC SAFETY SAD	266,994.15

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

09/03/2024

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP
CHECK DATE FROM 08/01/2024 - 08/31/2024

Check Date	Bank	Check #	Payee	Description	Amount
08/01/2024	GEN 2	33826	JOHN STUYFZAND	MILEAGE	329.64
08/01/2024	GEN 2	33826	JOHN STUYFZAND	MILEAGE	361.11
08/01/2024	GEN 2	33826	JOHN STUYFZAND	MILEAGE	301.50
				CHECK GEN 2 33826 TOTAL FOR FUND 549:	992.25
08/09/2024	GEN 2	33863	T-MOBILE	TELECOMMUNICATIONS	21.60
08/16/2024	GEN 2	33875	DELTA DENTAL	HEALTH AND LIFE INSURANCE	82.30
08/23/2024	GEN 2	33890	CODE OFFICIALS CONFERENCE OF MI	2024 FALL CONFERENCE / BUILDING AND MECHANIC	370.00
08/23/2024	GEN 2	33899	PROFESSIONAL CODE INSPECTIONS INC	TOTAL INSPECTIONS, BUILDING, MECHANICAL, & PLI	15,334.56
				Total for fund 549 BUILDING INSPECTIONS DEPT	16,800.71

08/27/2024 07:13 PM
User: TRACY
DB: Gaines Township

CHECK REGISTER FOR GAINES CHARTER TOWNSHIP
CHECK DATE FROM 08/01/2024 - 08/31/2024

Page: 1/1

Check Date	Check	Vendor Name	Description	Amount
Bank WSK2 WATER/SEWER CHECKING				
08/14/2024	5808	AMAZON CAPITAL SERVICES	NEW BATTERY FOR HANDHELD READER	45.99
			MONITOR PRIVACY SCREENS, PUSH PINS, CORR	79.68
				<u>125.67</u>
08/14/2024	5809	BS & A SOFTWARE	ONLINE SERVICES & MR ANNUAL SUPPORT 8/1/	2,055.50
08/14/2024	5810	BYRON GAINES UTILITY AUTHORITY	OP EXP, PAYROLL, INSP JULY 24	45,705.04
			OP EXP, PAYROLL, INSP JUNE 24	44,997.14
			OP, CAP EXP, METERS & MXU'S JUNE 24	90,162.96
			WYOMING WATER & SEWER USAGE JUNE 24	289,417.82
				<u>470,282.96</u>
08/14/2024	5811	BYRON TOWNSHIP WATER & SEWER	REIMB BYRON BG6 FENCING 50/50 SPLIT OF C	9,093.00
08/14/2024	5812	CLIMER, DAVID	UB refund for account: SFCT-001489-0000-	11.04
08/14/2024	5813	EXTEND YOUR REACH	AUGUST BILLING, ADDITIONAL POSTAGE	3,409.82
08/14/2024	5814	TRACY LAWRENCE	TRACY JULY 2024 MILEAGE	29.48
08/14/2024	5815	VRIESMAN & KORHORN	KPS SOUTHWOOD ELEM	405.00
			DUTTON CENTER	324.00
			WATER/SEWER ADMIN	162.00
			DUTTON CHR MIDDLE SCHOOL	81.00
			RIVER BIRCH PH 4	81.00
			ALLIANCE BEVERAGE PH 2	81.00
			PRAIRIE WOLF STATION	324.00
			ALEXANDER TRAILS	567.00
			STORAGE TANK	2,206.00
			GPS UTILITY PICKUP	302.71
			MISC WATER SYS	225.00
				<u>4,758.71</u>
08/14/2024	5816	FIRST NATIONAL BANK OF OMAHA	TRACY'S OFFICE CHAIR PD USING ROD'S CC	645.00
08/27/2024	5817	AMAZON CAPITAL SERVICES	DUAL ARM MONITOR STAND, BLUE PERMIT PAPE	39.64
			ELECTRIC STANDING DESK FOR KR	249.00
				<u>288.64</u>
08/27/2024	5818	APPLIED INNOVATION	TRACY PRINTER MAINT CONTRACT 8/22/24-11/	172.35
08/27/2024	5819	BARNES, STEVEN & MICHELE	REFUND FOR ACCT: PARA-006735-0000-01	35.79
08/27/2024	5820	BYRON GAINES UTILITY AUTHORITY	WYOMING W&S JULY 2024	339,794.02
			OP EXP, CAP EXP, METERS JULY 24	30,357.96
			WYOMING REVISED JUNE BILLING FOR UNMETER	699.24
			GR SEWER USAGE JULY 24	15,901.99
				<u>386,753.21</u>
WSCK2 TOTALS:				
Total of 13 Checks:				877,661.17
Less 0 Void Checks:				0.00
Total of 13 Disbursements:				<u>877,661.17</u>

GAINES CHARTER TOWNSHIP

LAURIE J LEMKE, TREASURER

CASH, INVESTMENTS; CD'S , MM AND POOL ACCOUNTS

July of 2024

Bank	Type	Amount	APR	Term	Maturity Date
GENERAL FUND					
Macatawa Checking	Ckg	\$ 2,741,269.31			
Opioid Settlement	Assigned	\$ 12,358.49			
Sidewalk & Trails	Assigned	\$ 15,765.75			
CFD - Truck Fund	Assigned	\$ 400,000.00			
DFD - Equip Fund	Assigned	\$ 1,000.00			
Cemetery	Assigned	\$ 10,000.00			
Township Hall & Grounds	Assigned	\$ 44,129.00			
Division Ave. Improvements	Assigned	\$ 24,000.69			
Total General Fund Checking		\$ 3,248,523.24	4.07%		
Macatawa MM Savings					
Building Department	Restricted	\$ 2,086,515.00			
Streetlights	Restricted	\$ 161,826.00			
Interest Paid to Date		\$ 20,335.16			
	127409	\$ 2,268,676.16	4.07%		
Investments					
Kent Co. Pool - General	Pooled	\$ 1,202,552.69	4.08%		
Michigan Class	Pooled	\$ 1,841,638.89	5.40%		
Consumers Credit Union	CD	\$ 318,925.71	4.50%	18 Mos.	10.4.2024
CIBC	CD	\$ 550,000.00	5.07%	12 Mos.	6.4.2025
		\$ 3,363,117.29			
GENERAL FUND TOTAL		\$ 8,880,316.69			
Kent Co. Pool - ARPA Funds	Pooled	\$ 2,240,368.53	4.08%		
DIVISION AVE CORRIDOR		\$ 21,324.03			
TRUST & AGENCY		\$ 84,330.58			
TAX FUND		\$ 2,892,761.31			
PETTY CASH		\$ 256.25			

WATER & SEWER					
Bank		Amount	APY	Term	Maturity Date
Macatawa Bank	Checking	\$ 1,537,952.20	4.07%		
Kent Co. Pool	Pooled	\$ 9,757,087.33	4.08%		
Michigan Class	Pooled	\$ 1,712,584.68	5.40%		
Consumers Credit Union	Share	\$ 27.74			
Consumers Credit Union	MMM	\$ 376,746.93	3.50%		
Huntington Investments	Meeder PF	\$-			
CIBC USA Bank	CD	\$ 1,013,066.66	5.40%	365 Days	8.9.2024
Horizon	CD	\$ 1,081,139.20	5.06%	365 Days	9.19.2024
Mercantile Bank of MI	CD	\$ 1,056,422.64	5.25%	365 Days	10.23.2024
Flagstar Bank	CD	\$ 1,029,019.47	5.08%	12 Months	11.7.2024
First National Bank of A	CD	\$ 535,246.70	4.40%	18 Months	12.17.2024
West MI Community Bank	CD	\$ 789,381.68	5.05%	210 Days	2.15.2025
Flagstar Bank	CD	\$ 1,059,556.17	5.08%	17 Months	3.3.2025
Macatawa Bank	CD	\$ 779,535.61	4.31%	13 Months	3.17.2025
Michigan First CU	CD/Share	\$ 751,259.04	5.15%	12 Months	3.21.2025
Choice One Bank	CD	\$ 762,340.86	5.12%	12 Months	4.10.2025
Horizon Bank	CD	\$ 615,258.72	4.89%	12 Months	5.13.2025
Union Bank	CD	\$ 800,000.00	5.25%	12 Months	5.22.2025
Choice One Bank	CD	\$ 1,054,271.07	5.12%	12 Months	6.1.2025
West MI Community Bank	CD	\$ 531,621.58	5.20%	365 Days	6.6.2025
Restricted W&S Fees	Committed	\$ 25,242,518.28			

To the Board of Trustees of Gaines Township,

9/5/24

I am requesting permission to serve/sell alcohol at a Fall Festival I will be hosting on my family farm on October 19, 2024. The purpose of the event is to raise awareness about and funds for the non-profits No More Sidelines, kent county and Grace and Truth, both of which are based on my farm. These organizations provide social interaction, education, and respite for families with disabled members.

We have successfully hosted similar events in the past and will follow all guidelines laid out by the licensing agency and the township.

Thank you for your consideration.

Doretta D. Anema
Exec. Director, Grace and Truth
No More Sidelines, kent county



Michelle LaJoye-Young
SHERIFF

Bryan Muir
UNDERSHERIFF

**LOCAL GOVERNING BODY
RECOMMENDATION FOR SPECIAL LICENSE**

Applicant Name: _____

Address: _____

To be held at: _____

Date: _____

For the sale of: _____

To the Sheriff of Kent County:

As the governing body of _____,

it is our opinion the issuing of this license would not conflict with any local ordinance and

hereby request your approval.

Signed: _____

Title: _____

Date: _____



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Special License Application

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 1 - Applicant Organization Information

Applicant organization name: Grace and Truth for the Soul--A Ministry for Hurting Christians		
Applicant address: 10388 Kalamazoo Ave.		
City: Caledonia		Zip Code: 49316
Contact name: Doretta Anema	Phone: 616-308-8493	Email: ddanema@aol.com
Alternate contact name:	Phone:	Email:
1. Has the applicant organization previously received a Special License? ☒ Yes ☐ No		Leave Blank - MLCC Use Only
<i>Michigan organizations must provide current articles of incorporation filed with Michigan Corporations Division.</i>		
<i>Out-of-state organizations must provide: (a) current articles of incorporation from state of issuance; (b) current certificate of good standing from state of incorporation; and (c) current Certificate of Authority to Transact Business in Michigan issued by the Michigan Corporations Division.</i>		
2. Has the applicant organization been established for one (1) year or longer? ☒ Yes ☐ No		
Date the applicant organization was established (month/day/year): July 6, 2020		
3. Is the applicant organization a municipality? ☐ Yes ☒ No		

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: 10388 Kalamazoo ave	
City, township, or village where event will be held: Caledonia	County: Kent
1. Will you submit your completed application at least ten (10) business days before your event? <i>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</i> ☒ Yes ☐ No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location? ☒ Yes ☐ No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5) ☒ Yes ☐ No	
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5) ☐ Yes ☒ No	
5. Is the event location outdoors or partially outdoors? ☒ Yes ☐ No	
If Yes, list the exact dimensions of the outdoor area: Submit a clear diagram of the outdoor service area with your application form.	
200	100
Width	Length
feet X feet = square feet	
Describe type and height of the barrier that will be used to enclose the outdoor area: rope fencing, 3 feet high	
6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons: Licensed bar tenders and plain clothes security for crowd monitoring.	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? ☐ Yes ☒ No
If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? ☐ Yes ☒ No
If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine? ☒ Yes ☐ No
If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

10. Will marijuana be sold and consumed under a Temporary Marihuana Event License issued by the Cannabis Regulatory Agency (CRA) within the proposed event area where alcoholic liquor will be sold and consumed? ☐ Yes ☒ No

11. Is the event location within the commons area of a Social District? ☐ Yes ☒ No
If Yes, you must obtain written documentation from the local governmental unit, including a clear diagram, that delineates the part of the commons area of the Social District to be used exclusively for your event and the part to be used exclusively by the Social District permittees during the time period for your event pursuant to [MCL 436.1551\(3\)](#). Submit the documentation and the diagram with this application.

12. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date.** If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

1	September 9, 2024	Describe event being held: Outdoor Jazz concert for families and donations for non-profit <i>Fall Festival</i>	
	Date		
	4:00pm 9:00pm	Special License will be used for: ☒ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☒ Wine Auction	
	Start Time End Time	Is this date a Sunday? ☐ Yes ☒ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

2	September 16, 2024	Describe event being held: Outdoor Jazz concert for families and donations for non-profit (this is the rain date for the September 9 scheduled event)	
	Date		
	4:00pm 9:00pm	Special License will be used for: ☒ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☒ Wine Auction	
	Start Time End Time	Is this date a Sunday? ☐ Yes ☒ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

3		Describe event being held:	
	Date		
		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

4		Describe event being held:	
	Date		
		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

5		Describe event being held:	
	Date		
		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

6		Describe event being held:	
	Date		
		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

12. Special license date information Continued from Page 2.

7			Describe event being held:	
	Date		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

8			Describe event being held:	
	Date		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

LCC-110 (01-23)

9			Describe event being held:	
	Date		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

10			Describe event being held:	
	Date		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

11			Describe event being held:	
	Date		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

12			Describe event being held:	
	Date		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4

For Organizations established less than one year or are municipalities - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

For Organizations established one year or more - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

Part 3 Continued - Special License Fees Calculation

Special License Base Fee: <i>(per Special License requested)</i>	\$ 25-
x Number of Special Licenses:	1
= Special License Fees: <i>MLCC Fee Code: 4008</i>	\$ 25-
+ Sunday Sales Permit (P.M.) Fees: <i>MLCC Fee Code: 4032</i>	NA
+ Sunday Sales Permit (A.M.) Fee: <i>MLCC Fee Code: 4033</i>	NA
= TOTAL FEES DUE:	\$ 25-

If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

**Make checks payable to:
State of Michigan**

Leave Blank - MLCC Use Only

Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized. Political candidates only need to sign the president section and have it notarized.

By signing below the applicant organization's officers attest that:

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of our knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. We also understand that providing **false or fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Print Name and Phone Number of President

Signature of President

Date

Print Name of Notary

Signature of Notary

Date

Notary Public, State of Michigan, County of

Acting in the County of

My commission expires

Print Name and Phone Number of Secretary

Signature of Secretary

Date

Print Name of Notary

Signature of Notary

Date

Notary Public, State of Michigan, County of

Acting in the County of

My commission expires

Part 5 - Local Law Enforcement Approval*

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency:	
Name & title of reviewing officer:	
Phone number of officer:	Email of officer:
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? ☐ Yes ☐ No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? ☐ Yes ☐ No	
I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.	
Signature of Reviewing Officer _____ Date _____	

Part 6 - Church/School Consent (If Applicable)*

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school: <i>NA</i>	
Address of church or school:	
City:	Zip Code:
Phone number:	Email:
Name of clergy member or superintendent:	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.	
Signature of Clergy Member or Superintendent _____ Date _____	

***Please note: the Commission has the sole and only right to approve or deny this request for a Special License.**

Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.	
Signature of Authorized Signer for Licensee _____ Date _____	



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License
(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☐ Regular ☒ Special meeting of the ☐ Membership ☒ Board of Directors

called to order by Doretta Anema on August 1, 2024 at 5:00pm
(Date) (Time)

the following resolution was offered:

Moved by Jami Dunbar and supported by Doretta Anema

that the application from Grace and Truth for the Soul--A Ministry for Hurting Christians
(Name of Organization)

for a Special License to serve alcohol on September 9 and September 16, 2024
(Event Date or Dates)

to be located at 10388 Kalamazoo Ave. Caledonia, MI 49316
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be Recommended for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: 2

Nays: 0

Absent: 1

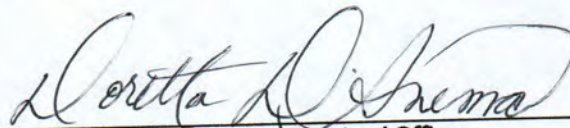
Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☒ Board of Directors at a ☐ Regular ☐ Special meeting held on Aug 1, 2024
(Date)

Doretta Anema, President

Print Name & Title of Authorized Officer



Signature of Authorized Officer

August 1, 2024

Date

Wine Auction Special License Wine Donation Record

List the name and address of each person that has donated wine to the applicant organization for the wine auction and list the brand(s) and quantity donated. The applicant organization shall not accept donations of wine from a business licensed by the Michigan Liquor Control Commission. An authorized officer of the applicant organization must sign this donation record form.

[illegible]

Signature of Authorized Officer

I hereby certify that all persons listed above have donated wine to the applicant organization listed above for this wine auction, to be conducted pursuant to the Michigan Liquor Control Code, MCL 436.1527. The persons listed above have donated wine to the applicant organization as individuals and not for or on behalf of any retail or nonretail business licensed by the Michigan Liquor Control Commission.

Doretha D. Arema
Print Name of Authorized Officer


Signature of Authorized Officer

8-8-24
Date

PARKING

Horse Feeding

Wine for Auction

Wine BAR

PASTURE

BARN

No Alcohol here

No Alcohol here

300 ft

100 ft

x

Food and JARS BRAND Mouse



MEMO

Staff Communication

DATE: September 9th, 2024

TO: Gaines Charter Township Board of Trustees

FROM: Dan Wells, Community Development Director

RE: Alexander Trails-Phase 1 Tentative Preliminary Plat

SUMMARY OF TOPIC:

The applicant requests a tentative preliminary plat (TPP) review for Alexander Trails Phase 1. This TPP covers a 13.1 acre portion of the property, the overall property is 149.19 acres. Overall, 25 residential lots (numbers 1-25) are proposed along with public roads and public utilities. The parcel sizes and setbacks are determined by the Alexander Trails PUD site plan, as amended.

Surrounding zoning:

	NORTH: PUD	
WEST: PUD	SUBJECT PARCEL	EAST: PUD
	SOUTH: Ag/Rural Residential	

FINANCIAL IMPACT:

The project is not anticipated to have a negative financial impact on the Township. The applicant bears costs associated with the review process through administrative and escrow review fees. Water and sewer extension and connections, road construction, and stormwater management improvements will be at the expense of the developer. Tax revenue will increase with the improvement of the property.

BUDGET ACTION REQUIRED:

N/A.

REVIEW:

The Gaines Charter Township Planning Commission reviewed the TPP and recommended approval on August 22nd, 2024. The Planning Commission found that the TPP met the standards for compliance with zoning regulations under the PUD, variety of house types, landscaping, sidewalks, lighting, and utilities. They also recommended four conditions (see below).

STAFF RECOMMENDATION:

The Township Board must approve, approve with conditions, or deny the preliminary plat within 90 days of being received by the Clerk (July 25th, 2024), this being October 23, 2024.

Tentative Preliminary Plat approval is recommended with the following conditions:

1. Staff shall confirm that no less than four house models that meet the requirements of the GCTZO Section 6.4 A are built within the plat.
2. Staff shall enforce the street tree requirement of the GCTZO Section 16.13 A at the time of final plat consideration.
3. The applicant must request the creation of a Street Light Assessment District before applying for residential building permits.
4. The applicant must adhere to all review comments provided by the Township Engineer and Fire Inspector.

PREPARED FOR:
Signature Land Development Corp.
Attention: Michael McGraw
1188 East Paris Ave SE
Suite 100
Grand Rapids, MI 49546
Phone: 616.455.0200

REVISIONS:
Title: Tentative Preliminary Plat Submittal
Drawn: JMW/S Checked: RP Date: 2/29/24
Title: Tentative Preliminary Plat Submittal
Drawn: JMW/S Checked: RP Date: 6/20/24

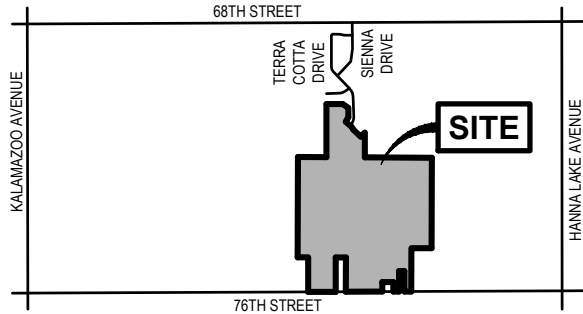
ALEXANDER TRAILS
TENTATIVE PRELIMINARY PLAT
PHASE 1 PLAT / PHASE 2 PLAT / PHASE 1 CONDOS
Overall Site Layout Plan
PART OF SECTION 10, T5N, R10W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

STAMP:

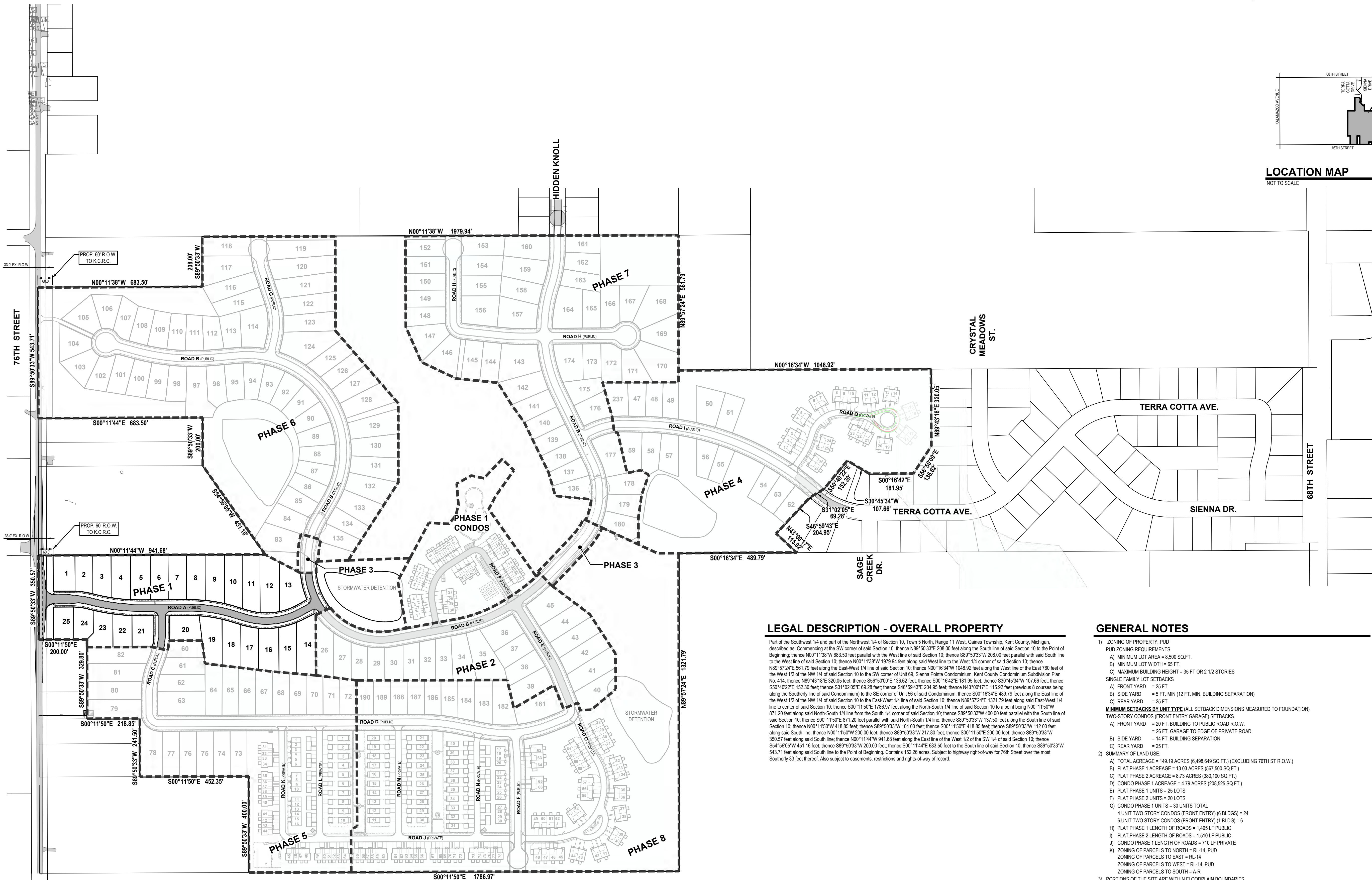
Scott A. Hendges
License No. 4001047953
PROFESSIONAL ENGINEER
STATE OF MICHIGAN

PROJECT NO:
17400405

SHEET NO:
C-101



LOCATION MAP
NOT TO SCALE



LEGAL DESCRIPTION - OVERALL PROPERTY

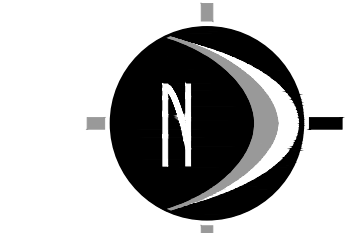
Part of the Southwest 1/4 and part of the Northwest 1/4 of Section 10, Town 5 North, Range 11 West, Gaines Township, Kent County, Michigan, described as: Commencing at the SW corner of said Section 10; thence N89°50'33"W 208.00 feet along the South line of said Section 10 to the Point of Beginning; thence N00°11'38"W 683.50 feet parallel with the West line of said Section 10; thence S89°50'33"W 208.00 feet parallel with said South line to the West line of said Section 10; thence N00°11'38"W 1979.94 feet along said West line to the West 1/4 corner of said Section 10; thence N89°57'24"E 561.79 feet along the East-West 1/4 line of said Section 10; thence N00°16'34"W 1048.92 feet along the West line of the East 760 feet of the West 1/2 of the NW 1/4 of said Section 10 to the SW corner of Unit 69, Sienna Pointe Condominium, Kent County Condominium Subdivision Plan No. 414; thence N89°43'18"E 320.05 feet; thence S56°56'00"E 136.62 feet; thence S00°16'42"E 181.95 feet; thence S30°45'34"W 107.66 feet; thence S50°40'22"E 152.30 feet; thence S31°02'05"E 69.28 feet; thence S46°59'43"E 204.95 feet; thence N43°00'17"E 115.92 feet (previous 8 courses being along the Southern line of said Condominium) to the SE corner of Unit 56 of said Condominium; thence S00°16'34"E 489.79 feet along the East line of the West 1/2 of the NW 1/4 of said Section 10 to the East-West 1/4 line of said Section 10; thence N89°57'24"E 121.79 feet along said East-West 1/4 line to center of said Section 10; thence S00°11'50"E 1786.97 feet along the North-South 1/4 line of said Section 10 to a point being N00°11'50"W 871.20 feet along said North-South 1/4 line from the South 1/4 corner of said Section 10; thence S89°50'33"W 400.00 feet parallel with the South line of said Section 10; thence S00°11'50"E 871.20 feet parallel with said North-South 1/4 line; thence S89°50'33"W 121.50 feet along the South line of said Section 10; thence N00°11'50"W 418.85 feet; thence S89°50'33"W 104.00 feet; thence S00°11'50"E 418.85 feet; thence S89°50'33"W 112.00 feet along said South line; thence N00°11'50"W 200.00 feet; thence S89°50'33"W 217.80 feet; thence S00°11'50"E 200.00 feet; thence S89°50'33"W 350.51 feet along said South line; thence N00°11'44"W 941.68 feet along the East line of the West 1/2 of the SW 1/4 of said Section 10; thence S84°56'03"W 451.16 feet; thence S89°50'33"W 200.00 feet; thence S00°11'44"E 683.50 feet to the South line of said Section 10; thence S89°50'33"W 543.71 feet along said South line to the Point of Beginning. Contains 152.26 acres. Subject to highway right-of-way for 76th Street over the most Southerly 33 feet thereof. Also subject to easements, restrictions and rights-of-way of record.

GENERAL NOTES

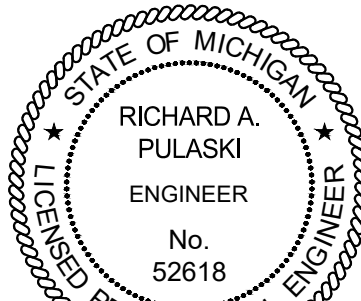
- ZONING OF PROPERTY: PUD
PUD ZONING REQUIREMENTS
A) MINIMUM LOT AREA = 8,500 SQ. FT.
B) MINIMUM LOT WIDTH = 66 FT.
C) MAXIMUM BUILDING HEIGHT = 35 FT OR 2 1/2 STORIES
SINGLE FAMILY LOT SETBACKS
A) FRONT YARD = 25 FT.
B) SIDE YARD = 5 FT. MIN (1/2 FT. MIN. BUILDING SEPARATION)
C) REAR YARD = 25 FT.
MINIMUM SETBACKS BY UNIT TYPE (ALL SETBACK DIMENSIONS MEASURED TO FOUNDATION)
TWO-STORY CONDOS (FRONT ENTRY GARAGE) SETBACKS
A) FRONT YARD = 20 FT. BUILDING TO PUBLIC ROAD R.O.W.
= 26 FT. GARAGE TO EDGE OF PRIVATE ROAD
B) SIDE YARD = 14 FT. BUILDING SEPARATION
C) REAR YARD = 25 FT.
2) SUMMARY OF LAND USE:
A) TOTAL ACREAGE = 149.19 ACRES (6,498,649 SQ. FT.) (EXCLUDING 76TH ST R.O.W.)
B) PLAT PHASE 1 ACREAGE = 13.03 ACRES (567,500 SQ. FT.)
C) PLAT PHASE 2 ACREAGE = 8.73 ACRES (380,100 SQ. FT.)
D) CONDO PHASE 1 ACREAGE = 4.75 ACRES (208,526 SQ. FT.)
E) PLAT PHASE 1 UNITS = 26 LOTS
F) PLAT PHASE 2 UNITS = 20 LOTS
G) CONDO PHASE 1 UNITS = 30 UNITS TOTAL
4 UNIT TWO STORY CONDOS (FRONT ENTRY) (6 BLDGS) = 24
6 UNIT TWO STORY CONDOS (FRONT ENTRY) (1 BLDG) = 6
H) PLAT PHASE 1 LENGTH OF ROADS = 1,485 LF PUBLIC
I) PLAT PHASE 2 LENGTH OF ROADS = 1,510 LF PUBLIC
J) CONDO PHASE 1 LENGTH OF ROADS = 710 LF PRIVATE
K) ZONING OF PARCELS TO NORTH = RL-14, PUD
ZONING OF PARCELS TO EAST = RL-14
ZONING OF PARCELS TO WEST = RL-14, PUD
ZONING OF PARCELS TO SOUTH = A-R
3) PORTIONS OF THE SITE ARE WITHIN FLOODPLAIN BOUNDARIES.
4) BEST MANAGEMENT PRACTICES WILL BE UTILIZED DURING AND AFTER CONSTRUCTION OF THE PROJECT. MEASURES WILL INCLUDE THE USE OF SEEDING AND MULCHING, SEDIMENT INLET FILTERS, COMPACTION AND PAVING. THE OWNER OF THE SUBJECT PARCEL SHALL HAVE THE RESPONSIBILITY TO MAINTAIN THE PERMANENT SOIL EROSION PROTECTION MEASURES.



UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.
NOTE: EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "PLANS" WERE OBTAINED FROM AVAILABLE AS-BUILT RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.



0' 100' 200' 400'
SCALE: 1" = 200'



Richard A. Pulaski



www.nederveld.com
800.222.1868

GRAND RAPIDS
217 Grandville Ave., Suite 302
Grand Rapids, MI 49503
Phone: 616.575.5190

ANN ARBOR
CHICAGO
COLUMBUS
HOLLAND
INDIANAPOLIS

PREPARED FOR:
Signature Land Development Corp.
Attention: Michael McGraw
1188 East Paris Ave SE
Suite 100
Grand Rapids, MI 49546
Phone: 616.455.0200

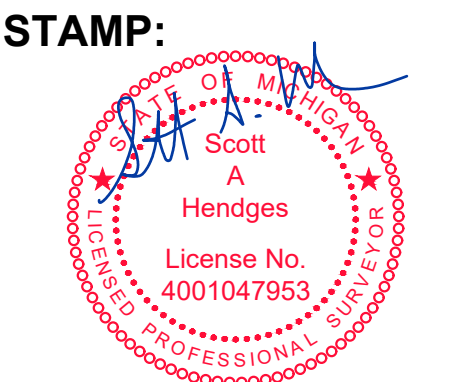
REVISIONS:

Title: Tentative Preliminary Plat Submittal	Drawn: JMW/S	Checked: RP	Date: 2/29/24
Title: Tentative Preliminary Plat Submittal	Drawn: M/W/S	Checked: RP	Date: 6/20/24

ALEXANDER TRAILS
TENTATIVE PRELIMINARY PLAT
PHASE 1 PLAT / PHASE 2 PLAT / PHASE 1 CONDOS
Phase 1 & 2 - Site Layout Plan

PART OF SECTION 10, T5N, R10W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

STAMP:



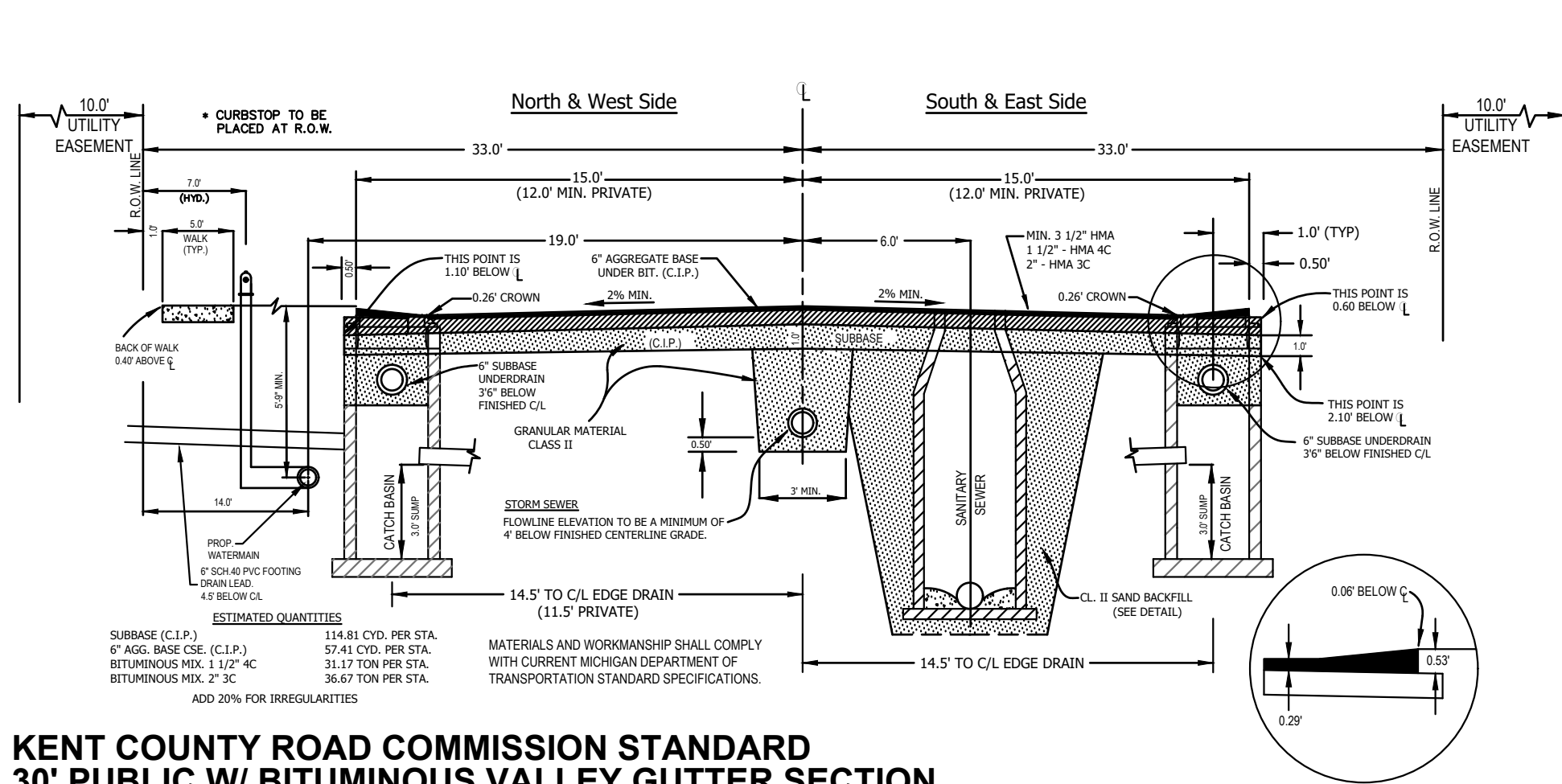
PROJECT NO:
17400405

SHEET NO:
C-102

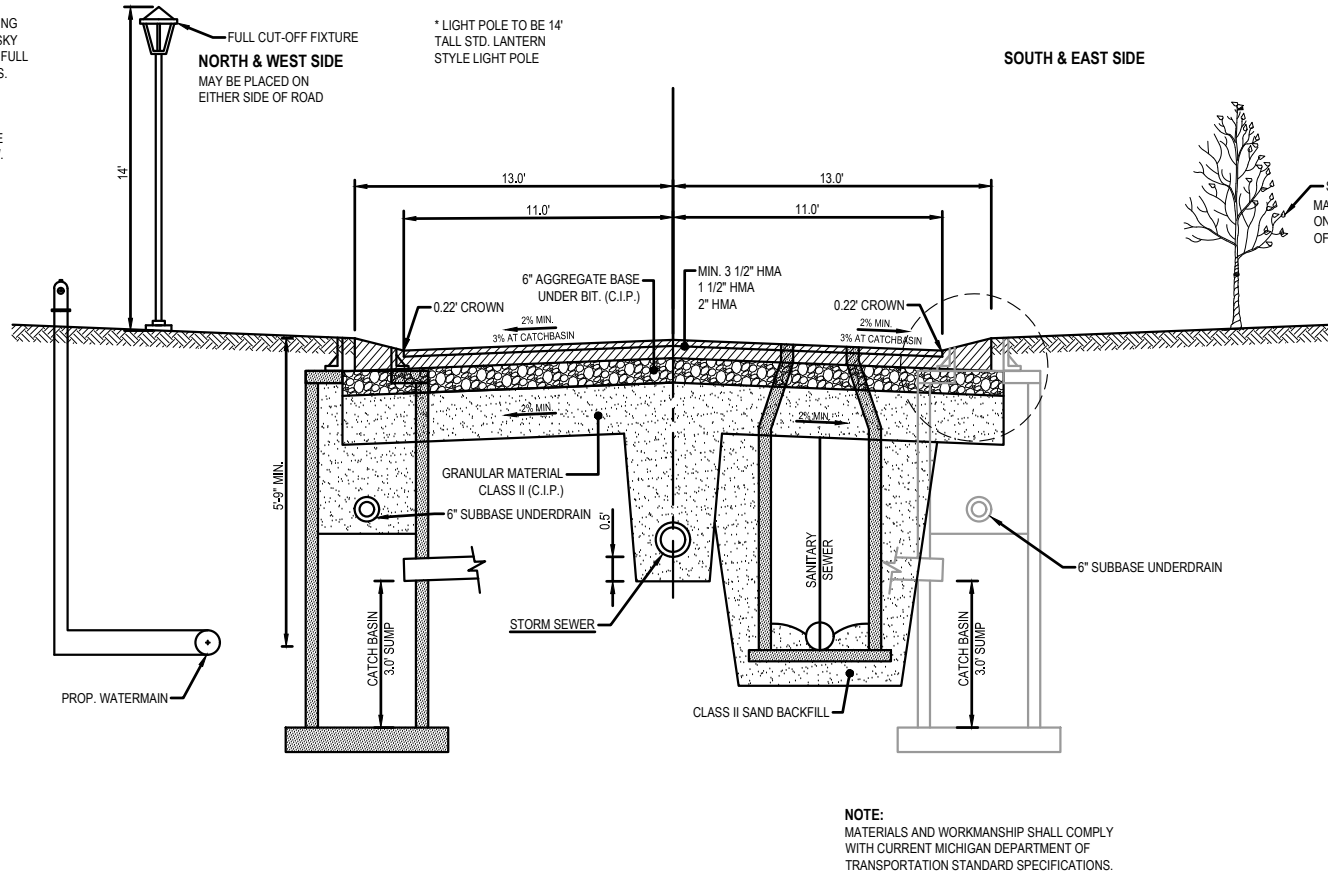


PHASE ONE PLAT DESCRIPTION

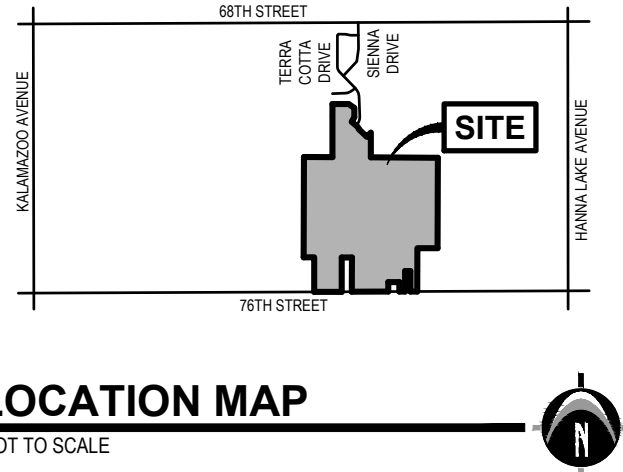
Part of the Southwest 1/4 of Section 10, T5N, R11W, Gaines Township, Kent County, Michigan, described as: Commencing at the SW corner of said Section 10; thence N89°50'33"E 1321.87 feet along the South line of said Section 10 to the Point of Beginning; thence N00°11'44"W 941.68 feet along the East line of the West 1/2 of the SW 1/4 of said Section 10; thence N27°38'11"E 165.86 feet; thence N03°51'28"W 66.00 feet; thence Westerly 16.24 feet along a 267.00 foot radius curve to the right, said curve having a central angle of 03°29'02", and a chord bearing S87°53'03"W 16.23 feet; thence S89°37'34"W 27.69 feet; thence N02°00'03"W 403.89 feet; thence S75°36'06"E 158.08 feet; thence N79°34'04"E 138.21 feet; thence S10°25'56"E 75.08 feet; thence Southwesterly 287.57 feet along a 267.00 foot radius curve to the right, said curve having a central angle of 61°42'38", and a chord bearing S20°25'23"W 273.87 feet; thence S26°25'59"E 67.23 feet; thence N89°48'16"E 253.39 feet; thence S06°23'08"W 464.52 feet; thence S82°58'03"W 96.19 feet; thence S00°11'50"E 135.97 feet; thence Southeasterly 40.96 feet along a 333.00 foot radius curve to the right, said curve having a central angle of 07°02'51", and a chord bearing S80°59'14"E 40.93 feet; thence S12°32'11"W 66.00 feet; thence S00°07'19"E 271.93 feet; thence S89°50'33"W 31.86 feet; thence S00°09'27"E 200.00 feet; thence S89°50'33"W 350.57 feet along the South line of said Section 10 to the Point of Beginning. Contains 13.03 acres. Subject to highway right-of-way for 76th Street over the most Southerly 33 feet thereof. Also subject to easements, restrictions and rights-of-way of record.



KENT COUNTY ROAD COMMISSION STANDARD
30' PUBLIC W/ BITUMINOUS VALLEY GUTTER SECTION
N.T.S.



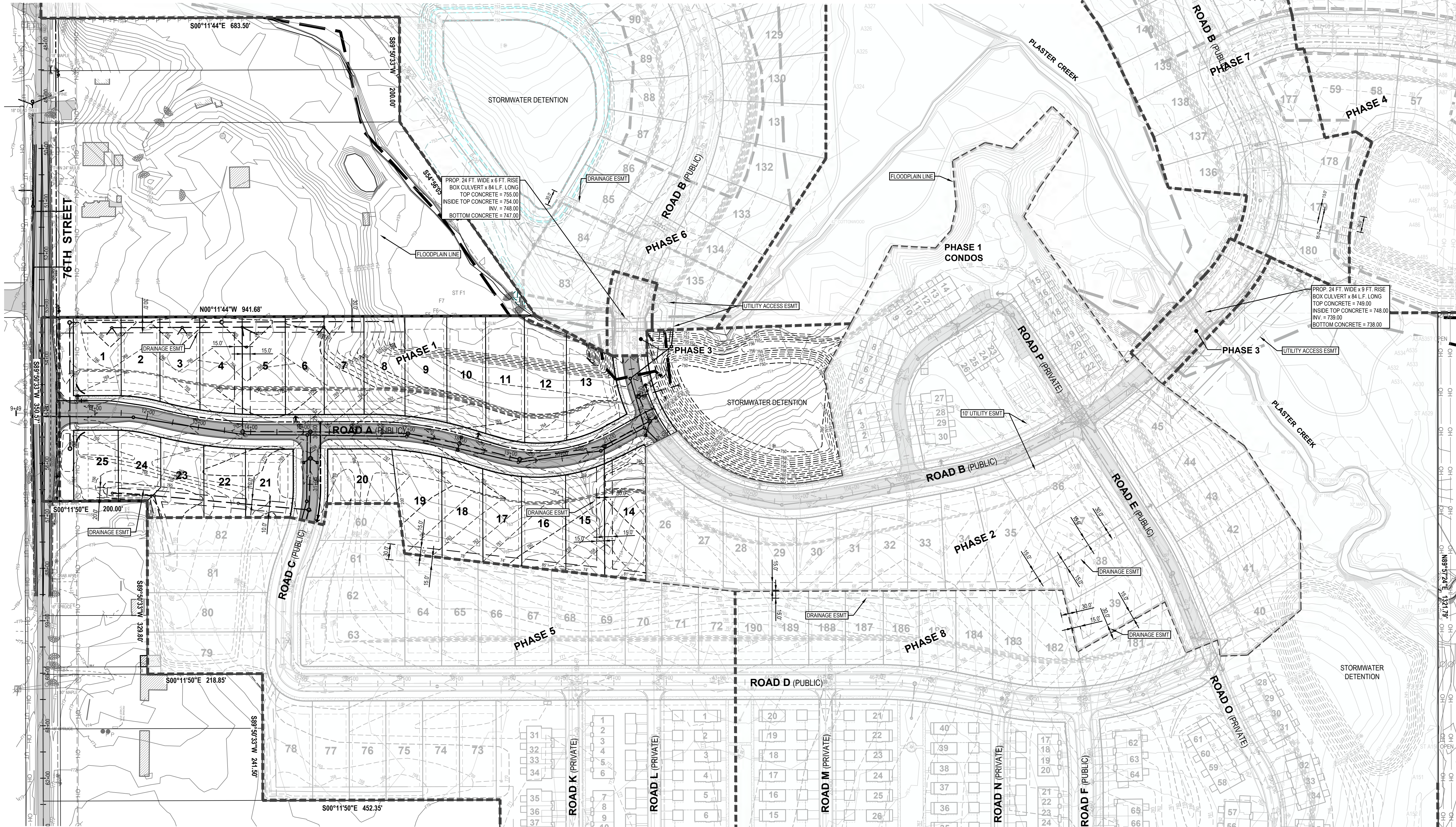
26' PRIVATE ROAD W/ BITUMINOUS VALLEY GUTTER SECTION
N.T.S.



NEDERVELD
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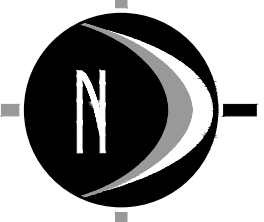
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Signature Land Development Corp.
Attention: Michael McGraw
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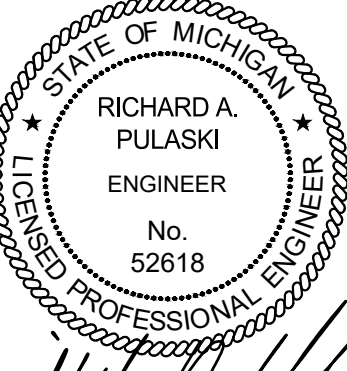


LEGEND

- EX. GRADE CONTOUR
- PROP. GRADE CONTOUR
- EX. BITUMINOUS
- EX. CONCRETE
- PROPOSED BITUMINOUS (STANDARD DUTY)
- PROPOSED CONCRETE (STANDARD DUTY)
- PROP. STORM SEWER
- PROP. SANITARY SEWER
- PROP. WATERMAIN



0' 50' 100' 200'
SCALE: 1" = 100'



Richard A. Pulaski



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ALEXANDER TRAILS
TENTATIVE PRELIMINARY PLAT
PHASE 1 PLAT / PHASE 2 PLAT / PHASE 1 CONDOS
Phase 1 & 2 - Utility & Grading Plan

PART OF SECTION 10, T5N, R10W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

STAMP:



PROJECT NO:
17400405

SHEET NO:
C-103

**CHARTER TOWNSHIP OF GAINES
COUNTY OF KENT, MICHIGAN**

RESOLUTION NO. 2024-_____

The following Resolution was offered and adopted by the Gaines Charter Township Board of Trustees at a regular meeting held on _____, 2024, at the Gaines Charter Township Offices, 8555 Kalamazoo Avenue, Caledonia, Michigan.

Members Present:

Member Absent:

The following Resolution was offered for adoption by Member _____ and supported by Member _____ to document the findings and decision by the Gaines Charter Township Board of Trustees regarding a request made by Michael McGraw (Signature Development Corp.), for Tentative Preliminary Plat approval for Phase 1 of Alexander Trails, which includes 25 lots.

**TENTATIVE APPROVAL OF THE PRELIMINARY PLAT
FOR ALEXANDER TRAILS PHASE 1**

WHEREAS Michael McGraw (Signature Development Corp.), the “Applicant” has submitted the Tentative Preliminary Plat for Alexander Trails Phase 1 (the “Plat”).

WHEREAS the proposed Plat consists of 25 single-family lots located within the 13.1-acre Phase 1 area of the proposed residential development.

WHEREAS the Planning Commission has considered the application and the proposed preliminary plat, and at a meeting on August 22nd, 2024, recommended that the Gaines Charter Township Board of Trustees grant tentative preliminary approval of the plat, upon certain terms and conditions.

IT IS, THEREFORE, RESOLVED AS FOLLOWS:

1. Tentative Preliminary Plat

The Gaines Charter Township Board of Trustees hereby grants tentative approval of the Preliminary Plat for Plat for Alexander Trails Phase 1, as shown on the Plat dated June 6th, 2024, upon the terms and subject to the conditions stated in this Resolution. This Resolution recommends approval of the overall layout and tentative plan for lots, streets, open space, sidewalks, stormwater infrastructure, and utilities.

2. Lots

The Phase 1 Plat shall consist of 25 residential lots, for one single-family detached dwelling each, numbered from lot 01 through lot 25, inclusive. Residential construction shall comply with the Township Zoning Ordinance and subdivision requirements.

3. Land Division Act and Chapter 22 Land Divisions, Subdivisions and Land Development

The Plat shall comply in all respects with applicable provisions of the Michigan Land Division Act and Chapter 22 of the Gaines Charter Township Code, Land Divisions, Subdivisions and Land Development.

4. Other Required Approvals

Written approvals from other agencies having jurisdiction over the Plat shall be obtained, and copies shall be provided to the Township in accordance with the Land Division Act.

5. Conditions of Approval

- a. Staff shall confirm that no less than four house models that meet the requirements of the GCTZO Section 6.4 A are built within the Plat.
- b. Staff shall enforce the street tree requirement of the GCTZO Section 16.13 A at the time of building permitting.
- c. The applicant must request the creation of a Street Light Assessment District before applying for residential building permits.
- d. The applicant must adhere to all review comments provided by the Township Engineer.

TOWNSHIP BOARD DECISION

Based on the above, the Gaines Charter Township Board of Trustees hereby adopts Resolution No. 2024-_____ and tentatively approves the preliminary plat for Alexander Trails Phase 1, subject to conditions documented herein.

A motion was made to adopt this resolution by Township Board Member _____ and supported by Township Board Member _____, the roll call vote being as follows:

AYES: _____
NAYS: _____
ABSENT: _____

RESOLUTION DECLARED ADOPTED

Township Board Resolution No. 2024-_____
Alexander Trails Phase 1- Tentative Preliminary Plat
September 9th, 2024

CERTIFICATION

I hereby certify that the above is a true copy of a resolution adopted by the Gaines Charter Township Board at a regular meeting held on _____, 2024.

Respectfully submitted,

Michael Brew, Clerk
Gaines Charter Township

Dated: _____, 2024



MEMO

Staff Communication

DATE: September 9th, 2024

TO: Gaines Charter Township Board of Trustees

FROM: Dan Wells, Community Development Director

RE: Alexander Trails-Phase 2 Tentative Preliminary Plat

SUMMARY OF TOPIC:

The applicant requests a tentative preliminary plat (TPP) review for Alexander Trails Phase 2. This TPP covers a 8.73-acre portion of the property, the overall property is 149.19 acres. Overall, 20 residential lots (numbers 26-45) are proposed along with public roads and public utilities. The parcel sizes and setbacks are determined by the Alexander Trails PUD site plan, as amended.

Surrounding zoning:

	NORTH: PUD	
WEST: PUD	SUBJECT PARCEL	EAST: PUD
	SOUTH: PUD	

FINANCIAL IMPACT:

The project is not anticipated to have a negative financial impact on the Township. The applicant bears costs associated with the review process through administrative and escrow review fees. Water and sewer extension and connections, road construction, and stormwater management improvements will be at the expense of the developer. Tax revenue will increase with the improvement of the property.

BUDGET ACTION REQUIRED:

N/A.

REVIEW:

The Gaines Charter Township Planning Commission reviewed the TPP and recommended approval on August 22nd, 2024. The Planning Commission found that the TPP met the standards for compliance with zoning regulations under the PUD, variety of house types, landscaping, sidewalks, lighting, and utilities. They also recommended four conditions (see below).

STAFF RECOMMENDATION:

The Township Board must approve, approve with conditions, or deny the preliminary plat within 90 days of being received by the Clerk (July 25th, 2024), this being October 23, 2024.

Tentative Preliminary Plat approval is recommended with the following conditions:

1. Staff shall confirm that no less than four house models that meet the requirements of the GCTZO Section 6.4 A are built within the plat.
2. Staff shall enforce the street tree requirement of the GCTZO Section 16.13 A at the time of final plat consideration.
3. The applicant must request the creation of a Street Light Assessment District before applying for residential building permits.
4. The applicant must adhere to all review comments provided by the Township Engineer and Fire Inspector.
5. Receive approval from Kent County Road Commission for road names.

PREPARED FOR:
Signature Land Development Corp.
Attention: Michael McGraw
1188 East Paris Ave SE
Suite 100
Grand Rapids, MI 49546
Phone: 616.455.0200

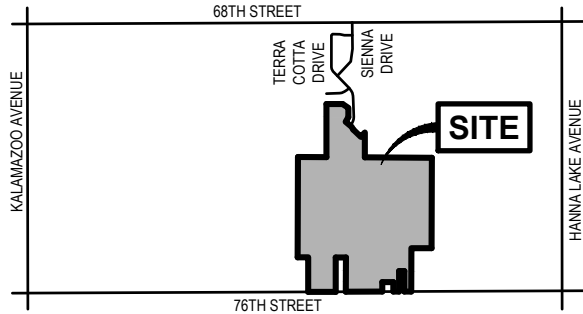
REVISIONS:
Title: Tentative Preliminary Plat Submittal
Drawn: JMW/S Checked: RP Date: 2/29/24
Title: Tentative Preliminary Plat Submittal
Drawn: JMW/S Checked: RP Date: 6/20/24

ALEXANDER TRAILS
TENTATIVE PRELIMINARY PLAT
PHASE 1 PLAT / PHASE 2 PLAT / PHASE 1 CONDOS
Overall Site Layout Plan
PART OF SECTION 10, T5N, R10W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

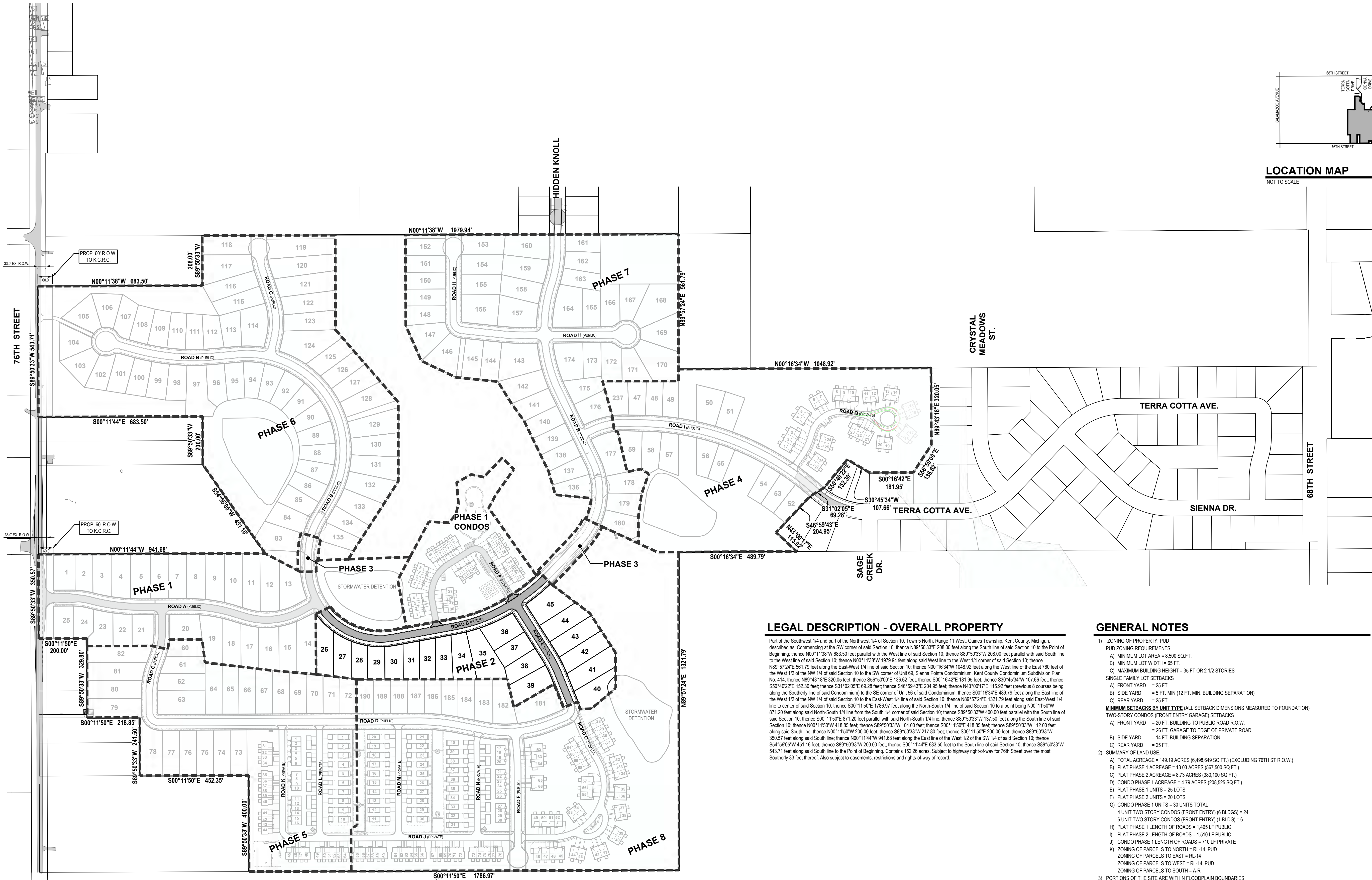
STAMP:

Scott A. Hendges
License No. 4001047953
Professional Engineer
State of Michigan

PROJECT NO:
17400405
SHEET NO:
C-101



LOCATION MAP
NOT TO SCALE

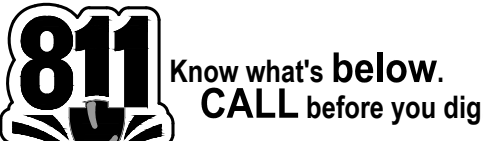


LEGAL DESCRIPTION - OVERALL PROPERTY

Part of the Southwest 1/4 and part of the Northwest 1/4 of Section 10, Town 5 North, Range 11 West, Gaines Township, Kent County, Michigan, described as: Commencing at the SW corner of said Section 10; thence N89°50'33"E 208.00 feet along the South line of said Section 10 to the Point of Beginning; thence N00°11'38"W 683.50 feet parallel with the West line of said Section 10; thence S89°50'33"W 208.00 feet parallel with said South line to the West line of said Section 10; thence N00°11'38"W 1979.94 feet along said West line to the West 1/4 corner of said Section 10; thence N89°57'24"E 561.79 feet along the East-West 1/4 line of said Section 10; thence N00°16'34"W 1048.92 feet along the West line of the East 760 feet of the West 1/2 of the NW 1/4 of said Section 10 to the SW corner of Unit 69, Sienna Pointe Condominium, Kent County Condominium Subdivision Plan No. 414; thence N89°43'18"E 320.05 feet; thence S56°56'00"E 136.62 feet; thence S00°16'42"E 181.95 feet; thence S30°45'34"W 107.66 feet; thence S50°40'22"E 152.30 feet; thence S31°02'05"E 69.28 feet; thence S46°59'43"E 204.95 feet; thence N43°00'17"E 115.92 feet (previous 8 courses being along the Southern line of said Condominium) to the SE corner of Unit 56 of said Condominium; thence S00°16'34"E 489.79 feet along the East line of the West 1/2 of the NW 1/4 of said Section 10 to the East-West 1/4 line of said Section 10; thence N89°57'24"E 121.79 feet along said East-West 1/4 line to center of said Section 10; thence S00°11'50"E 1786.97 feet along the North-South 1/4 line of said Section 10 to a point being N00°11'50"W 871.20 feet along said North-South 1/4 line from the South 1/4 corner of said Section 10; thence S89°50'33"W 400.00 feet parallel with the South line of said Section 10; thence S00°11'50"E 871.20 feet parallel with said North-South 1/4 line; thence S89°50'33"W 127.50 feet along the South line of said Section 10; thence N00°11'50"W 418.85 feet; thence S89°50'33"W 104.00 feet; thence S00°11'50"E 418.85 feet; thence S89°50'33"W 112.00 feet along said South line; thence N00°11'50"W 200.00 feet; thence S89°50'33"W 217.80 feet; thence S00°11'50"E 200.00 feet; thence S89°50'33"W 350.57 feet along said South line; thence N00°11'44"W 941.68 feet along the East line of the West 1/2 of the SW 1/4 of said Section 10; thence S54°56'03"W 451.16 feet; thence S89°50'33"W 200.00 feet; thence S00°11'44"E 683.50 feet to the South line of said Section 10; thence S89°50'33"W 543.71 feet along said South line to the Point of Beginning. Contains 152.26 acres. Subject to highway right-of-way for 76th Street over the most Southerly 33 feet thereof. Also subject to easements, restrictions and rights-of-way of record.

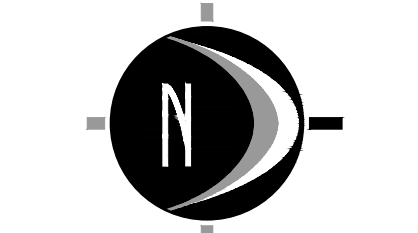
GENERAL NOTES

- ZONING OF PROPERTY: PUD
PUD ZONING REQUIREMENTS
A) MINIMUM LOT AREA = 8,500 SQ. FT.
B) MINIMUM LOT WIDTH = 66 FT.
C) MAXIMUM BUILDING HEIGHT = 35 FT OR 2 1/2 STORIES
SINGLE FAMILY LOT SETBACKS
A) FRONT YARD = 25 FT.
B) SIDE YARD = 5 FT. MIN (1/2 FT. MIN. BUILDING SEPARATION)
C) REAR YARD = 25 FT.
MINIMUM SETBACKS BY UNIT TYPE (ALL SETBACK DIMENSIONS MEASURED TO FOUNDATION)
TWO-STORY CONDOS (FRONT ENTRY GARAGE) SETBACKS
A) FRONT YARD = 20 FT. BUILDING TO PUBLIC ROAD R.O.W.
= 26 FT. GARAGE TO EDGE OF PRIVATE ROAD
B) SIDE YARD = 14 FT. BUILDING SEPARATION
C) REAR YARD = 25 FT.
2) SUMMARY OF LAND USE:
A) TOTAL ACREAGE = 149.19 ACRES (6,498,649 SQ. FT.) (EXCLUDING 76TH ST R.O.W.)
B) PLAT PHASE 1 ACREAGE = 13.03 ACRES (567,500 SQ. FT.)
C) PLAT PHASE 2 ACREAGE = 8.73 ACRES (380,100 SQ. FT.)
D) CONDO PHASE 1 ACREAGE = 4.75 ACRES (208,526 SQ. FT.)
E) PLAT PHASE 1 UNITS = 26 LOTS
F) PLAT PHASE 2 UNITS = 20 LOTS
G) CONDO PHASE 1 UNITS = 30 UNITS TOTAL
4 UNIT TWO STORY CONDOS (FRONT ENTRY) (6 BLDGS) = 24
6 UNIT TWO STORY CONDOS (FRONT ENTRY) (1 BLDG) = 6
H) PLAT PHASE 1 LENGTH OF ROADS = 1,485 LF PUBLIC
I) PLAT PHASE 2 LENGTH OF ROADS = 1,510 LF PUBLIC
J) CONDO PHASE 1 LENGTH OF ROADS = 710 LF PRIVATE
K) ZONING OF PARCELS TO NORTH = RL-14, PUD
ZONING OF PARCELS TO EAST = RL-14
ZONING OF PARCELS TO WEST = RL-14, PUD
ZONING OF PARCELS TO SOUTH = A-R
3) PORTIONS OF THE SITE ARE WITHIN FLOODPLAIN BOUNDARIES.
4) BEST MANAGEMENT PRACTICES WILL BE UTILIZED DURING AND AFTER CONSTRUCTION OF THE PROJECT. MEASURES WILL INCLUDE THE USE OF SEEDING AND MULCHING, SEDIMENT INLET FILTERS, COMPACTION AND PAVING. THE OWNER OF THE SUBJECT PARCEL SHALL HAVE THE RESPONSIBILITY TO MAINTAIN THE PERMANENT SOIL EROSION PROTECTION MEASURES.

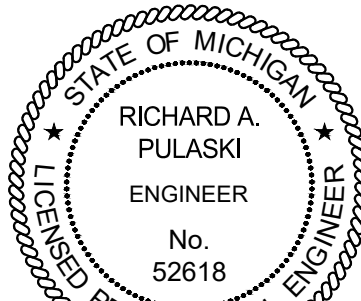


UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NOTE: EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "PLANS" WERE OBTAINED FROM AVAILABLE AS-BUILT RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.



0' 100' 200' 400'
SCALE: 1" = 200'



Richard A. Pulaski

NEDERVELD

www.nederveld.com

800.222.1868

GRAND RAPIDS

217 Grandville Ave., Suite 302

Grand Rapids, MI 49503

Phone: 616.575.5190

ANN ARBOR

CHICAGO

COLUMBUS

HOLLAND

INDIANAPOLIS

PREPARED FOR:

Signature Land Development Corp.

Attention: Michael McGraw

1188 East Paris Ave SE

Suite 100

Grand Rapids, MI 49546

Phone: 616.455.0200

REVISIONS:

Title: Tentative Preliminary Plat Submittal

Drawn: JMW/S

Checked: RP

Date: 2/29/24

Title: Tentative Preliminary Plat Submittal

Drawn: M/VWS

Checked: RP

Date: 6/20/24

PHASE TWO DESCRIPTION

Part of the Southwest 1/4 of Section 10, T5N, R11W, Gaines Township, Kent County, Michigan, described as: Commencing at the SW corner of said Section 10; thence N89°50'33"E 1672.44 feet along the South line of said Section 10; thence N00°09'27"W 200.00 feet; thence N89°50'33"E 31.66 feet; thence N00°07'18"W 271.93 feet; thence N12°32'11"E 66.00 feet; thence Northwesterly 40.96 feet along a 333.00 foot radius curve to the left, said curve having a central angle of 07°02'51"; and a chord bearing N80°59'14"W 40.93 feet; thence N00°11'50"W 135.97 feet; thence N82°58'03"E 96.19 feet; thence N06°23'08"E 464.52 feet to the Point of Beginning; thence S89°48'16"W 253.39 feet; thence N26°25'59"W 67.23 feet; thence Northeasterly 287.56 feet along a 267.13 foot radius curve to the left, said curve having a central angle of 61°40'42"; and a chord bearing N20°25'23"E 273.87 feet; thence N10°25'56"W 261.11 feet; thence Northwesterly 236.88 feet along a 617.00 foot radius curve to the left, said curve having a central angle of 21°59'51"; and a chord bearing N21°25'51"W 235.43 feet; thence N32°25'47"W 19.76 feet; thence Northwesterly 154.01 feet along a 767.00 foot radius curve to the left, said curve having a central angle of 11°30'16"; and a chord bearing N38°10'55"W 153.75 feet; thence N46°03'57"E 65.75 feet; thence N37°05'12"E 204.57 feet; thence N56°52'21"E 194.89 feet; thence N89°36'52"E 147.74 feet; thence S40°12'08"E 132.33 feet; thence S01°53'38"E 50.21 feet; thence Southwesterly 31.65 feet along a 73.00 foot radius curve to the left, said curve having a central angle of 24°50'21"; and a chord bearing S80°26'33"W 31.40 feet; thence S21°56'38"E 66.00 feet; thence S68°01'22"W 105.00 feet; thence S29°49'27"E 192.32 feet; thence S76°44'03"W 120.55 feet; thence S00°11'44"E 625.73 feet; thence S06°23'08"W 169.66 feet to the Point of Beginning. Contains 8.73 acres. Subject to easements, restrictions and rights-of-way of record.

Land Planning — Landscape Architecture — Civil Engineering — Land Surveying — High Definition Scanning — Forensic Engineering — Fire Investigation

ALEXANDER TRAILS
TENTATIVE PRELIMINARY PLAT
PHASE 1 PLAT / PHASE 2 PLAT / PHASE 1 CONDOS
Phase 1 & 2 - Site Layout Plan

PART OF SECTION 10, T5N, R10W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

STAMP:

PROJECT NO:
17400405

SHEET NO:
C-102

© 2024 Nederveld, Inc.

REVISIONS:

Phase 1 & 2 - Utility & Grading Plan

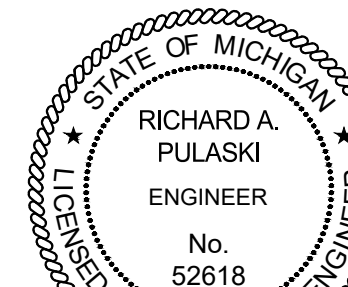
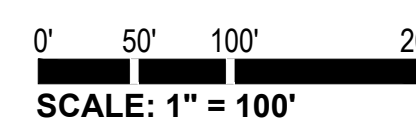
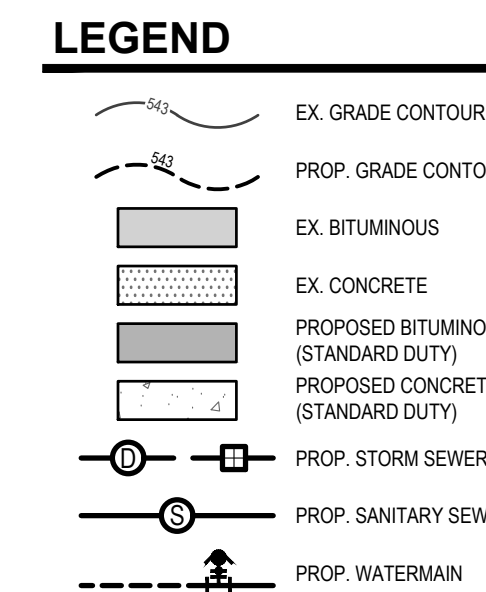
STAMP:



STATE OF MICHIGAN
Scott
A
Hendges
License No.
4001047953
LICENSED PROFESSIONAL SURVEYOR

PROJECT NO:
17400405

SHEET NO:
C-103



Know what's below.
CALL before you dig.

UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO INDICATE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NOTE:
EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "PLAN" WERE OBTAINED FROM AVAILABLE AS-BUILT RECORD DRAWINGS. CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.

**CHARTER TOWNSHIP OF GAINES
COUNTY OF KENT, MICHIGAN**

RESOLUTION NO. 2024-_____

The following Resolution was offered and adopted by the Gaines Charter Township Board of Trustees at a regular meeting held on _____, 2024, at the Gaines Charter Township Offices, 8555 Kalamazoo Avenue, Caledonia, Michigan.

Members Present:

Member Absent:

The following Resolution was offered for adoption by Member _____ and supported by Member _____ to document the findings and decision by the Gaines Charter Township Board of Trustees regarding a request made by Michael McGraw (Signature Development Corp.), for Tentative Preliminary Plat approval for Phase 2 of Alexander Trails, which includes 20 lots.

**TENTATIVE APPROVAL OF THE PRELIMINARY PLAT
FOR ALEXANDER TRAILS PHASE 2**

WHEREAS Michael McGraw (Signature Development Corp.), the “Applicant” has submitted the Tentative Preliminary Plat for Alexander Trails Phase 1 (the “Plat”).

WHEREAS the proposed Plat consists of 20 single-family lots located within the 8.7-acre Phase 2 area of the proposed residential development.

WHEREAS the Planning Commission has considered the application and the proposed preliminary plat, and at a meeting on August 22nd, 2024, recommended that the Gaines Charter Township Board of Trustees grant tentative preliminary approval of the plat, upon certain terms and conditions.

IT IS, THEREFORE, RESOLVED AS FOLLOWS:

1. Tentative Preliminary Plat

The Gaines Charter Township Board of Trustees hereby grants tentative approval of the Preliminary Plat for Plat for Alexander Trails Phase 1, as shown on the Plat dated June 6th, 2024, upon the terms and subject to the conditions stated in this Resolution. This Resolution recommends approval of the overall layout and tentative plan for lots, streets, open space, sidewalks, stormwater infrastructure, and utilities.

2. Lots

The Phase 2 Plat shall consist of 20 residential lots, for one single-family detached dwelling each, numbered from lot 26 through lot 45, inclusive. Residential construction shall comply with the Township Zoning Ordinance and subdivision requirements.

3. Land Division Act and Chapter 22 Land Divisions, Subdivisions and Land Development

The Plat shall comply in all respects with applicable provisions of the Michigan Land Division Act and Chapter 22 of the Gaines Charter Township Code, Land Divisions, Subdivisions and Land Development.

4. Other Required Approvals

Written approvals from other agencies having jurisdiction over the Plat shall be obtained, and copies shall be provided to the Township in accordance with the Land Division Act.

5. Conditions of Approval

- a. Staff shall confirm that no less than four house models that meet the requirements of the GCTZO Section 6.4 A are built within the Plat.
- b. Staff shall enforce the street tree requirement of the GCTZO Section 16.13 A at the time of building permitting.
- c. The applicant must request the creation of a Street Light Assessment District before applying for residential building permits.
- d. The applicant must adhere to all review comments provided by the Township Engineer.
- e. Receive approval from Kent County Road Commission for road names.

TOWNSHIP BOARD DECISION

Based on the above, the Gaines Charter Township Board of Trustees hereby adopts Resolution No. 2024-_____ and tentatively approves the preliminary plat for Alexander Trails Phase 1, subject to conditions documented herein.

A motion was made to adopt this resolution by Township Board Member _____ and supported by Township Board Member _____, the roll call vote being as follows:

AYES: _____
NAYS: _____
ABSENT: _____

RESOLUTION DECLARED ADOPTED

CERTIFICATION

I hereby certify that the above is a true copy of a resolution adopted by the Gaines Charter Township Board at a regular meeting held on _____, 2024.

Respectfully submitted,

Michael Brew, Clerk
Gaines Charter Township

Dated: _____, 2024



MEMO

Staff Communication

DATE: September 9th, 2024

TO: Gaines Charter Township Board of Trustees

FROM: Dan Wells, Community Development Director

RE: Dutton Center-Rezoning 3316 68th Street SE to PUD, and Site Plan

SUMMARY OF TOPIC:

The applicant requests to rezone a single parcel of approximately 29.32 acres to a Planned Unit Development (PUD) named Dutton Center to create a mixed use residential and commercial development that will integrate with the existing historic development patterns of Dutton. The Master Plan has called for this type of infill development since 2008, and the 2023 Master Plan Future Land Use Plan prescribed a Village Center designation.

This project is intended to tie into the Thornapple Farms development to the south seamlessly and provide a denser housing type to fulfill the Master Plan vision for Dutton as a Village Center. The developer remains committed to designing the area as a pedestrian-friendly community center, with a variety of housing options, community-oriented public spaces, and non-motorized pathway connections.

The site plan indicates five phases:

- Phase 1; townhouses and “veranda” homes under single ownership and management
- Phase 2; single-family detached homes on platted lots
- Phase 3; multiple family apartment buildings
- Phase 4; mixed-use buildings facing Hanna Lake
- Phase 5; commercial buildings facing 68th Street.

The residential aspect of the overall PUD includes 208 dwelling units, with potential for up to 238 depending on the final use of the mixed-use buildings.

- 14 single-family “Veranda” homes (Phase 1)
- 47 four-unit and two-unit attached townhomes (Phase 1)
- 51 detached single-family homes on minimum 5,800 square foot lots (Phase 2)
- 96 multiple family apartment units (Phase 3)

Mixed-Use elements include:

- Two, 2-story 15,400 SF mixed use commercial/residential/ office buildings along Hanna Lake (Phase 4: 30,800 SF total).
- Up to 30 additional multiple family apartment units on the second story of mixed-use buildings, OR
- 30,800 SF commercial on second floor.
- The mixed-use buildings second floor use will be determined based on highest and best use by end users and may be residential or commercial in nature.

The Commercial aspect includes two, 1-story 6,250 SF commercial buildings along 68th Street (Phase 5: 12,500 SF total)

Surrounding zoning:

	NORTH: NC	
WEST: Hanna Lake/RL-10 & NC	SUBJECT PARCEL	EAST: RL-10/O-S
	SOUTH: RL-10 (Thornapple Farms Plat)	

FINANCIAL IMPACT:

The rezoning is not anticipated to have a negative financial impact on the Township and will have positive benefits of increased commercial space as well as new housing in a variety of types. Costs associated with the review process are borne by the applicant through administrative and escrow review fees. Water and sewer connections will be at the expense of the developer. Tax revenue will increase with the commercial improvements to the property.

REVIEW:

The Planning Commission reviewed the PUD rezone request and site plan for Phase 1 and recommended approval of the PUD rezoning on August 22nd, 2024. Approval of the site plan is contingent on the PUD rezoning approval by the Board. Phases 2-5 will be subject to plat and site plan review as required.

STAFF RECOMMENDATION:

Staff recommends that the Board set a public hearing for the rezoning request.

Dutton Center Planned Unit Development

3316 68th Street SE

PUD/Final Plan Project Narrative

April 25, 2024

(revised August 29, 2024)

Final PUD Update and Procedure Request

The Planning Commission reviewed the PUD Rezoning and Preliminary Plan on January 25, 2024 and March 29, 2024, providing feedback and guidance to the applicant. After making adjustments to the plan to increase active recreational amenities and modify building layout, the Planning Commission subsequently reviewed the revised PUD Rezoning and Final Plan on June 27, 2024 and provided further direction to the applicant. At the August 22, 2024 meeting, the Planning Commission voted unanimously to recommend approval of the PUD Rezoning (with conditions) and approved the Final Plan for Phase 1 of the project, as described below.

Final Plan Review and the PUD Rezoning is requested for the entire property. However, given that final building footprints, architectural design and specific uses have yet to be determined for the Mixed Use, Commercial and Apartment buildings within future Phases 3, 4 and 5, we are requesting that these portions of the project undergo the optional Step 4 review procedure, as outlined in Section 10.10 Phasing. Conceptual layouts, preliminary building square footages and potential uses for future Phases 3, 4 and 5 are depicted on the Final Plan and discussed below. However, final layout, building design, square footage and uses for future Phases 3, 4 and 5 will be subject to Planning Commission and/or Site Plan Review Committee review and approval. Additionally, the platted portion of the PUD (Phase 2) will also be subject to the platting process, following PUD Rezoning approval.

Project Overview and Density

The subject property located at 3316 68th Street SE is comprised of 29.32 net acres (excluding the recently approved Thornapple Farms subdivision) and is currently zoned RL-10, Residential, RL-14, Residential, O-S, Office Service and C-1, Neighborhood Commercial. Michiana Land Development, LLC proposes the Dutton Center PUD on this property with a unique mixture of commercial and residential uses based on traditional neighborhood design principles, varying housing opportunities, and walkability using the Township's Dutton sub-area plan as a guide.

A total of 208 residential units are proposed on approximately 25.5 acres of residential designated land. The remaining 3.8 acres of land is designated for mixed-use and commercial land uses. Residential units will include:

- 51 traditional single family platted lots that measure 50' in width
- 14 single family veranda homes with rear loaded garages
- 47 attached townhome units (13 buildings, 3-unit and 4-unit) with rear loaded garages.
- 96 multi-family garden style apartments units (4 two-story and 4 three-story buildings)

Residential flex use is incorporated into the two, 2-story Mixed Use buildings proposed along Hanna Lake Ave (Phase 4). It is possible that 30 additional dwelling units could be incorporated into the project on the second floor. This would bring the unit total to 238 units over 29.3 acres and the overall density to 8.1 units/acre.

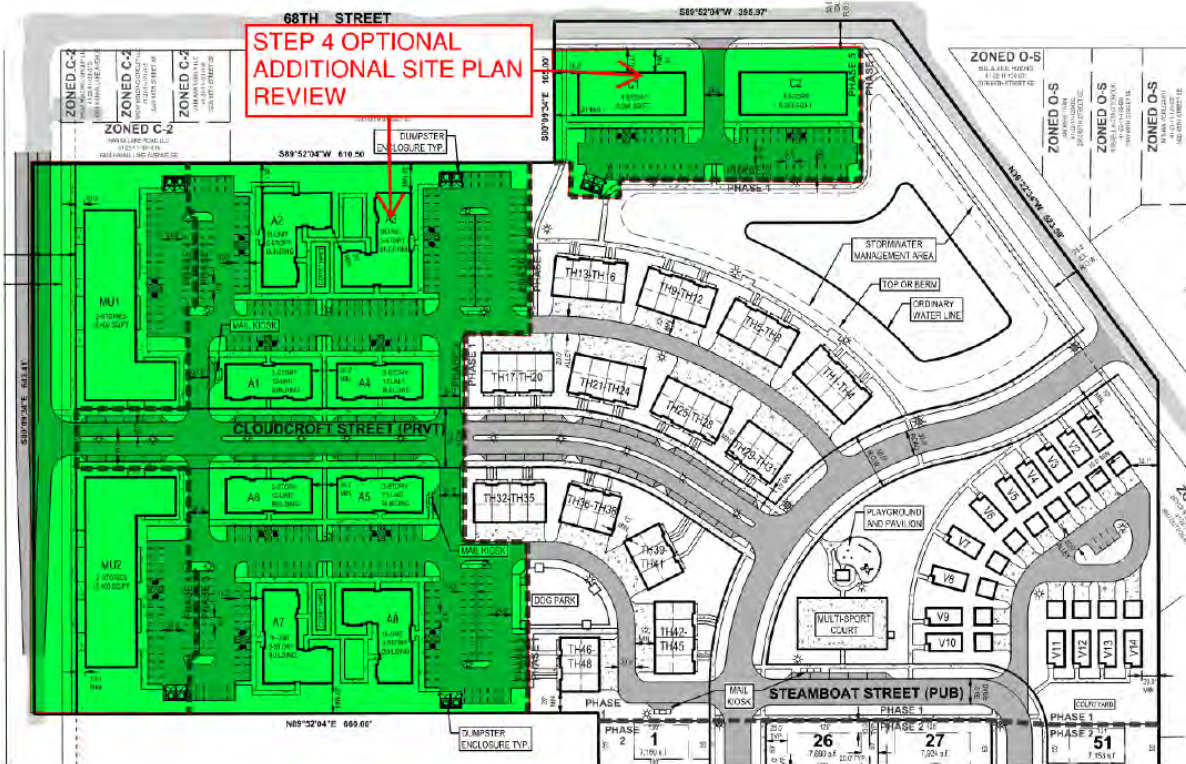
Mixed Use buildings fronting on Hanna Lake Ave (Phase 4) and Commercial buildings fronting on 68th Street (Phase 5) are intended to be uses oriented toward the Office Service and Neighborhood Commercial districts described in the township's ordinance. Building facades are arranged to be prominent towards primary streets with parking designated in the rear of the building. The Mixed Use buildings on Hanna Lake Ave (Phase 4) are envisioned as two-story with commercial use on the main floor and possible residential use on the second floor, while the Commercial buildings on 68th St (Phase 5) are envisioned as single-story for commercial uses. Mixed Use and Commercial buildings identified in Phases 4 and 5 are intended to be conceptual at this stage due to constrained commercial real estate market. It is possible for the buildings to be constructed for a single user, or built on a speculative basis for multiple tenants. Final building layout, design, square footage and uses will be determined at a later date and subject to Planning Commission and/or Site Plan Review Committee review and approval pursuant to Section 10.10.

The Dutton Center PUD will be accessed through a mixed-use street network of public and private streets as shown on the Final Plan. The commercial and multi-family portions will be constructed with private access driveways. The single-family veranda homes with rear loaded detached garages and townhomes with rear loaded attached garages, will be accessed through private alleys. The entire project will be served by municipal water, sanitary sewer, and a public storm water system.

Project Density/Phasing

The Dutton Center PUD is proposed in three development phases beginning with the northern portion of the property along 68th St. Phase 1 was selected because the storm water management basin will be required to be constructed along with the mass grading of the area. Further, the sanitary sewer that serves the site is planned to come from 68th St. Phase 2 is proposed with the benefit of building a secondary access point for the approved Thornapple Farms Plat and the Dutton Center PUD.

Development Phase	Housing Types	Anticipated Construction
Phase 1	Rear Load Townhome = 47 units Rear Load Single Family Veranda = 14 units 61 units/10.6 acres = 5.8 units/acre Proposed as a leased housing options	2025-2026
Phase 2	Single Family Platted Lots = 51 lots 51 units/9.9 acres = 5.2 units/acre Traditional platted subdivision	2026-2028
Phase 3	Garden Style Apartments = 96 Units 96 units/5 acres = 19.2 units/acre REQUIRES STEP 4 ADDITIONAL SITE PLAN REVIEW	2027-2029
Phase 4	Mixed-Use buildings (MU1 and 2) 15,400 Sq Ft first floor Office or Neighborhood Commercial uses 15,400 Sq Ft second floor Office or Residential uses REQUIRES STEP 4 ADDITIONAL SITE PLAN REVIEW	TBD
Phase 5	Commercial Buildings (C1 and 2) Up To 12,500 Sq Ft of Neighborhood Commercial Uses REQUIRES STEP 4 ADDITIONAL SITE PLAN REVIEW	TBD



Residential Product Offering and Setbacks

Residential units will include a unique mixture of single-family veranda homes with rear loaded detached garages and attached townhomes with rear loaded attached garages in the single owner portion of the PUD (Phase 1) built for the purposes of providing leasing opportunities. Single family detached homes with front loaded attached garages are proposed in the platted subdivision portion of the PUD (Phase 2), while garden style 2-story and 3-story apartments that include 12 units per building are proposed in Phase 3.

The single-family veranda homes will be 2-story, 1,640 square feet in floor area with 3 or 4 bedrooms, 2½ bathrooms and a detached 2-car garage, while the attached townhomes will be 2-story, 1,490 square feet in floor area with 3-bedrooms, 2½ bathrooms and an attached 2-car garage. The following minimum building setbacks and separations are proposed:

Single Family Veranda Homes (with rear loaded detached garages)

Distance to ROW: 10 feet Min

Rear: 22 feet (edge of private street and/or alley pavement)

Garage Setback from Public ROW: 15 feet

Side/Separations: 10 feet total

PUD Boundary: 20 feet

Attached Townhomes (with rear loaded attached garages)

Distance to ROW: 10 feet Min

Rear: 22 feet (edge of private street and/or alley pavement)

Side/Separations: 15 feet total

PUD Boundary: 20 feet

Single family detached homes within the platted subdivision portion of the project (Phase 2) will include a mixture of ranch, 2-story and bi-level homes ranging in size between 1,400 – 2,400 square feet with 3-4 bedrooms, 2-3 bathrooms and an attached 2-car garage. The following minimum lot size and building setbacks are proposed:

Lot Size: 6,250 square feet/50 feet wide

Front: 25 feet (public street row) * 15 feet secondary front (corner lot)

Rear: 20 feet

Side: 5 feet each side

Apartment Units (Phase 3) are anticipated to range from 900 to 1,100 square feet and include 1 or 2 bedroom floorplans. The following minimum setbacks and dimensions are proposed for apartment buildings:

Minimum distance to PUD boundary: 30'

Minimum distance to ROW: 10'

Building separation: 25'

Commercial Square Footage and Setbacks

Approximately 61,000 square feet of building space is proposed for mixed use in the 2-story buildings fronting Hanna Lake Ave (Phase 4). Mixed-use building minimum setbacks are proposed as:

Front setback to ROW: 10'

Setback to PUD Boundary/adjacent property: 15'

Building Separation: 15'

Approximately 12,500 square feet of building space is proposed for commercial use in the 1-story building fronting 68th Street (Phase 5). Commercial building minimum setbacks are proposed as:

Front setback to ROW: 10'

Setback to PUD Boundary/adjacent property: 15'

Building Separation: 15'

Vehicle Parking

Parking for the Commercial buildings (C1 and C2) along 68th St within future Phase 5 is currently proposed at a ratio of 4.3 spaces per 1,000 GFA resulting in 54 parking spaces. Final building square footage and site design within this portion of the PUD will be tied to the ability to provide the required amount of parking for the specific use(s) with office uses typically requiring less parking and restaurant/specialty retail uses requiring more parking.

Parking for the Mixed Use buildings (MU1 and MU2) and Garden Apartment buildings within future Phase 3 and 4 is detailed as an attachment to this narrative. Parking for the attached multi-family area is proposed at a ratio of 2 spaces/unit. Parking for the first floor of the Mixed Use buildings has been provided at a ratio of 2 spaces per 1,000 GFA (Low Intensity Retail). Parking for the second-floor flex space has been provided at a ratio of 2 spaces/unit.

On the north side of the private road, the calculation yields a requirement for 157 parking spots and the site design provides 181 spaces. On the south side of the private road, the calculation yields a requirement for 157 parking spots and the site design provides 173 spaces.

For the rear load townhomes and platted lots, an attached 2-stall garage is incorporated along with a driveway that would permit parking for two (2) additional cars. Up to four (4) cars can be parked at each 3-bedroom unit. Parallel parking in the private street was incorporated to serve townhouse residents and their guests.

The detached veranda homes incorporate a detached 2-stall garage and a driveway that would permit parking for two (2) additional cars. Up to 4 cars can be parked at each unit.

Open Space/Amenities/Walkability

To enhance the living environment of the proposed PUD, there are plentiful opportunities for active outdoor recreation totaling 1.27 acres (see detail on sheet C205 for detailed calculation) and 60% of the units in phase 1 being adjacent to an active amenity feature. First, a centrally located park offers a variety of amenities as follows:

1. Tot lot playground oriented for children ages 2-5 years old including a play structure, swings, and a balance bridge.
2. A sport court sized 60' by 105'. The brushed concrete court with painted lines will allow for basketball or up to three pickleball courts. Basketball hoops and pickleball nets will be modular and maintained by the property management organization.
3. Central between these two amenities is a 12'x16' pavilion that will include picnic tables. The pavilion will incorporate white vinyl finishes offering an attractive low maintenance appearance.
4. Concrete sidewalks throughout for convenient pedestrian access.
5. Irrigated and maintained lawn spaces.
6. Landscaped with street trees and shade trees in proximity to the playground and sport court.

In addition to the centrally located park, the following amenities provide additional vibrant outdoor opportunities for residents within the Dutton Center PUD:

1. A concrete pathway has been incorporated around the storm water management basin. A six-foot-wide sidewalk is proposed for the portions outside of the public right of way.
2. The storm water management basin is designed to be a water feature. A fountain is proposed to assist in water quality and visual enhancement.
3. A nearly 6,000 square foot dog park is proposed in a location that is not visually prominent, yet easily accessible for the most residentially dense portion of the project.
4. A full-size neighborhood playground located in the Thornapple Farms Plat, immediately south of Phase 2, will be accessible to the residents of the Dutton Center PUD.

5. A natural preservation area with walking paths (16+ acres in size) located along Plaster Creek in the Thornapple Farms Plat, approximately 1,100 feet south of Phase 2, will also be accessible to the residents of the Dutton Center PUD through the interconnected sidewalk network.

Five (5) foot wide concrete sidewalks will be installed along both sides of the interior public/private streets within the Dutton Center PUD, and along the Hanna Lake Avenue and Dutton Avenue frontages. Pedestrian connectivity is enhanced with a secondary sidewalk connection to 68th St, west of the Commercial development (Phase 5) and adjacent to the storm water basin. This network of sidewalks will provide a healthy and walkable PUD project which will directly connect each residential unit to these various park/playground amenities and integrate the Dutton Center PUD project with the adjacent Thornapple Farms amenities.

Access/Traffic Generation

As stated previously, the Dutton Center PUD will be accessed through a private street from Hanna Lake Avenue and from extension/interconnection of the two public street stubs (Pileated Avenue and Palisades Drive) located within Phase 3 of the Thornapple Farms platted subdivision, to the south. All public streets will be designed and constructed in accordance with county standards. Private streets and alleys will be constructed in a manner approved by the township. The Gaines Township Fire Department has reviewed and approved the proposed public/private street and private alley layout and design to ensure appropriate emergency vehicle accessibility.

A comprehensive Traffic Impact Study (TIS) for the Dutton Center PUD was completed by Fleis & VandenBrink on April 14, 2024. A copy of the TIS report was subsequently provided to the Township and the Kent County Road Commission. On May 7, 2024, a TIS Review Memo was received from the Kent County Road Commission (see attached) which concurred with the findings and recommendations of Fleis & VandenBrink with a few additional requirements. In summary, the proposed access to/from the Dutton Center PUD was determined to be acceptable and traffic generation manageable with 1) Monitoring of traffic signal timing and operations at the 68th Street & Hanna Lake Avenue intersection; 2) Installation of right-turn lane tapers at all proposed driveways and public/private street intersections with 68th Street, Hanna Lake Avenue and Dutton Avenue; 3) Construction of a left turn at the proposed Cloudcroft Street connection to Hanna Lake Avenue; and 4) Further consideration of the specific land uses and building sizes for the C-1 and C-2 Commercial buildings along 68th Street (once users are identified) to ensure adequate parking is provided within the Phase 5 portion of the PUD.

Architectural Appeal

Architectural Upgrades will be used to create an attractive architectural streetscape in the single family residential portions of Dutton Center using the following enhancements:

1. Upgraded siding colors that are predominantly darker hues and thicker material with whites and grays mixed into provide an attractive variety of colors.
2. Board and batten enhancements
3. Masonry wainscotting
4. Window trim and shutters
5. White corner trim that emphasizes the bold colors
6. Gable upgrades such as windows, trim detailing and corbels
7. Windows on garage overhead doors
8. Front entry door upgrades

To achieve the village residential/village center criteria of the Township's Master Plan, 54% of the single-family residential units incorporate rear loading garages which allows gables and porches to dominate the front façade, which are part and parcel to traditional neighborhood design.

The southern/platted phase 2 portion of the PUD is intended to be a transitional area from denser residential development in phase 1 and phase 3 into the Thornapple Farms Plat. The transition will allow for blending of architectural elements and act as a stepping stone in housing attainability. The transitioning and blending of architecture will be accomplished by a set of architectural restrictions proposed for the platted portion of the PUD. The restrictions on the 51 platted lots is as follows:

1. Garage prominence limit. The measurement of the front of the garage to the main mass of a building shall not exceed 10'0". The main mass is the front façade of a building measured at the location of the front door where a stoop is present. In the event a porch across the main mass is present, the measurement shall take place from the front of the porch.
2. Minimum front porch requirement. A minimum of 20% of the homes are to have a front porch that spans from the front door to the corner of the house. Porches may be a minimum of 4' in depth.
3. Any garage that is prominent to the main mass shall incorporate windows on garage overhead door.
4. Upgraded siding colors that are predominantly darker hues with whites and grays mixed to provide an attractive variety of colors.

5. The following home options will also be incorporated into various homes to increase architectural diversity and variety:
 - a) Board and batten enhancements
 - b) Masonry wainscotting options
 - c) Window trim and shutters variations

Storm Water Management/Utilities

Stormwater from the project will be collected and conveyed to a detention basin located in the northeast portion of the PUD that is proposed to be under the jurisdiction of the Kent County Drain Commission. This location is the natural low area for the property which currently acts as a concentrated discharge point to the county drain located along Dutton Avenue. This location was selected as it aligns with the desires of the Drain Commission and engineering best practices for storm water management for minimal disruptions to the pre-development flows. The new State of Michigan and Kent County Drain Commission requirements for managing storm water require increased resilience and storage requirements; subsequently generating a much larger detention basin footprint. The size and scale of the basin has been studied to identify other alternatives that would yield a smaller footprint. However, the basin as presented is the most feasible and prudent choice as it stores the highest volume of storm water in the smallest possible area. The entire Dutton Center PUD will be served by municipal water, sanitary sewer, and underground franchise utilities.

Residential Community Organization and Maintenance

The individual veranda homes and attached townhomes within the leased portion of the PUD (Phase 1) will be professionally managed by a property management company, similar to an apartment or townhome project. The platted subdivision portion of the PUD (Phase 2) will be governed by plat restrictions and bylaws. An umbrella Homeowner's Association (HOA) will be established to oversee the amenities for the previously approved Thornapple Farms Plat (178 lots and the proposed Dutton Center Plat (51 lots). The scope of authority of the HOA includes maintenance of the entrance statements, mail delivery boxes, open space/amenity areas and the storm water management area, and authority over architectural review, community restrictions enforcement, and financial management. Each homeowner will pay a modest annual fee for the operation of the HOA.

PARKING SUMMARY BY AREA

Northern Mixed Use / Multiple Family Area

12-Unit Multiple Family Buildings

Buildings:	4				
	Units	Type	x building count	Parking Requirement	Required Spaces
	0	1-bedroom units	0	1.5	0
	12	2+-bedroom units	48	2	96
TOTAL	12		48		96

Mixed Use Buildings

Buildings:	1				
	Units	Type	x building count	Parking Requirement	Required Spaces
First Floor	15400	Low Intensity Retail	15400	2 per 1000	31
Second Floor	0	1-bedroom units		1.5	0
	15	2+-bedroom units		2	30
TOTAL	NA				61

NORTHERN AREA TOTAL PARKING REQUIRED

157

NORTHERN AREA TOTAL PARKING PROVIDED

181

Lot Parking

156

On-Street Parking

25

Southern Mixed Use / Multiple Family Area

12-Unit Multiple Family Buildings

Buildings:	4				
	Units	Type	x building count	Parking Requirement	Required Spaces
	0	1-bedroom units	0	1.5	0
	12	2+-bedroom units	48	2	96
TOTAL	12		48		96

Mixed Use Buildings

Buildings:	1				
	Units	Type	x building count	Parking Requirement	Required Spaces
First Floor	15400	Low Intensity Retail	15400	2 per 1000	31
Second Floor	0	1-bedroom units		1.5	0
	15	2+-bedroom units		2	30
TOTAL	NA				61

SOUTHERN AREA TOTAL PARKING REQUIRED

157

SOUTHERN AREA TOTAL PARKING PROVIDED

173

Lot Parking

149

On-Street Parking

24



Kent County Road Commission

MEMORANDUM

To: Dan Wells
Community Development Director, Gaines Charter Township

From: Timothy J. Likens, PE, PTOE
Traffic & Safety Engineer, Kent County Road Commission

Date: May 7, 2024

Subject: Dutton Center PUD
Traffic Impact Study Review

The Kent County Road Commission (KCRC) is in receipt of the Traffic Impact Study (TIS) for the proposed Dutton Corners Planned Unit Development (PUD). The project site is generally located in the southeast quadrant of the 68th Street and Hanna Lake Avenue intersection. The TIS was completed on behalf of the applicant by Fleis & VandenBrink (F&V) dated April 14, 2024. F&V corresponded with KCRC during the TIS process regarding study scope and assumptions.

KCRC finds that the TIS was performed according to accepted traffic engineering practices, Institute of Transportation Engineers (ITE) methodologies, and the agreed upon scope and assumptions. KCRC is satisfied with the findings and recommendations of the TIS, with the following exceptions:

Traffic Signal Operations

The traffic signal at 68th Street and Hanna Lake Avenue will continue to operate the existing left-turn phasing scheme with permissive flashing yellow arrows and lagging protected green arrows. Leading the left-turn phase is inconsistent with driver expectation and presents safety concerns for drivers completing left-turns and red-light running. KCRC will continue to monitor traffic signal operations and optimize signal timings as necessary.

Right Turn Tapers

All driveways and private/public road approaches to 68th Street, Hanna Lake Avenue, and Dutton Avenue must be designed and constructed according to KCRC geometric standards and guidelines, including right-turn tapers as specified therein. Full width right-turn deceleration lane(s) are not required for this project.

Left-Turn Lanes

Left-turn lanes are required as follows to facilitate site-generated turning movements:

1. As cited in the TIS there is an existing center two-way left-turn lane on 68th Street along the site frontage; therefore, no additional left-turn lane is required.
2. No left-turn lane is required on Dutton Avenue.
3. A left-turn lane is required on Hanna Lake Avenue at the proposed site access. The existing northbound (NB) left-turn lane at 68th Street should be continued at full-width to the proposed access point to provide storage for NB left-turns onto 68th Street and SB left-turns into the proposed development. Hanna Lake Avenue should be tapered back the existing two-lane cross section south of the proposed access point according to the posted 40 mile per hour speed limit and prevailing geometric standards.

In addition to direct response to the TIS recommendations, KCRC offers the following input for consideration by Gaines Township:

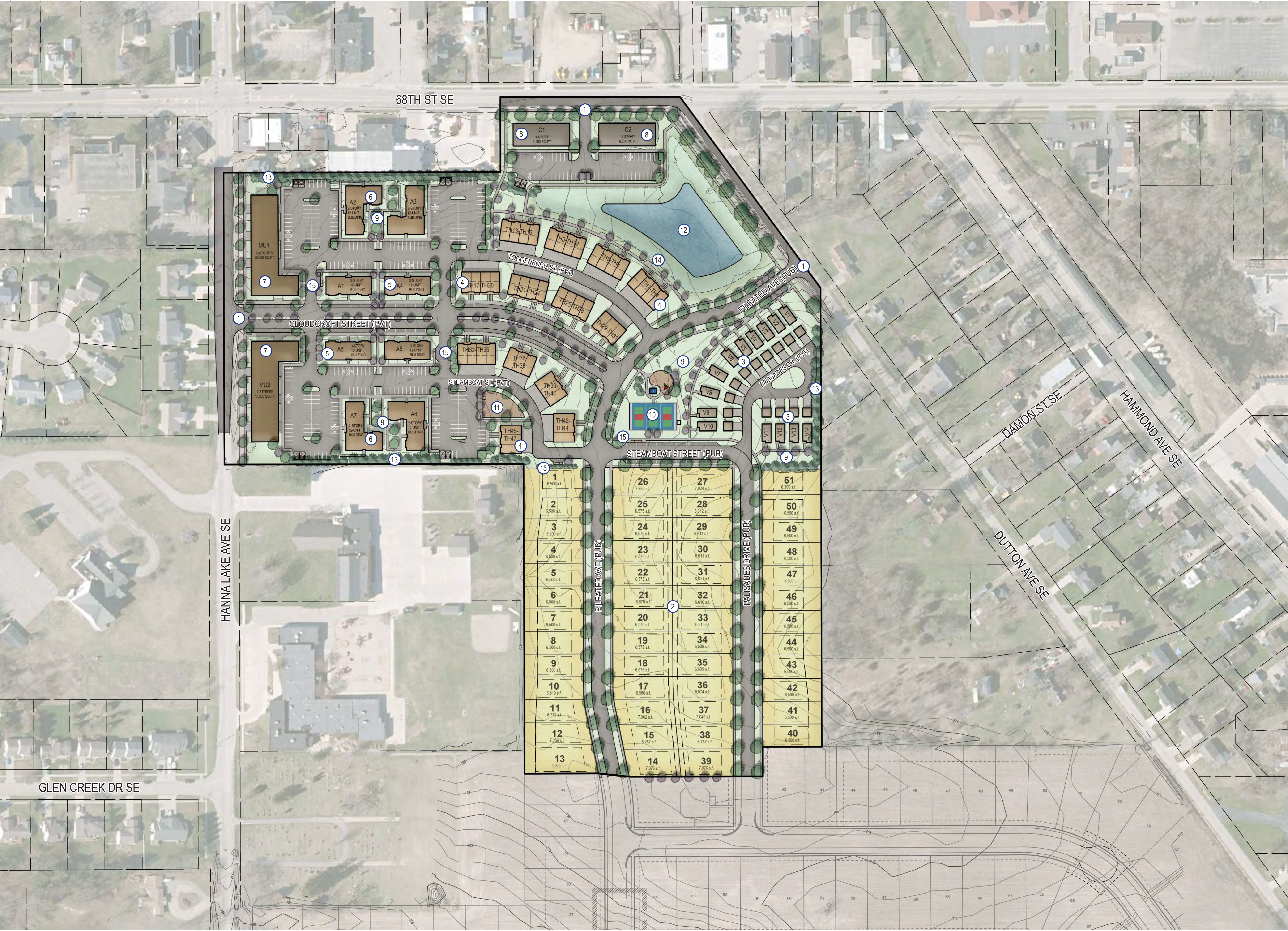
Commercial Buildings on 68th Street

There are two buildings (C-1 and C-2) proposed with this PUD that are served by a single driveway to 68th Street. These buildings and associated parking area are not interconnected to the remainder of the PUD. KCRC understands and accepts the rationale to not provide interconnection for these buildings as to not create direct access to 68th Street for the entire PUD and future connected parcels to the south.

That stated, the TIS presents discrepancies and uncertainty in the intended use of buildings C-1 and C-2; whereby the site plan (dated February 29, 2024) indicates 14,500 square feet of office/commercial space. The trip generation forecast for the site has lumped these buildings in with the overall PUD as “shopping plaza” space. While the ITE land use selected can include office space, this does not preclude buildings C-1 and C-2 from being occupied by more intense uses.

KCRC has concerns with traffic spilling back from this isolated parking area and driveway onto 68th Street. To mitigate this concern, KCRC recommends that this space be designated specifically for office or other similar/compatible use that generates less intense traffic volumes and turnover of parking spaces than general shopping center space. Patrons of retail stores, restaurants, and similar high-turnover uses would likely have difficulty circulating this isolated parking area to find a space during peak times. This would result in internal circulation conflicts that would potentially delay vehicles from entering the site. Conversely, office or similar land uses with directional morning arrival and afternoon departure patterns are less likely to cause overflow of the isolated parking area and relative safety concerns on 68th Street.

22400615-20240823-PUD 08/29/2024 @ 4:26 pm



LEGEND

- 1 SITE ENTRANCE
- 2 SINGLE FAMILY LOT TYP.
- 3 DETACHED SINGLE FAMILY VERANDA HOMES TYP.
- 4 TOWNHOME TYP.
- 5 3-STORY, 12-UNIT MULTIPLE FAMILY BUILDING TYP.
- 6 2-STORY, 12-UNIT MULTIPLE FAMILY BUILDING TYP.
- 7 MIXED-USE BUILDING
- 8 COMMERCIAL BUILDING TYP.
- 9 COMMUNITY OPEN SPACE
- 10 MULTI-SPORTS COURT, PLAYGROUND, AND PAVILION
- 11 DOG PARK
- 12 POND
- 13 LANDSCAPE BUFFER
- 14 PEDESTRIAN OUTLOOKS
- 15 MAIL KIOSK

NOTES

Site Location:	3316 68th Street SE Caledonia, MI
Site Area	= 29.32 ac.
Unit Total	= 208 dwellings
Single Family Lots	= 51
Detached Single Family Home	= 14
Townhomes	= 47 (13 buildings)
Multiple Family Dwellings	= 96 (10 buildings)
Second Floor Multiple Family Dwellings in Mixed Use Buildings	= Up to 30 Additional Units
Total Commercial/Office Space	= 43,100 sq.ft. (Plus up to an Additional 30,600 sq.ft. on Second Story of Mixed Use Buildings)
Proposed Density	= 7.1 units per ac.

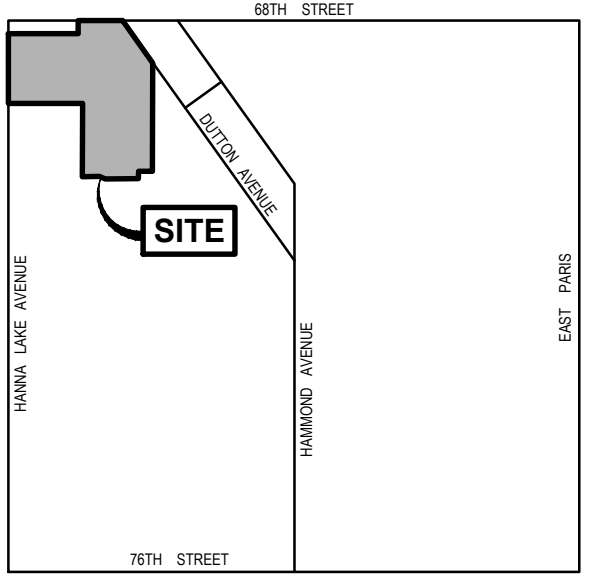




811 Know what's below.
CALL before you dig.

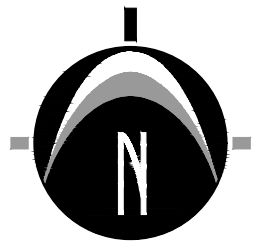
UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NOTE:
EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "PLANS" WERE OBTAINED FROM AVAILABLE AS-BUILT RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.



LOCATION MAP

NOT TO SCALE



0' 50' 100' 200'
SCALE: 1" = 100'

LEGAL DESCRIPTION

PART OF THE NW 1/4 OF SECTION 11, T5N, R11W, GAINES TOWNSHIP, KENT COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE NW CORNER OF SAID SECTION 11; THENCE N89°52'04"E 610.50 FEET ALONG THE NORTH LINE OF SAID NW 1/4 TO THE PLACE OF BEGINNING OF THIS DESCRIPTION; THENCE S00°09'54"E 165.00 FEET; THENCE S89°52'04"W 610.50 FEET TO THE WEST LINE OF SAID NW 1/4; THENCE S00°09'54"E 543.41 FEET ALONG SAID WEST LINE; THENCE N89°52'04"E 660.00 FEET; THENCE S00°09'34"E 682.44 FEET; THENCE N89°50'26"E 162.77 FEET; THENCE S83°59'26"E 69.21 FEET; THENCE N89°51'03"E 228.05 FEET; THENCE N89°51'03"E 66.00 FEET; THENCE N00°08'57"W 64.92 FEET; THENCE N89°51'03"E 130.00 FEET TO THE SW CORNER OF C. H. DEMING'S ADDITION TO DUTTON (AS RECORDED IN LIBER 20 OF PLATS ON PAGE 35, KENT COUNTY RECORDS); THENCE N00°08'57"W 1010.85 FEET ALONG THE WEST LINE OF SAID C. H. DEMING'S ADDITION TO DUTTON TO THE CENTERLINE OF DUTTON AVENUE (66 FOOT WIDE); THENCE N36°22'34"W 523.59 FEET ALONG SAID CENTERLINE TO THE NORTH LINE OF SAID NW 1/4; THENCE S89°52'04"W 395.97 FEET ALONG SAID NORTH LINE TO THE PLACE OF BEGINNING.

NEDERVELD
www.nederveld.com
800.222.1868
GRAND RAPIDS
217 Grandville Ave., Suite 302
Grand Rapids, MI 49503
Phone: 616.575.5190

ANN ARBOR
CHICAGO
COLUMBUS
HOLLAND
INDIANAPOLIS
ST. LOUIS

PREPARED FOR:

Allen Edwin Homes
Attn: Mr. Dan Larabel

795 Clyde Court
Byron Center, MI 49315
Phone: 616.878.1748

REVISIONS:

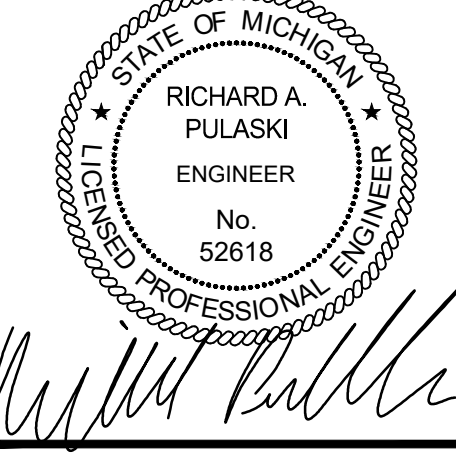
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Drawn: DCJW	Checked: RP	Date: 6.24.2024
Title: Final PUD / Site Plan Submittal Revised	Checked: RP	Date: 7.03.2024
Drawn: DC	Checked: RP	Date: 8.29.2024

DUTTON CENTER

Existing Site Conditions Plan

3316 68TH STREET SE
PART OF THE NW 1/4 OF SECTION 11, T5N, R11W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

STAMP:



PROJECT NO:
22400615

SHEET NO:
C-201

PREPARED FOR:

Allen Edwin Homes
Attn: Mr. Dan Larabel

795 Clyde Court
Byron Center, MI 49315
Phone: 616.878.1748

REVISIONS:

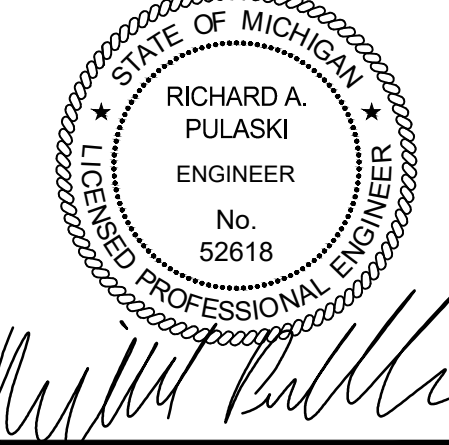
Title: Final PUD / Site Plan Submittal	Checked: RP	Date: 4/25/2024
Drawn: DCJW	Checked: RP	Date: 6/24/2024
Title: Final PUD / Site Plan Submittal Revised	Checked: RP	Date: 6/24/2024
Drawn: DC	Checked: RP	Date: 7/03/2024
Title: Final PUD / Site Plan Submittal Revised	Checked: RP	Date: 8/29/2024
Drawn: DC	Checked: RP	Date: 8/29/2024

DUTTON CENTER

Site Layout Plan

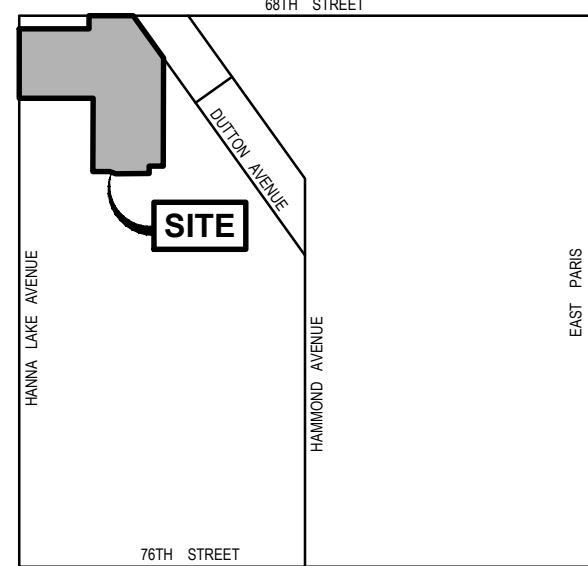
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PART OF THE NW 1/4 OF SECTION 11, T5N, R11W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

STAMP:



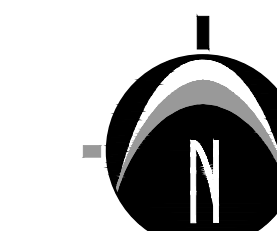
PROJECT NO:
22400615

SHEET NO:
C-205



LOCATION MAP

NOT TO SCALE



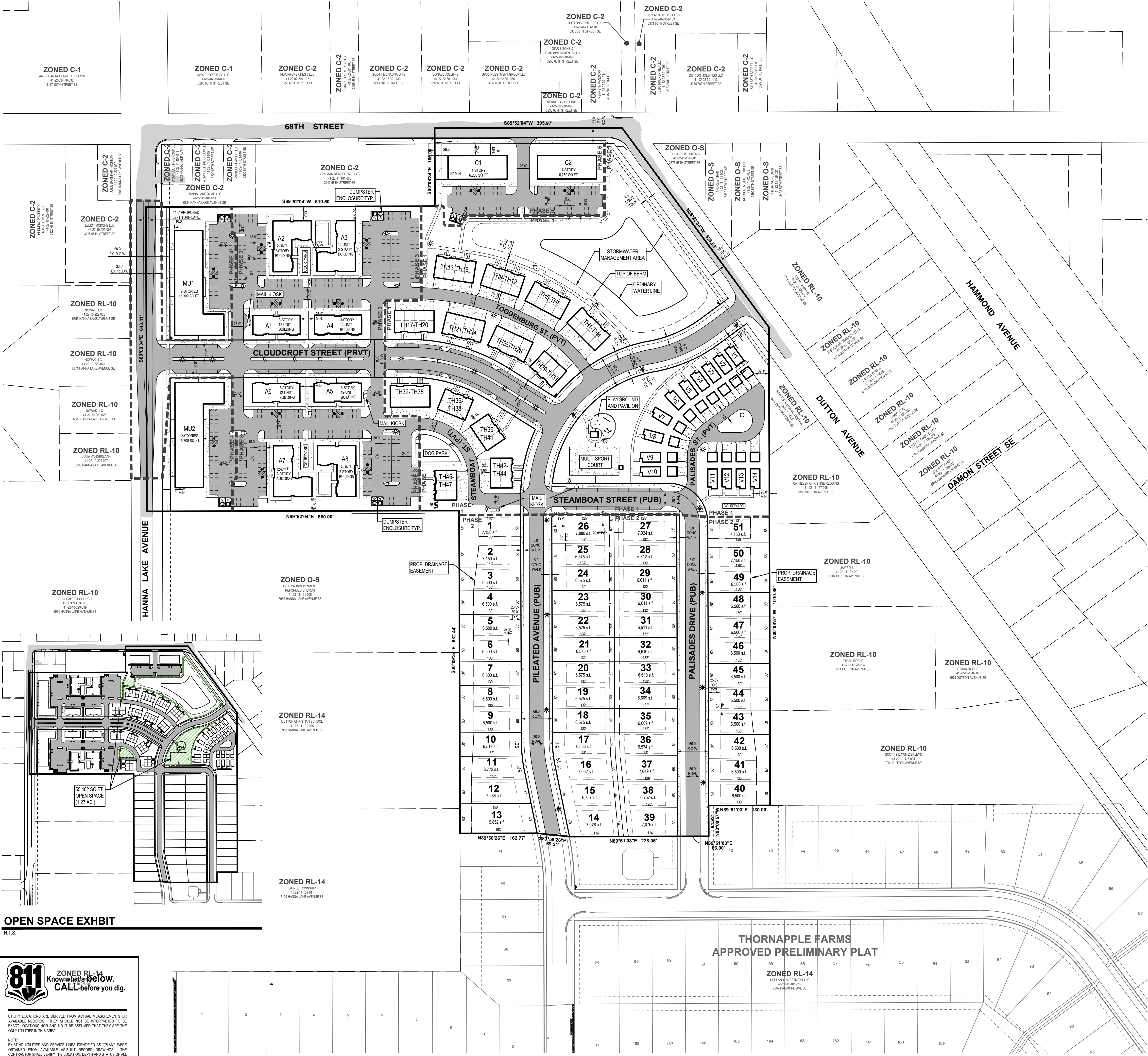
0' 50' 100' 200'
SCALE: 1" = 100'

LEGEND

- EXISTING BITUMINOUS
- EXISTING CONCRETE
- PROPOSED BITUMINOUS (STANDARD DUTY)
- PROPOSED CONCRETE (STANDARD DUTY)
- STREET LIGHT - CONSUMERS ENERGY
- STREET LIGHT - MPR SERIES
- NON-MOTORIZED TRAIL
- WAYFINDING SIGNAGE

GENERAL NOTES

- ZONING OF PROPERTY: RL-10 (RESIDENTIAL) & O-S (OFFICE SERVICE)
- PROPOSED ZONING OF PROPERTY: PUD (PLANNED UNIT DEVELOPMENT)
- SUMMARY OF LAND USE:
 - TOTAL ACREAGE = 29.32 ACRES (1,277,381 SQ. FT.) (EXCLUDING R.O.W.)
 - TOTAL DWELLING UNITS PROPOSED = 208 DWELLINGS (PLUS UP TO 30 ADDITIONAL SECOND STORY DWELLING IN MIXED USE BUILDINGS)
 - SINGLE FAMILY LOTS = 51 DWELLINGS
 - DETACHED SINGLE FAMILY VERANDA HOMES = 14 DWELLINGS
 - TOWNHOMES = 47 DWELLINGS
 - MULTIPLE FAMILY UNITS = 96 DWELLINGS
 - SECOND FLOOR MULTIPLE FAMILY UNITS - UP TO AN ADDITIONAL 30 DWELLINGS
 - TOTAL COMMERCIAL/OFFICE SPACE = 43,280 (PLUS UP TO AN ADDITIONAL 30,780 SQ. FT. ON SECOND STORY OF MIXED USE BUILDINGS)
 - TOTAL OPEN SPACE PROVIDED = 1.27 AC (55,402 SQ. FT.)
 - ZONING OF PARCELS TO NORTH = C-2
 - ZONING OF PARCELS TO EAST = RL-10
 - ZONING OF PARCELS TO WEST = C-2, RL-10, & O-S
 - ZONING OF PARCELS TO SOUTH = RL-14
- SITE REGULATING STANDARDS:
 - SINGLE FAMILY LOTS (LOTS 1-51)
 - MINIMUM LOT WIDTH AT FRONT YARD SETBACK = 50 FT.
 - MINIMUM LOT SIZE = 6,250 SQ. FT.
 - MAXIMUM BUILDING HEIGHT = 35 FT. OR 2 STORIES, WHICHEVER IS LESS
 - SETBACKS:
 - FRONT YARD SETBACK 1-17, 21-23, 27-29, 33-35 AND 38-51 = 25 FT. MIN.
 - FRONT YARD SETBACK FOR LOTS 18-20, 24-26, 30-32, AND 36-37 = 30 FT. MIN.
 - SECONDARY FRONT YARD SETBACK ON CORNER LOTS = 15 FT. MIN.
 - SIDE YARD SETBACK = 5 FT. MIN.
 - REAR YARD SETBACK = 20 FT. MIN.
 - ALLEY-LOADED VERANDA HOMES (V1-V14)
 - MAXIMUM BUILDING HEIGHT = 35 FT. OR 2 STORIES, WHICHEVER IS LESS
 - MINIMUM BUILDING TO BUILDING SEPARATION DISTANCE (FOUNDATION WALL TO FOUNDATION WALL) = 10 FT.
 - MINIMUM PORCH TO R.O.W. DISTANCE = 10 FT.
 - MINIMUM GARAGE (FOUNDATION WALL) TO ALLEY PAVEMENT DISTANCE = 22 FT.
 - MINIMUM DISTANCE FROM PUD BOUNDARY = 20 FT.
 - TOWNHOMES (TH1-TH47)
 - MAXIMUM BUILDING HEIGHT = 35 FT. OR 2 STORIES, WHICHEVER IS LESS
 - MINIMUM BUILDING TO BUILDING SEPARATION DISTANCE (WALL OF FOUNDATION TO WALL OF FOUNDATION) = 15 FT.
 - MINIMUM DISTANCE FROM PUD BOUNDARY = 20 FT.
 - MINIMUM DISTANCE TO SINGLE FAMILY LOTS = 25 FT. (PROPOSED & EXISTING ADJACENT)
 - MINIMUM GARAGE (FOUNDATION WALL) TO ALLEY PAVEMENT DISTANCE = 22 FT.
 - MINIMUM PORCH OR BUILDING TO R.O.W. DISTANCE = 10 FT.
 - MULTIPLE FAMILY BUILDINGS (A1-A8)
 - MAXIMUM BUILDING HEIGHT = 45 FT. OR 3 STORIES, WHICHEVER IS LESS; 35 FT. OR 2 STORIES, WHICHEVER IS LESS FOR BUILDING AREAS WITHIN 50 FT. OF THE PUD BOUNDARY
 - MINIMUM DISTANCE TO PUD BOUNDARY = 30 FT.
 - MINIMUM DISTANCE TO ADJACENT R.O.W. = 10 FT.
 - MINIMUM BUILDING TO BUILDING SEPARATION DISTANCE (FOUNDATION WALL TO FOUNDATION WALL) = 25 FT.
 - MINIMUM DWELLING UNIT SIZE = 720 SQ. FT.
 - MIXED USE BUILDINGS (MU1-MU2)
 - MAXIMUM BUILDING HEIGHT = 35 FT. OR 2 STORIES, WHICHEVER IS LESS
 - MINIMUM DISTANCE TO PUD BOUNDARY (EXCLUDING FRONTAGES) = 30 FT.
 - MINIMUM DISTANCE TO ADJACENT R.O.W. = 10 FT.
 - MINIMUM BUILDING TO BUILDING SEPARATION DISTANCE (FOUNDATION WALL TO FOUNDATION WALL) = 15 FT.
 - MINIMUM DWELLING UNIT SIZE = 720 SQ. FT.
 - ALLOWABLE FIRST STORY USES = PERMITTED USES WITHIN THE OFFICE SERVICE (OS) AND NEIGHBORHOOD COMMERCIAL DISTRICT (NC)
 - ALLOWABLE SECOND STORY USES = MULTIPLE FAMILY DWELLINGS, PERMITTED USES WITHIN THE OFFICE SERVICE (OS), AND PERMITTED USES WITHIN THE NEIGHBORHOOD COMMERCIAL DISTRICT (NC)
 - OFFICE / COMMERCIAL BUILDINGS (C1-C2)
 - MAXIMUM BUILDING HEIGHT = 25 FT. OR 1 STORIES, WHICHEVER IS LESS
 - MINIMUM DISTANCE TO PUD BOUNDARY (EXCLUDING FRONTAGES) = 20 FT.
 - MINIMUM DISTANCE TO ADJACENT R.O.W. = 10 FT.
 - MINIMUM BUILDING TO BUILDING SEPARATION DISTANCE (FOUNDATION WALL TO FOUNDATION WALL) = 15 FT.
 - ALLOWABLE USES = PERMITTED USES WITHIN THE OFFICE SERVICE (OS) AND NEIGHBORHOOD COMMERCIAL DISTRICT (NC)
- PARKING REQUIREMENTS:
 - MINIMUM REQUIRED SPACE PER TOWNSHIP = 9'x18' (24' AISLE)
 - TYPICAL PARKING SPACE PROVIDED = 9'x18' (24' AISLE)
 - TYPICAL VAN ACCESSIBLE PARKING SPACE = 11'x18' WITH 5' AISLE
 - TYPICAL CAR ACCESSIBLE PARKING SPACE = 8'x18' WITH 5' AISLE
 - NUMBER OF SPACES REQUIRED IN MIXED USE / MULTIPLE FAMILY AREAS = 314 (BASED ON CITY REQUIREMENTS)
 - NUMBER OF SPACES PROVIDED IN MIXED USE / MULTIPLE FAMILY AREAS = 354 (INCLUDING 49 ON-STREET SPACES)
 - NORTHERN PARKING AREA = 181 SPACES (INCLUDING 25 ON-STREET SPACES)
 - SOUTHERN PARKING AREA = 173 SPACES (INCLUDING 24 ON-STREET SPACES)
 - NOTE: PROVIDED PARKING MAY CHANGE DEPENDING ON FINAL BUILDING USE AND NUMBER OF BEDROOMS. FINAL PARKING COUNT SHALL BE SUBJECT TO ZONING ADMINISTRATOR REVIEW.
 - NUMBER OF SPACES REQUIRED IN COMMERCIAL AREA (4 PER 1,000 SQ. FT.) = 50
 - NUMBER OF SPACES PROVIDED IN COMMERCIAL AREAS = 54
 - PARKING FOR SINGLE FAMILY LOTS WILL BE PROVIDED WITHIN EACH LOT
 - PARKING FOR TOWNHOMES AND DETACHED SINGLE FAMILY VERANDA UNITS WILL BE PROVIDED IN GARAGES AND DRIVEWAYS
- THIS PROJECT IS NOT LOCATED IN THE 100 YEAR FLOOD PLAIN, BASED ON THE NATIONAL FLOOD INSURANCE PROGRAM RATE MAPS
- BEST MANAGEMENT PRACTICES WILL BE UTILIZED DURING AND AFTER CONSTRUCTION OF THE PROJECT. MEASURES WILL INCLUDE THE USE OF SEEDING AND MULCHING, SEDIMENT INLET FILTERS, COMPACTION AND PAVING. THE OWNER OF THE SUBJECT PARCEL SHALL HAVE THE RESPONSIBILITY TO MAINTAIN THE PERMANENT SOIL EROSION PROTECTION MEASURES.
- ALL LIGHTING SHALL BE SHIELDED FROM ALL ADJACENT PROPERTIES.
- THE PERMANENT PARCEL NUMBER FOR THE SITE IS 41-22-11-101-017.
- THE ADDRESS OF THE PROPERTY IS 3316 68TH STREET SE.
- THERE IS CURRENTLY A VACANT HOUSE ON THE PARCEL.
- THE EXISTING HOUSE WILL BE DEMOLISHED AS PART OF THIS PROJECT.
- PALISADE STREET PVT., STEAMBOAT STREET PVT., AND TOGGENBURG STREET PVT. DRIVE WIDTHS ARE REDUCED BELOW THE GAINES TOWNSHIP PRIVATE ROAD ORDINANCE STANDARDS, AS SHOWN ON THIS PLAN.



OPEN SPACE EXHIBIT
N.T.S.

811 Know what's below. CALL before you dig.

UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NOTE: EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "P" WERE OBTAINED FROM AVAILABLE AS-BUILT RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO CONSTRUCTION.

ZONED RL-14
GAINES TOWNSHIP
41-22-11-101-001
6801 HANNA LAKE AVENUE SE

PREPARED FOR:

Allen Edwin Homes
Attn: Mr. Dan Larabel

795 Clyde Court
Byron Center, MI 49315
Phone: 616.878.1748

REVISIONS:

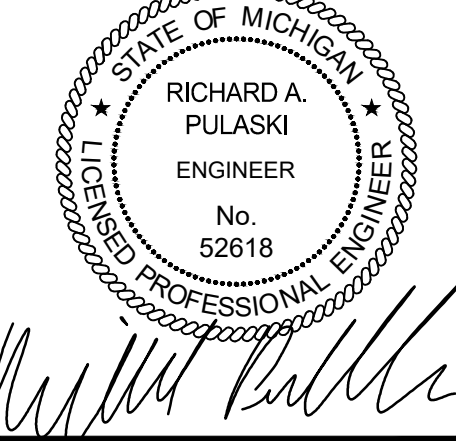
Title: Final PUD / Site Plan Submittal	Checked: RP	Date: 4.25.2024
Drawn: DCJW	Checked: RP	Date: 6.24.2024
Title: Final PUD / Site Plan Submittal Revised	Checked: RP	Date: 7.03.2024
Drawn: DC	Checked: RP	Date: 8.29.2024

DUTTON CENTER

Utilities & Grading Plan

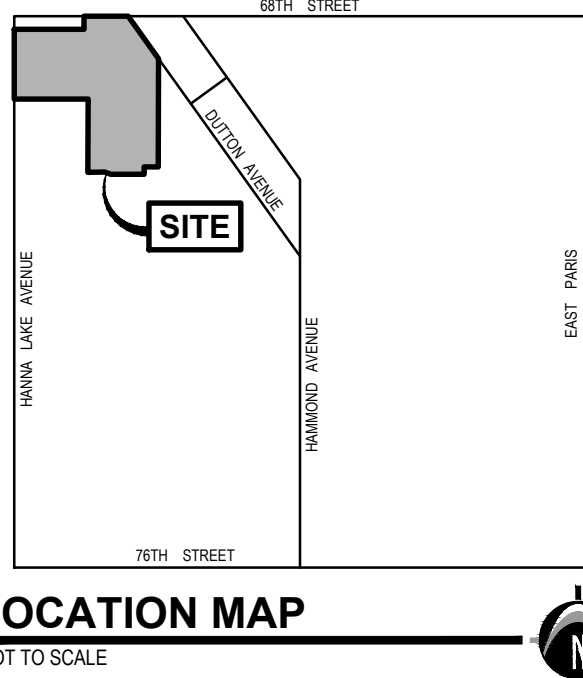
3316 68TH STREET SE
PART OF THE NW 1/4 OF SECTION 11, T5N, R11W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

STAMP:



PROJECT NO:
22400615

SHEET NO:
C-300

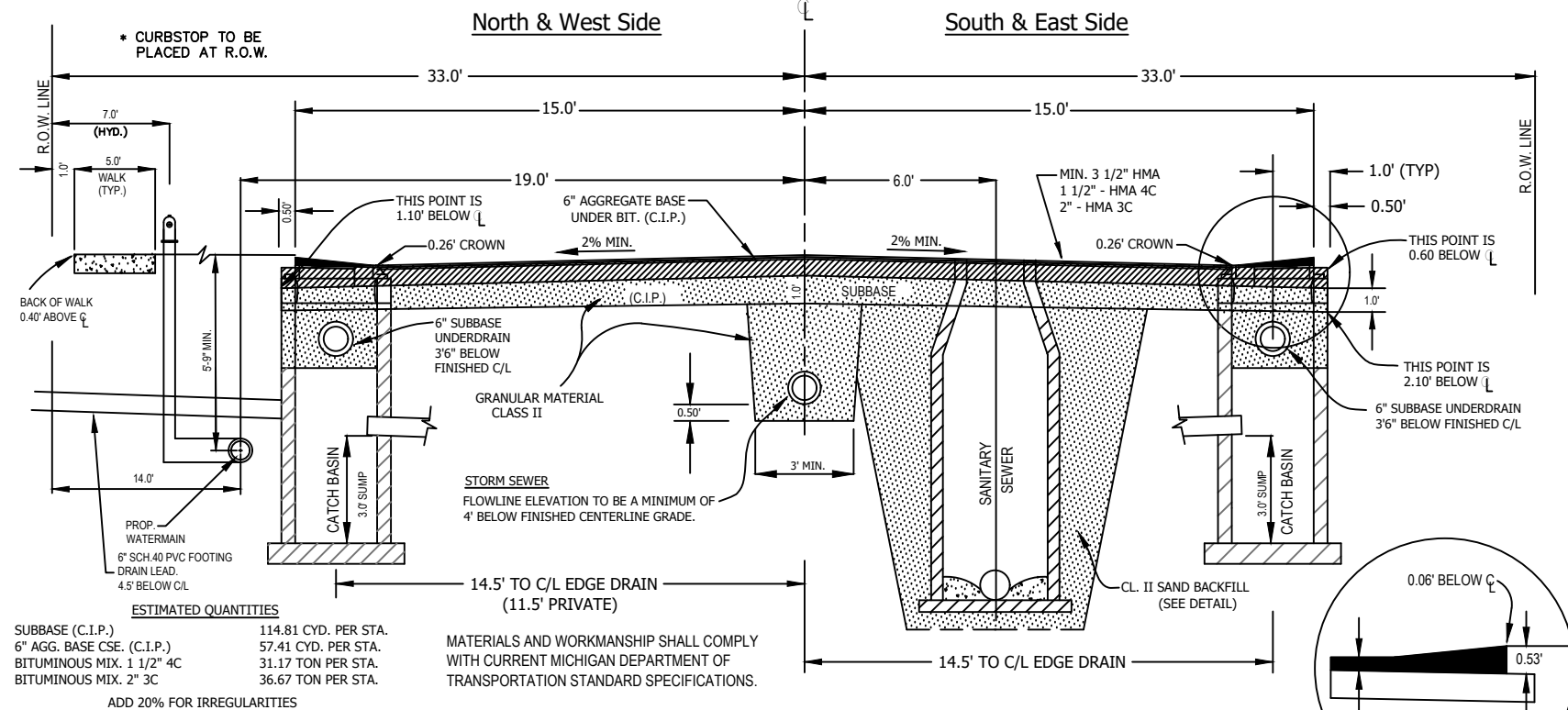
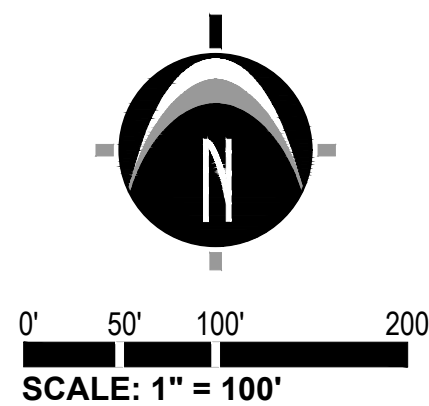


LEGEND

	EX. GRADE CONTOUR
	PROPOSED BITUMINOUS (STANDARD DUTY)
	PROPOSED CONCRETE (STANDARD DUTY)
	PROP. 12" to 36" STM SEWER
	PROP. 8" SANITARY SEWER
	PROP. 12" WATERMAIN

NOTES

BUILDINGS C1 & C2 TO BE SERVICED BY EXISTING 8TH STREET WATERMAIN (DIRECTIONAL DRILL TO AVOID OPEN CUTS)



KENT COUNTY ROAD COMMISSION STANDARD
30" PUBLIC & PRIVATE ROAD W/ BITUMINOUS VALLEY GUTTER SECTION
N.T.S.

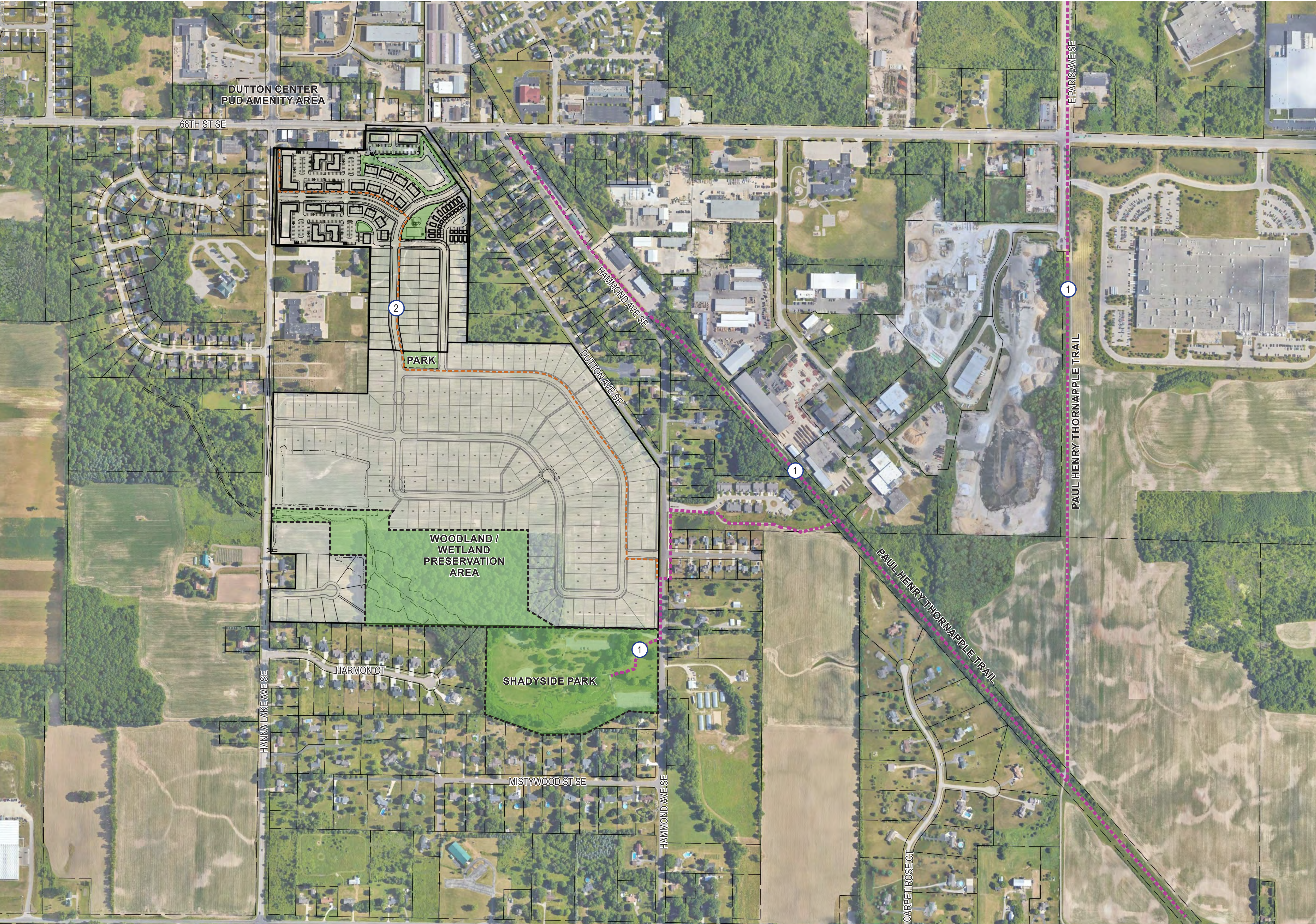


UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NOTE: EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "PLANS" WERE OBTAINED FROM AVAILABLE AS-BUILT RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.

LEGEND

- ① PORTION OF 10' WIDE TRAIL IS EXISTING OR CURRENTLY UNDER CONSTRUCTION
- ② CONNECTOR TRAIL THROUGH DUTTON PUD WITH WAYFINDING SIGNAGE AT INTERSECTIONS





Filename: S:\GRAND RAPIDS\Layouts\RANDOMS\DUTTON CENTER\DUTTON LIGHTING.AGI

PHOTOMETRIC PLAN

SCALE: NTS



CTA LIGHTING & CONTROLS
908C West River Center Dr
Comstock Park, MI 49321
616.647.2400
www.cta-lc.com

PHOTOMETRIC EVALUATION
NOT FOR CONSTRUCTION
Based on the information provided, all dimensions and luminaire locations represent a recommended application. The engineer and/or architect must determine the applicability of the layout regarding existing or future field conditions.
This lighting layout represents illumination levels calculated using laboratory data taken under controlled conditions in accordance with The Illuminating Engineering Society (IES) approved method. Actual performance of a manufacturer's luminaires may vary due to changes in electrical voltage, tolerance in LEDs, and other field conditions. Calculations may not include obstructions such as buildings, curbs, landscaping, or other architectural elements. Future nomenclature may not include mounting hardware or poles. This layout is for photometric evaluation purposes only and should not be used as a construction document or as a final document for ordering product.

DESIGNED FOR:



DUTTON LIGHTING 2

ADDRESS

SALES
QUOTES

DATE
4.23.2024

DESIGNER
J YONKERS

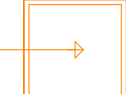
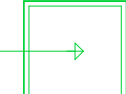
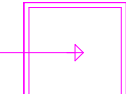
REVISIONS
DATE NAME
6212024 D CORR

SHEET

1

Luminaire Schedule

Scenario: GEN

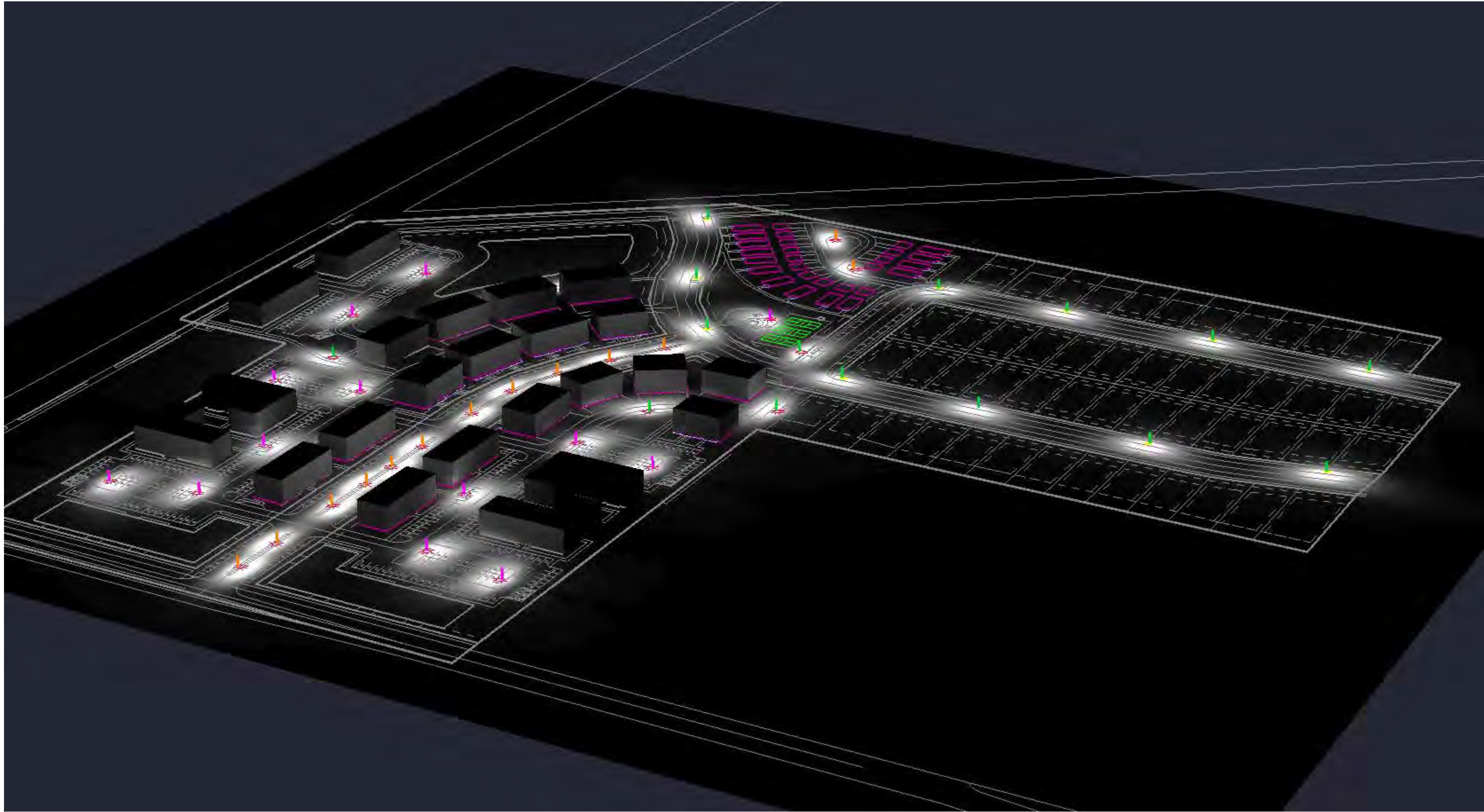
SYMBOL	QTY	LABEL	ARRANGMENT	LLF	[MANUFAC]	DESCRIPTION	MNT HEIGHT	MNT TYPE	TLT WATTS	LUMENS
	16	P2	Single	0.921	COOPER - LUMARK	PRV-PA2A-740-U-T2U	14	POLE	1792	15795
	15	P3	Single	0.921	COOPER - LUMARK	PRV-PA2A-740-U-T3	14	POLE	1680	15749
	13	P4	Single	0.921	COOPER - LUMARK	PRV-PA2A-740-U-T4W	14	POLE	1456	15560

Calculation Summary

Scenario: GEN

Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
SITE	Illuminance	Fc	2.14	13.1	0.3	7.13	43.67

NOTES:
- CALC AT GRADE



Project		Catalog #		Type	
Prepared by		Notes		Date	



Lumark
Prevail / Prevail XL Discrete LED

Area / Site Luminaire

Product Features



Product Certifications



Connected Systems

- WaveLinx
- Enlighted

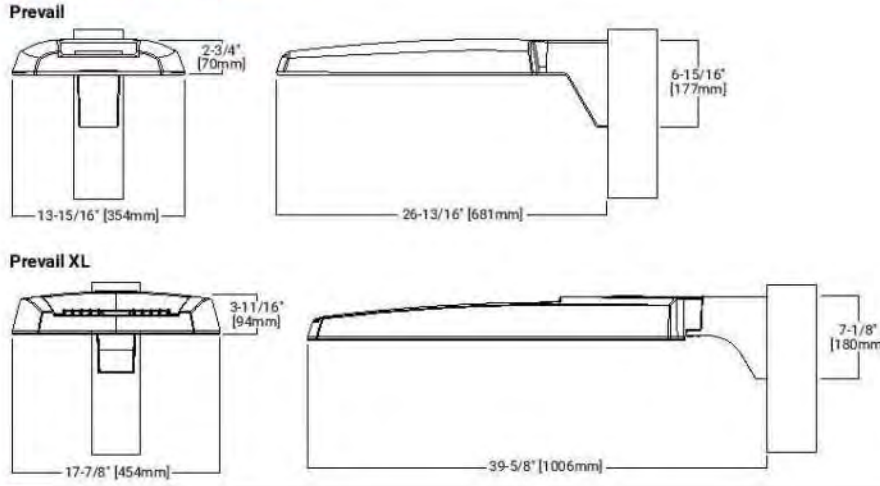
Interactive Menu

- Ordering Information [page 2](#)
- Mounting Details [page 3](#)
- Optical Configurations [page 3](#)
- Product Specifications [page 4](#)
- Energy and Performance Data [page 4](#)
- Control Options [page 5](#)

Quick Facts

- Direct-mounted discrete light engine for improved optical uniformity and visual comfort
- Lumen packages range from 7,500 - 41,000 nominal lumens (50W - 300W)
- Replaces 70W up to 1,000W HID equivalents
- Efficacies up to 148 lumens per watt
- Standard universal quick mount arm with universal drill pattern

Dimensional Details



PS30000589 page 1
Revised: 11/2023 12/1/2023



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Comstock Park, MI 49321
616.647.2400
www.cta-lc.com

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DESIGNED FOR:



DUTTON LIGHTING 2

ADDRESS

SALES

QUOTES

DATE

4.23.2024

DESIGNER

J YONKERS

REVISIONS

DATE	NAME
6212024	D CORR

SHEET

2

SCHEDULES

SCALE: NTS



Dutton Center PUD Architectural Sketches



Dutton Center PUD Amenities

Dog Park



Tot Lot

Playground Mulch Surface
Concrete Sidewalk Perimeter
Black Bench Seating
Intended Ages: 2-5 Years



Colors subject to change during final design



A 60' x 105' Court

Three pickleball courts

- or -

One basketball court

Concrete surface with
painted lines

Multi-Use Court

Pavilion

12' x 16' on Concrete
Low Maintenance Vinyl Finish
Black Roof
2 Picnic Tables
No Cupola
Electric Outlet



Private Street Light



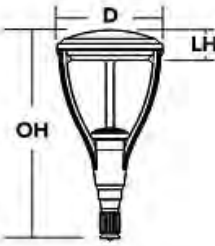
MRP LED
LED Area Luminaire

OMERO

Specifications

EPA:	1,125 ft ² (105 sqm)
Luminaire Height:	6-3/8" (16.7 cm)
Overall Height:	32" (81.3 cm)
Diameter:	18" (45.7 cm)
Weight (max):	37.5 lbs (17 kg)



Central Mail Delivery



Includes Pedestal

 **All Aluminum Construction** 

United States Postal Service
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Street Lights and Mail Delivery





Dutton Center PUD Single Family Residential Architectural Book



Alley Load Townhouses

2 Stall Garage, 2 Car Driveway

3 Bedroom, 3 Bathroom

1450 Square Feet

Alley Load Townhouses





FRONT ELEVATION

SCALE: 1/4"=1'-0"

ELEVATION A1		REV. NO.	DATE	REMARKS
GARAGE RIGHT				
REVISION				

ALLEN EDWIN HOMES

2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

V1450S

FOR: Allen Edwin Homes

LOT #:

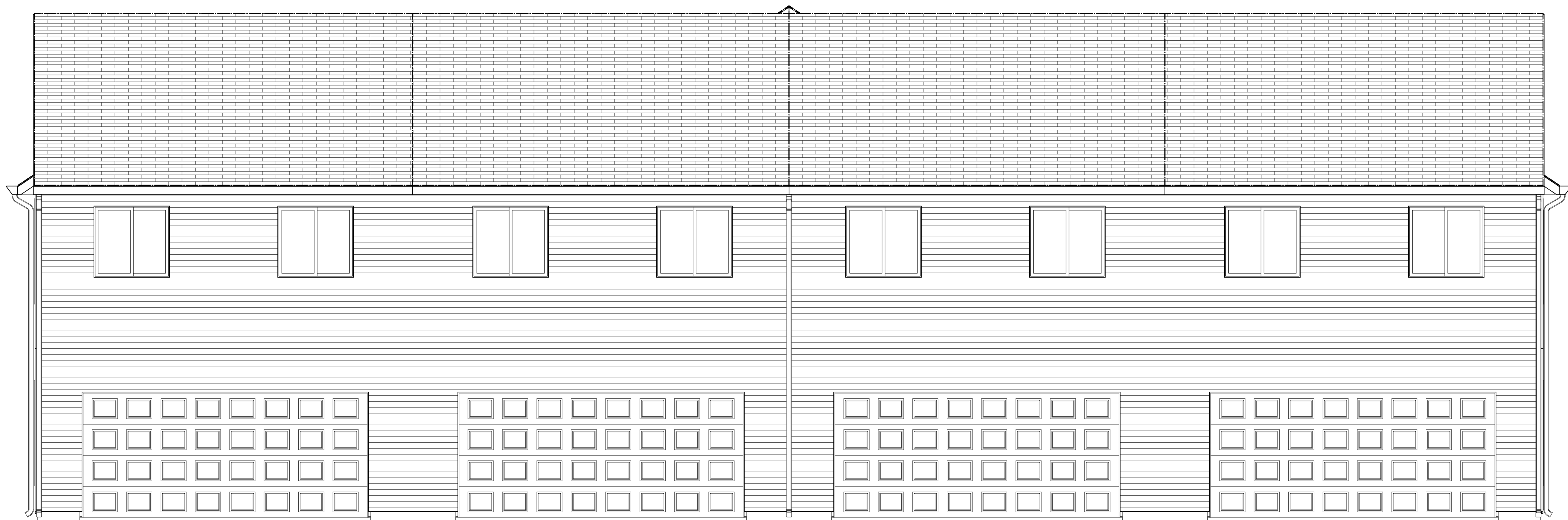
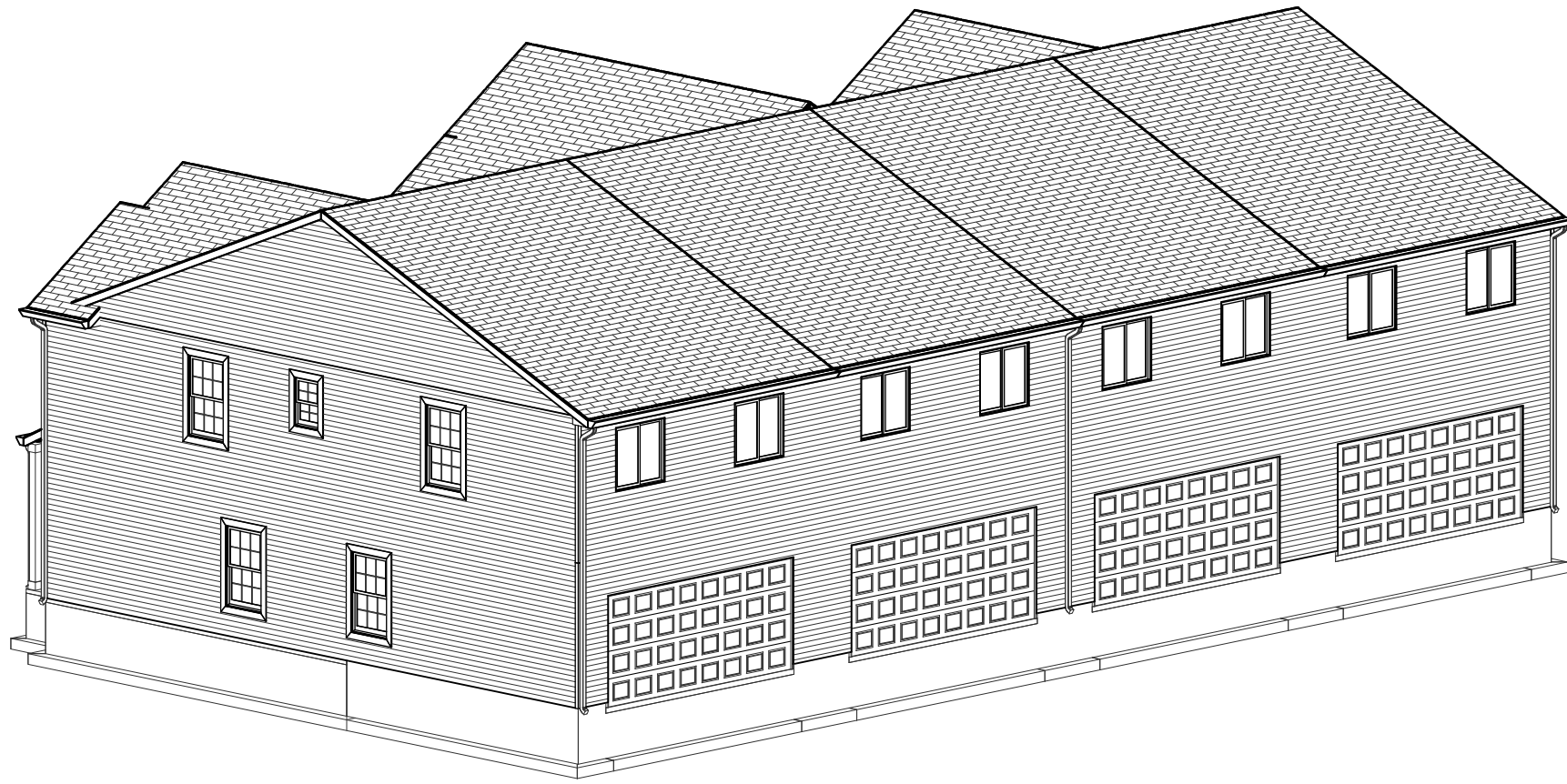
LOCATION:

SHEET NUMBER

PRINT DATE: 02/20/2023

A-01

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REAR ELEVATION

SCALE: 1/4"=1'-0"

ELEVATION A1		REV. NO.	DATE	REMARKS
GARAGE RIGHT				
REVISION				

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V1450S

FOR:
Allen Edwin Homes

LOT #:

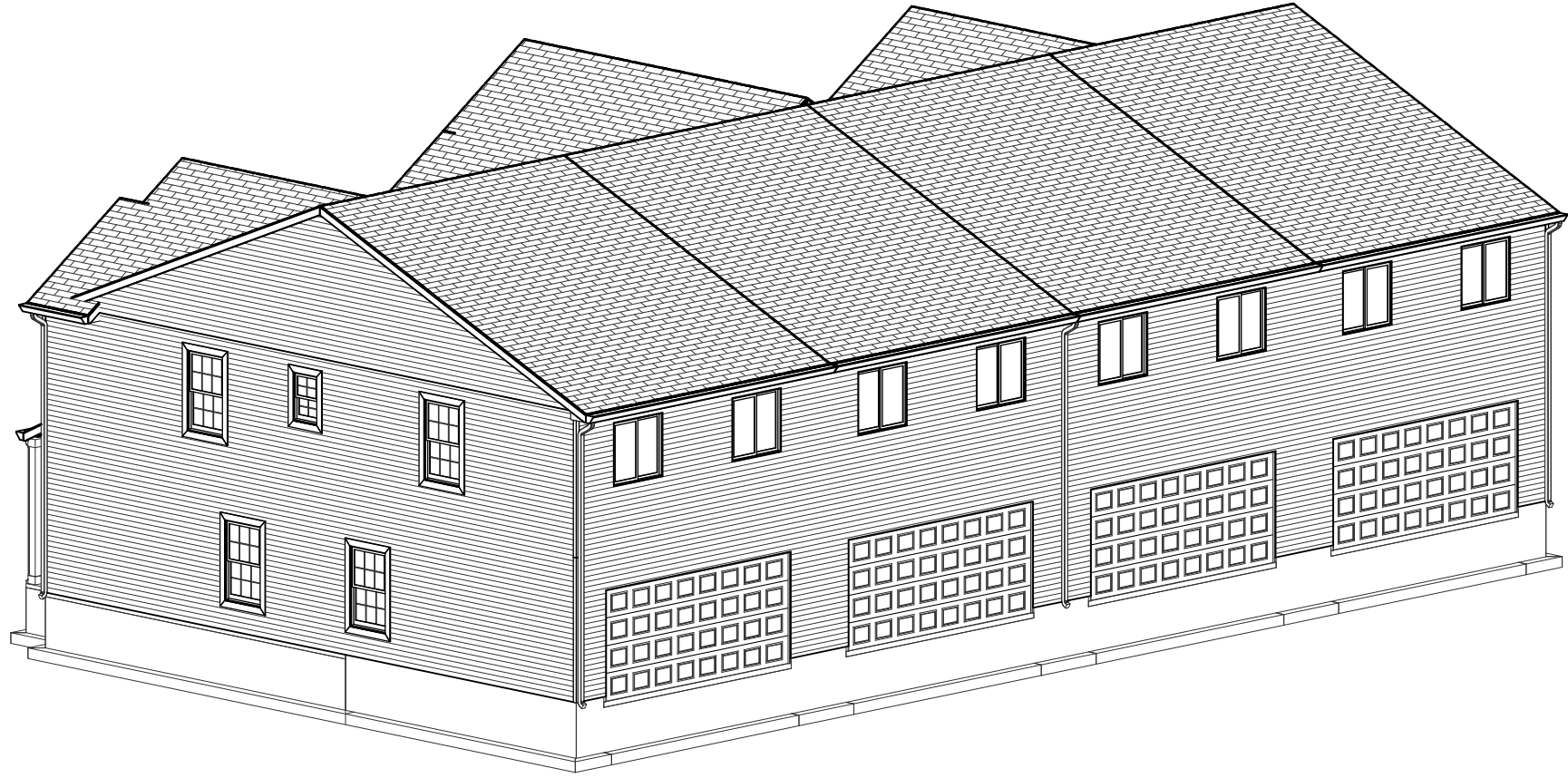
LOCATION:

SHEET NUMBER

PRINT DATE:
02/20/2023

A-02

© CG Visions 2008 PLAN CREATION DATE 01/17/2023



RIGHT ELEVATION

SCALE: 1/4"=1'-0"

REV. NO.	DATE	REMARKS
ELEVATION A1		
GARAGE RIGHT		
REVISION		

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02/20/2023

V1450S

FOR:
Allen Edwin Homes

LOT #:

LOCATION:

SHEET NUMBER



LEFT ELEVATION

SCALE: 1/4"=1'-0"

ELEVATION A1		REV. NO.	DATE	REMARKS
GARAGE RIGHT				
REVISION				

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V1450S

FOR: Allen Edwin Homes

LOT #:

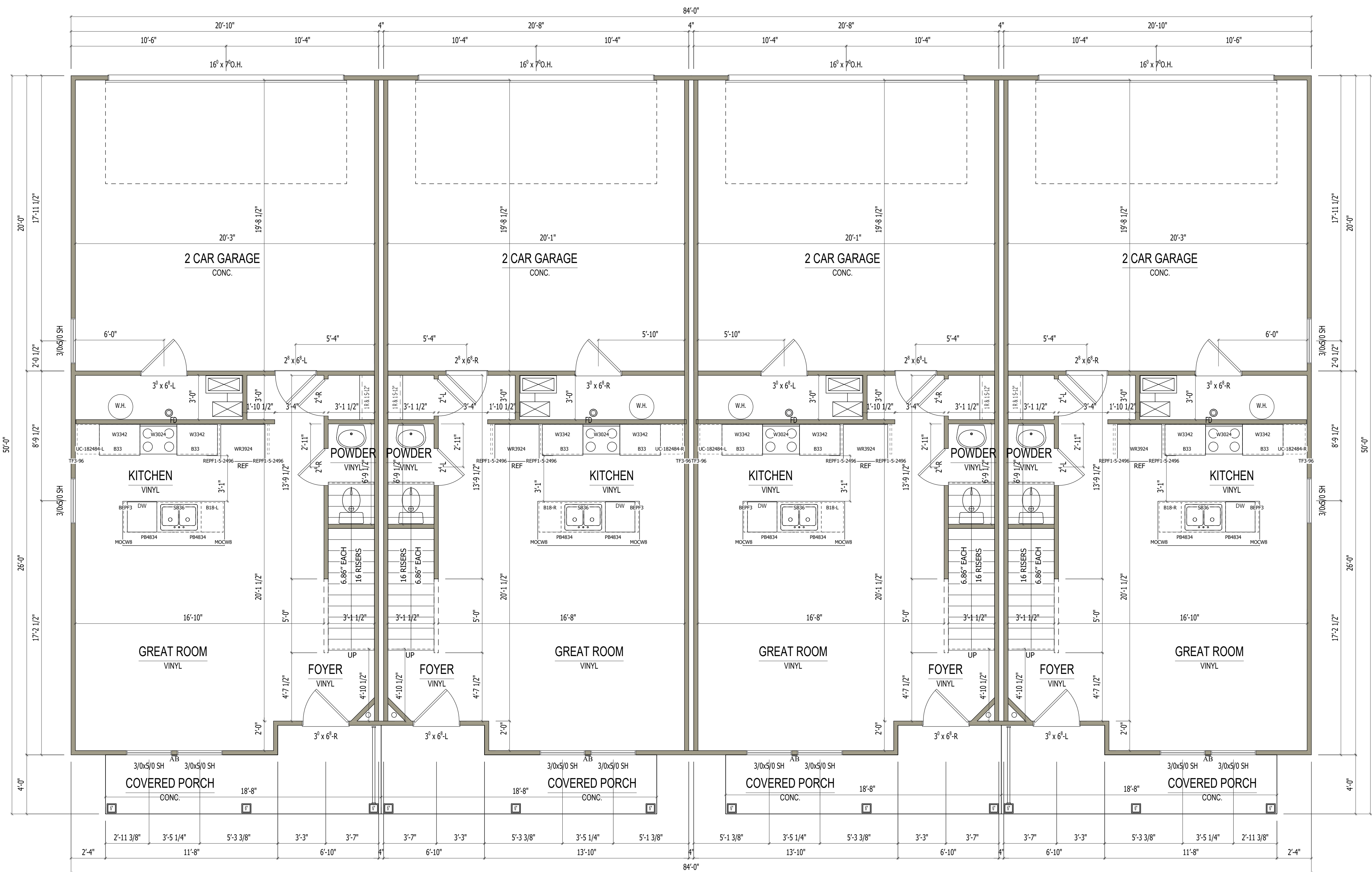
LOCATION:

SHEET NUMBER

PRINT DATE:

02/20/2023

A-04



FIRST FLOOR PLAN

SCALE: 1/4"=1'-0"

- GENERAL FLOOR PLAN NOTES:
1. ALL INTERIOR NON-LOAD BRG WALLS TO BE 2x4 STUDS 24" O.C.
 2. WINDOWS TO BE VINYL SINGLE-HUNG, SIZE AS INDICATED BY NUMBER ON PLAN.
 3. DIMENSIONS ARE FROM FACE OF STUDS.
 4. PROVIDE BLOCKING ABOVE WINDOWS & DOORS 16" O.C. TYP.
 5. PROVIDE EXTRA STUDS AS INDICATED AT ALL BEAM BEARING LOCATIONS.
 6. ALL WINDOW HT. TO BE 6'-10 7/8" ABOVE FLOOR UNLESS OTHERWISE NOTED.
 7. PROVIDE DOUBLE CRIPLES UNDER HEADERS FOR BEARING AT OPENINGS 6'-0" WIDE AND GREATER.
 8. SHIM EXTERIOR DOORS & PKT. DOORS 1/2" ABOVE SUBFLOOR.
 9. UPPER KITCHEN CABINETS 54" ABOVE SUBFLOOR.
 10. 16" O.C. STUDS AT KITCHEN WALLS w/ CABINETS.

V1450S

FOR: Allen Edwin Homes

LOT #:

LOCATION:

SHEET NUMBER

A-06

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PRINT DATE:
02/20/2023

ELEVATION A1

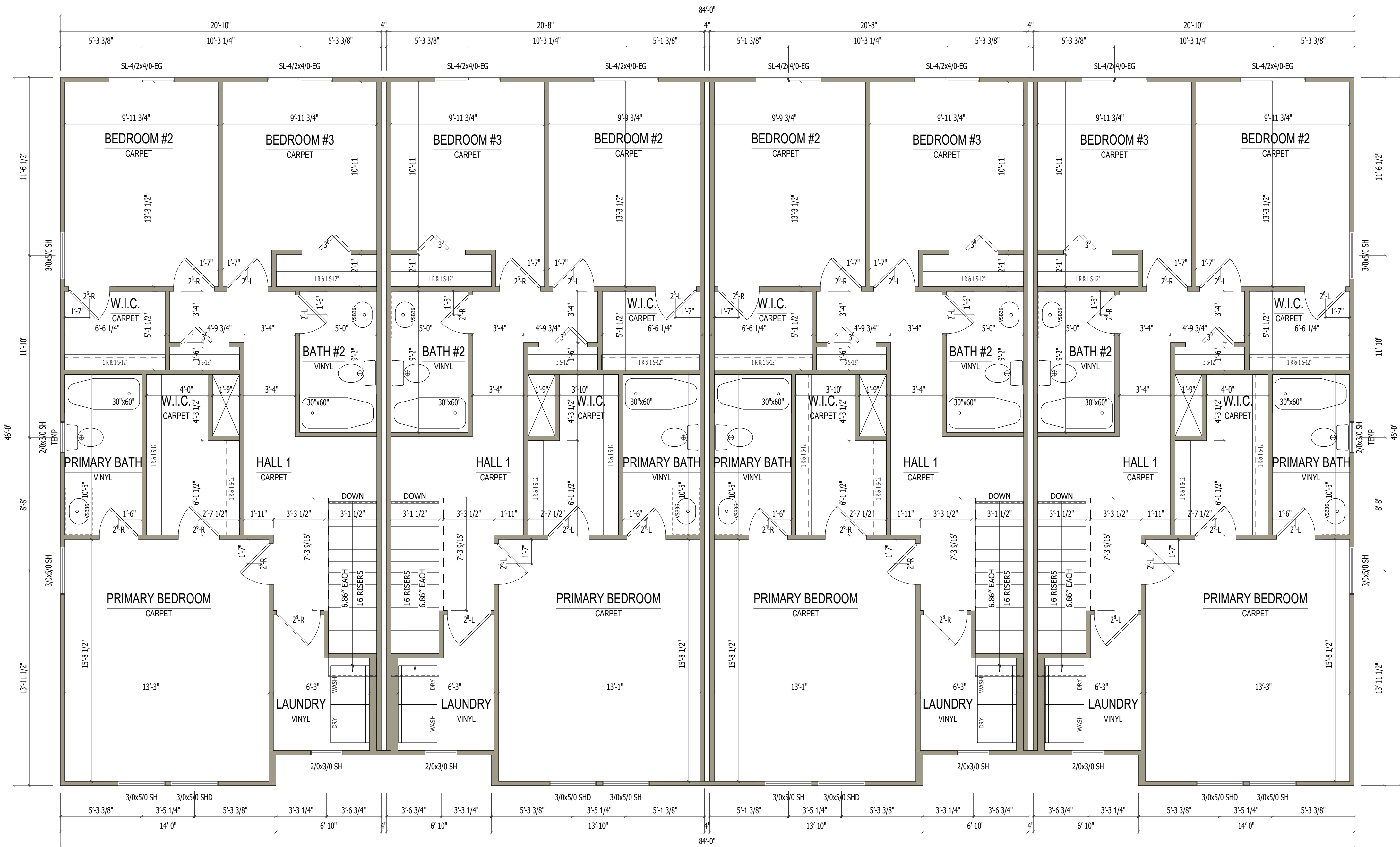
GARAGE RIGHT

REVISION

REMARKS

REV. NO.

DATE



SECOND FLOOR PLAN

SCALE: 3/16"=1'-0"

- GENERAL FLOOR PLAN NOTES:
1. ALL INTERIOR NON LOAD BRG WALLS TO BE 2x4 STUDS 24" O.C.
 2. WINDOWS TO BE VINYL SINGLE-HUNG, SIZE AS INDICATED BY NUMBER ON PLAN.
 3. DIMENSIONS ARE FROM FACE OF STUDS.
 4. PROVIDE BLOCKING ABOVE WINDOWS & DOORS 16" O.C. TYP.
 5. PROVIDE EXTRA STUDS AS INDICATED AT ALL BEAM BEARING LOCATIONS.
 6. ALL WINDOW HT. TO BE 6'-10 7/8" ABOVE FLOOR UNLESS OTHERWISE NOTED.
 7. PROVIDE DOUBLE CRIPLES UNDER HEADERS FOR BEARING AT OPENINGS 6'-0" WIDE AND GREATER.
 8. SHM EXTERIOR DOORS & PKT. DOORS 1/2" ABOVE SUBFLOOR.
 9. UPPER KITCHEN CABINETS 54" ABOVE SUBFLOOR.
 10. 16" O.C. STUDS AT KITCHEN WALLS w/ CABINETS.

V1450S

FOR:
Allen Edwin Homes

LOT #:

LOCATION:

SHEET NUMBER

A-07

ALLEN EDWIN HOMES

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PRINT DATE:
02/20/2023

ELEVATION A1

GARAGE RIGHT

REMARKS

REV. NO.

DATE

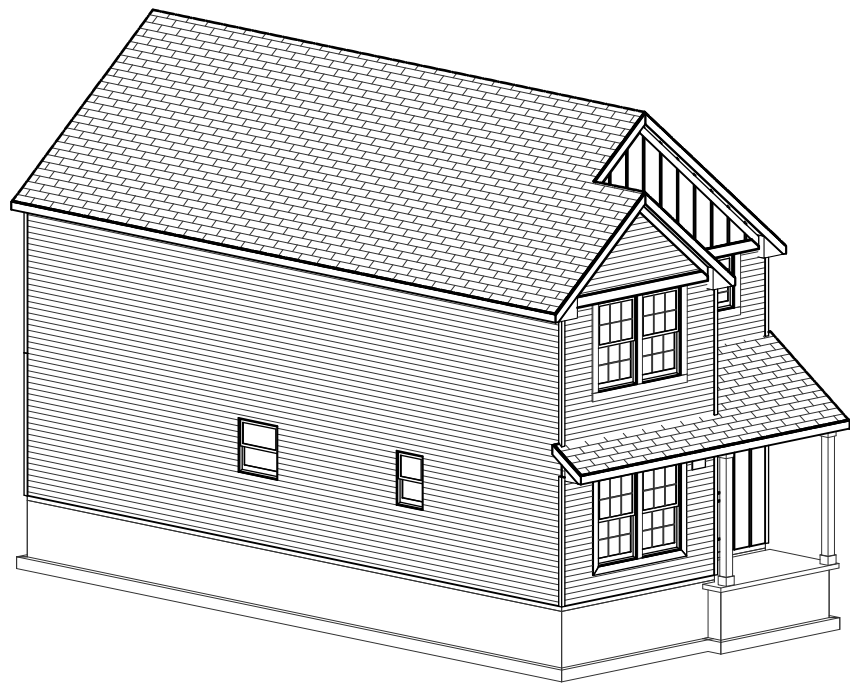
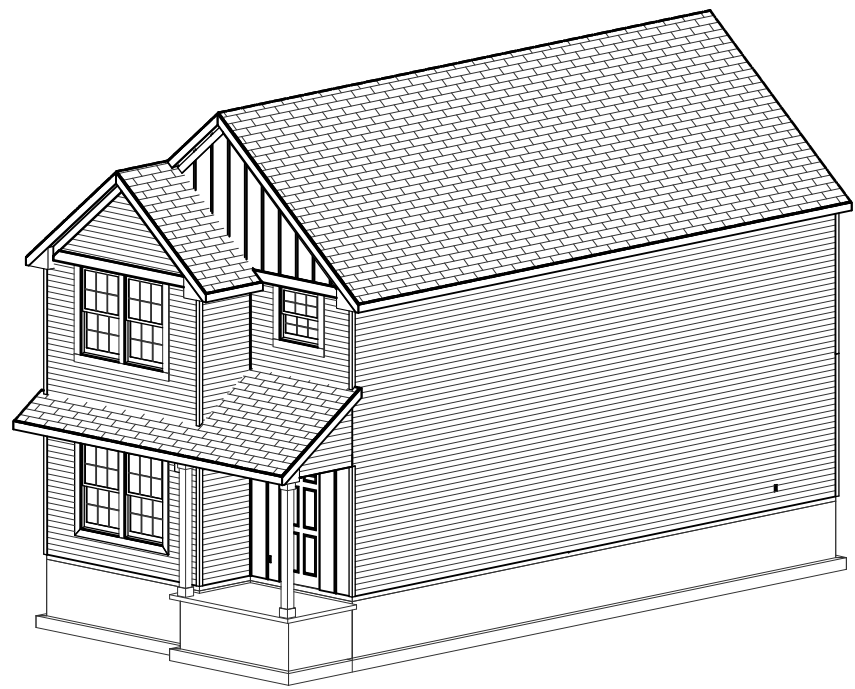
Veranda Homes (alley load detached)

2 Stall Garage
2 Stall Driveway
3 to 4 Bedroom
3 Bathroom
1640 Square Feet



Veranda Homes (alley load detached)





FRONT ELEVATION A2

SCALE: 1/4"=1'-0"

ELEVATION A2		REV. NO.	DATE	REMARKS
GARAGE RIGHT				
REVISION	8.0a			

ALLEN EDWIN HOMES

2186 E. Centre Street
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i1640S

FOR: Allen Edwin Homes

LOT #:

LOCATION:

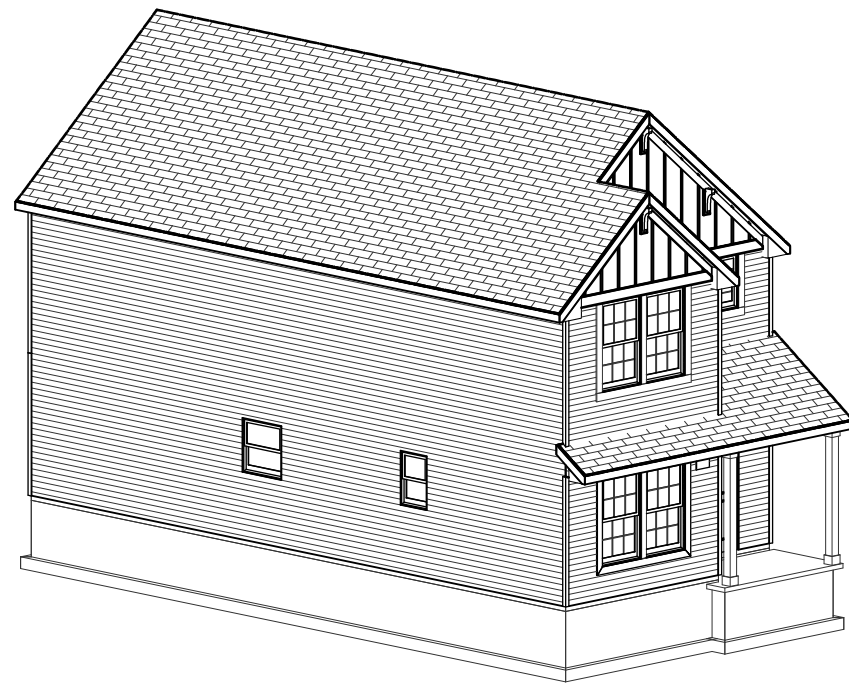
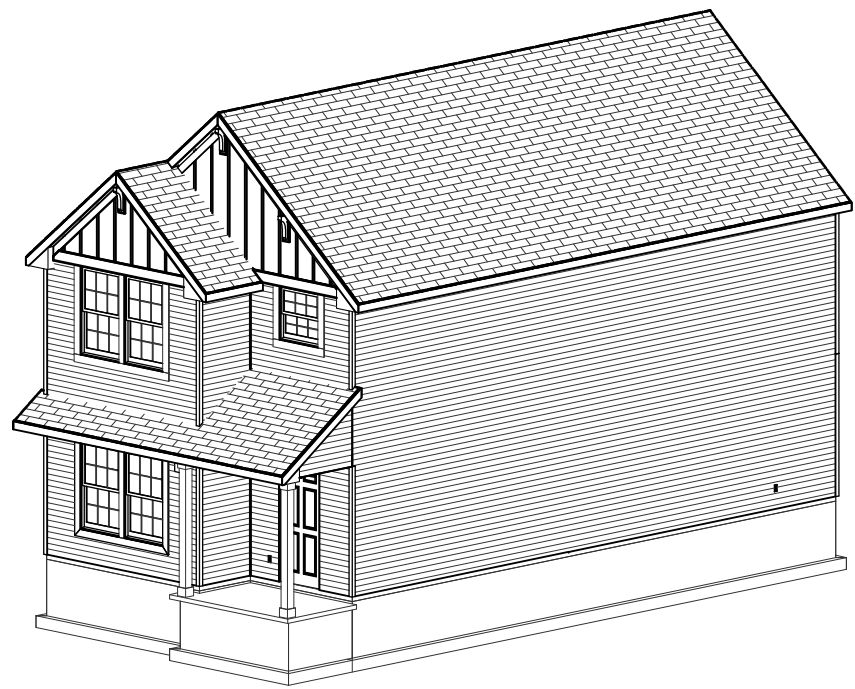
SHEET NUMBER

A-01

PRINT DATE:

08/03/2023

© CG Visions 2006 PLAN CREATION DATE 06/02/2022



FRONT ELEVATION B2

SCALE: 1/4"=1'-0"

ELEVATION B2		REV. NO.	DATE	REMARKS
GARAGE RIGHT				
REVISION	8.0a			

ALLEN EDWIN HOMES

2186 E. Centre Street
Portage, MI 49002
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www.allenedwin.com

i1640S

FOR: Allen Edwin Homes

LOT #:

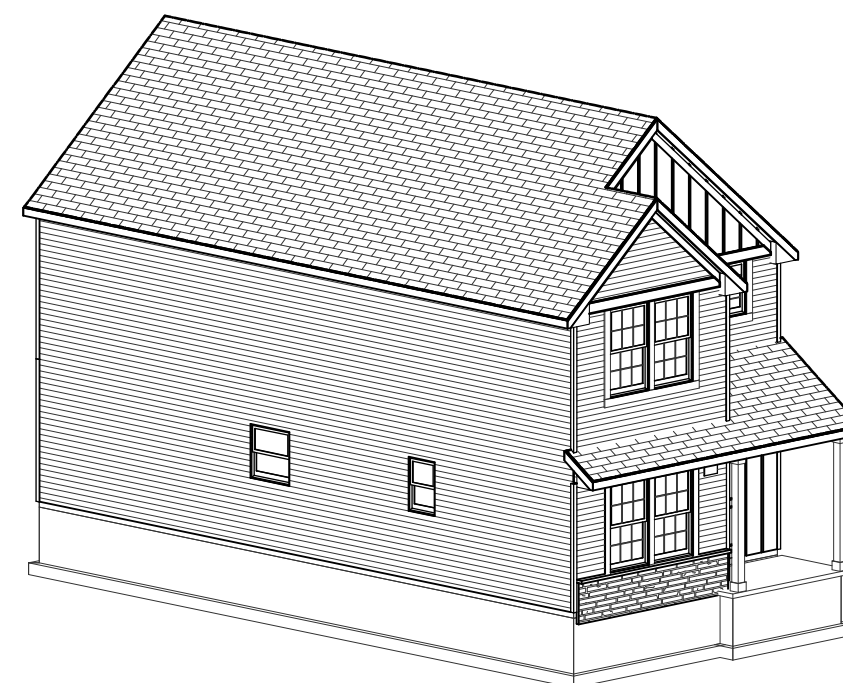
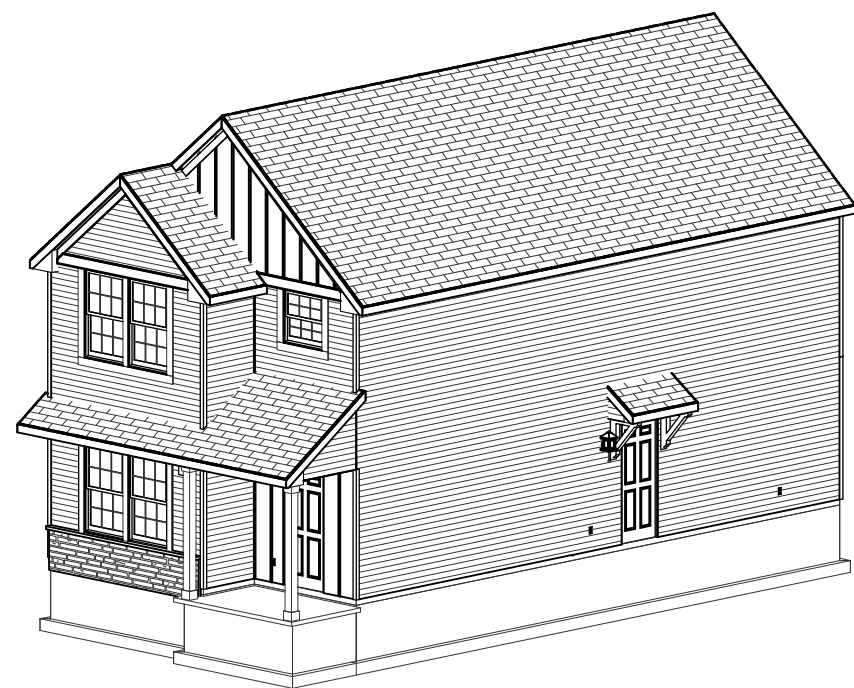
LOCATION:

SHEET NUMBER

A-01

PRINT DATE:
08/03/2023

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FRONT ELEVATION B3

SCALE: 1/4"=1'-0"

[illegible]

ALLEN EDWIN HOMES

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Portage, MI 49002
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www.allenedwin.com

i1640S

FOR:
Allen Edwin Homes

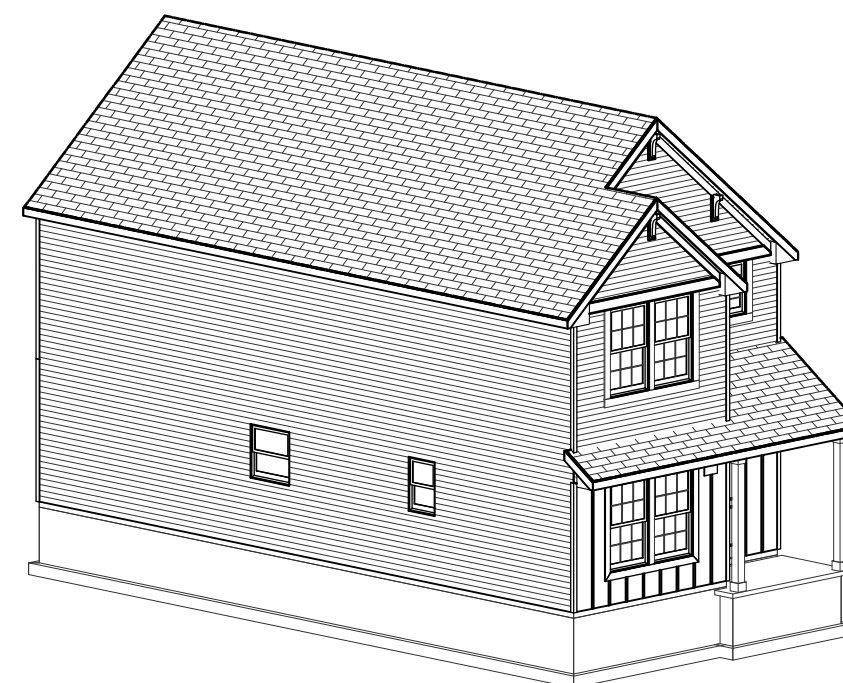
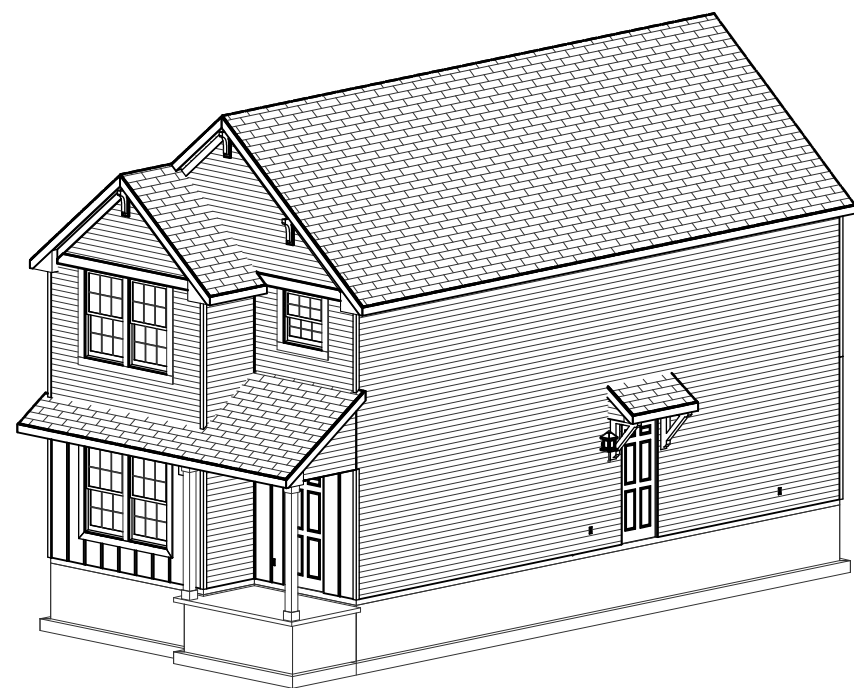
LOT #:

NUMBER:	LOCATION:
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A-01

PRINT DATE:
12/15/2023

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FRONT ELEVATION B4

SCALE: 1/4"=1'-0"

[illegible]

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i1640S

FOR:
Allen Edwin Homes

LOT #:

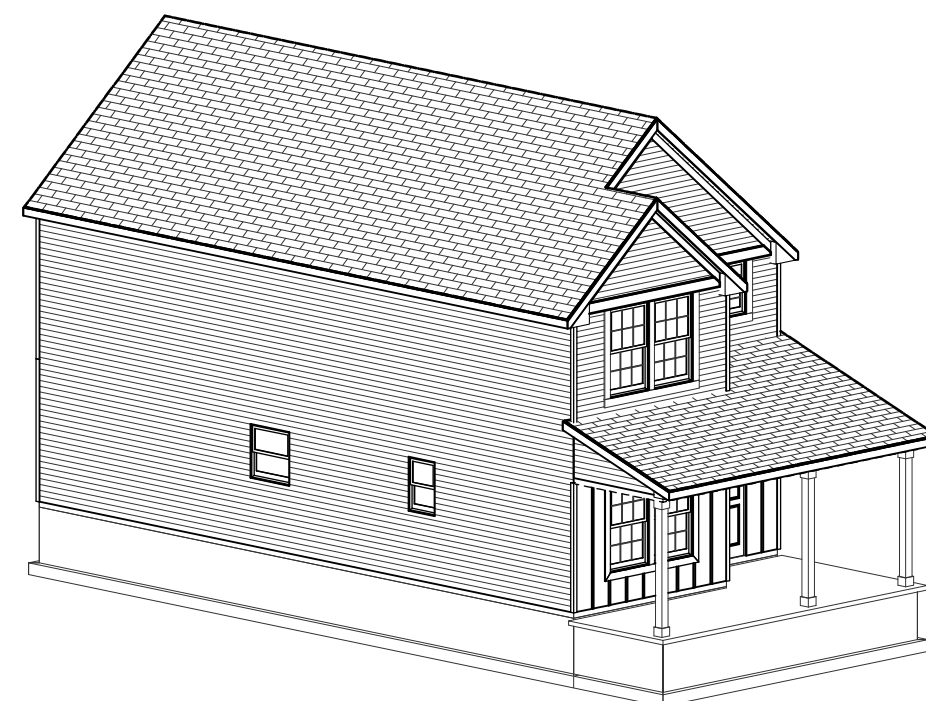
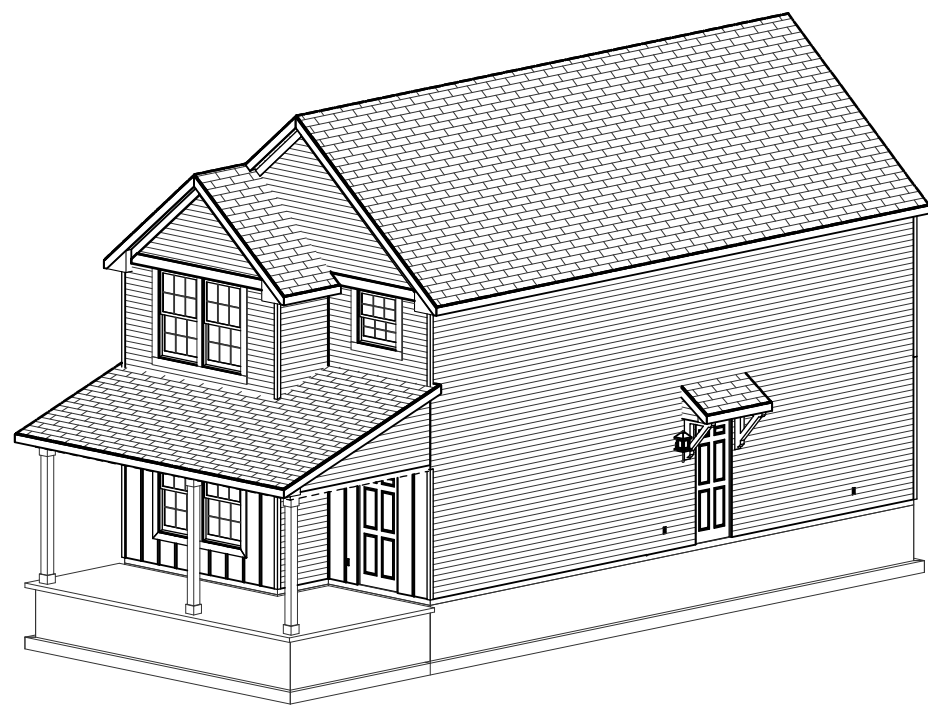
LOCATION:

SHEET NUMBER

A-01

PRINT DATE:
12/15/2023

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FRONT ELEVATION B5

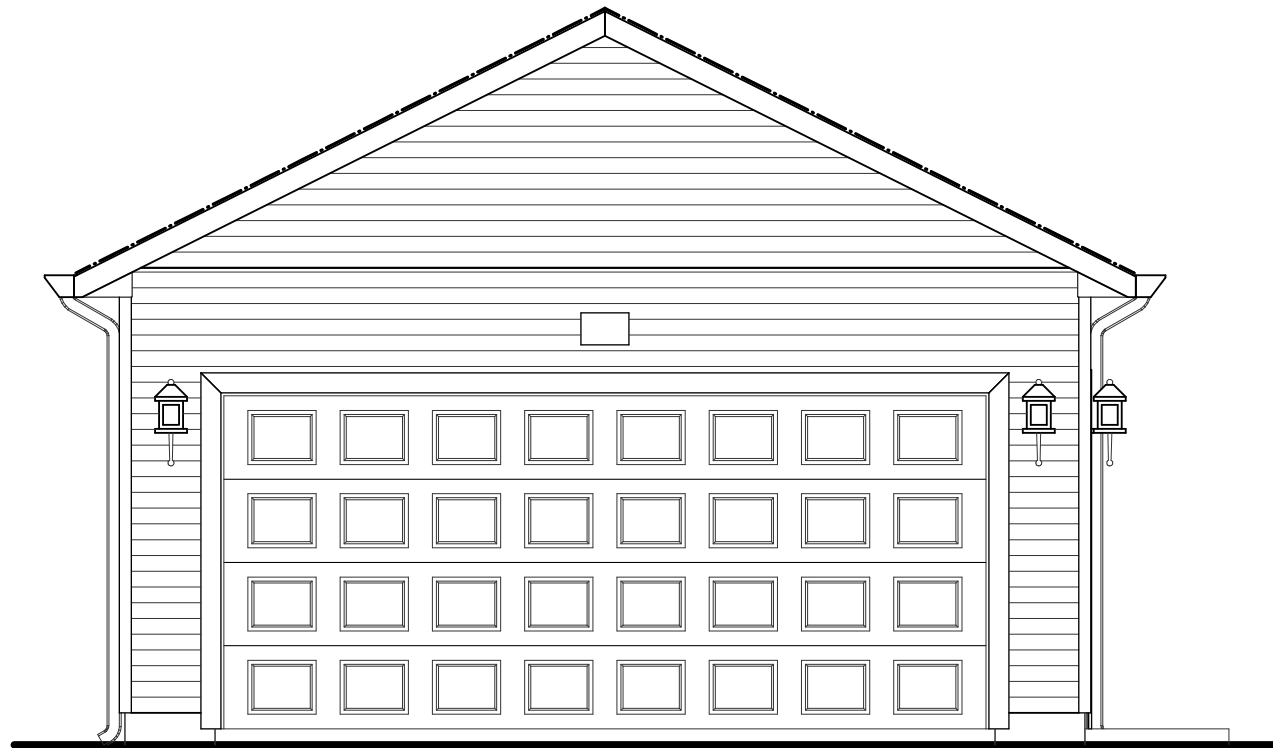
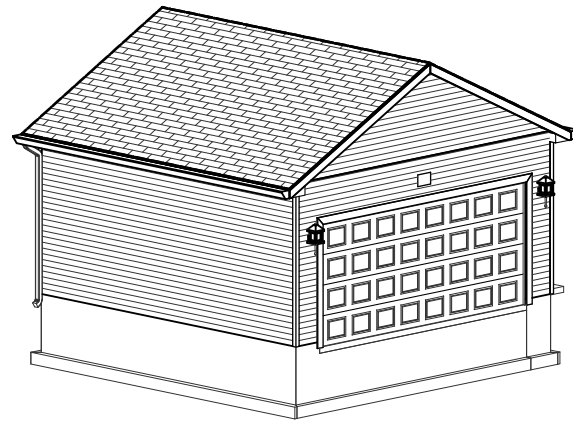
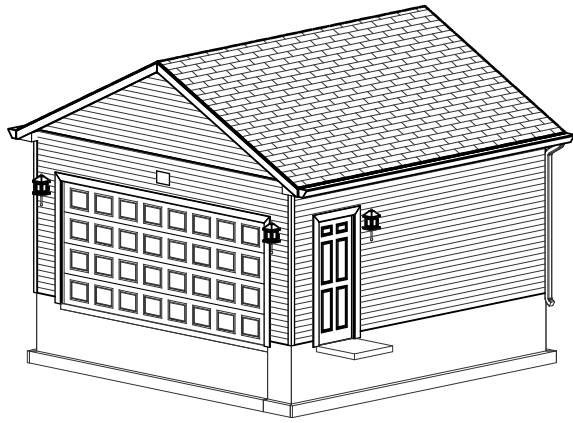
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i1640S	
FOR: Allen Edwin Homes	
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LOCATION:	
SHEET NUMBER	
A-01	



FRONT ELEVATION DETACHED GARAGE

SCALE: 1/4"=1'-0"

ELEVATION A1		REV. NO.	DATE	REMARKS
GARAGE LEFT				
REVISION	8.0a			

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20x20 GARAGE

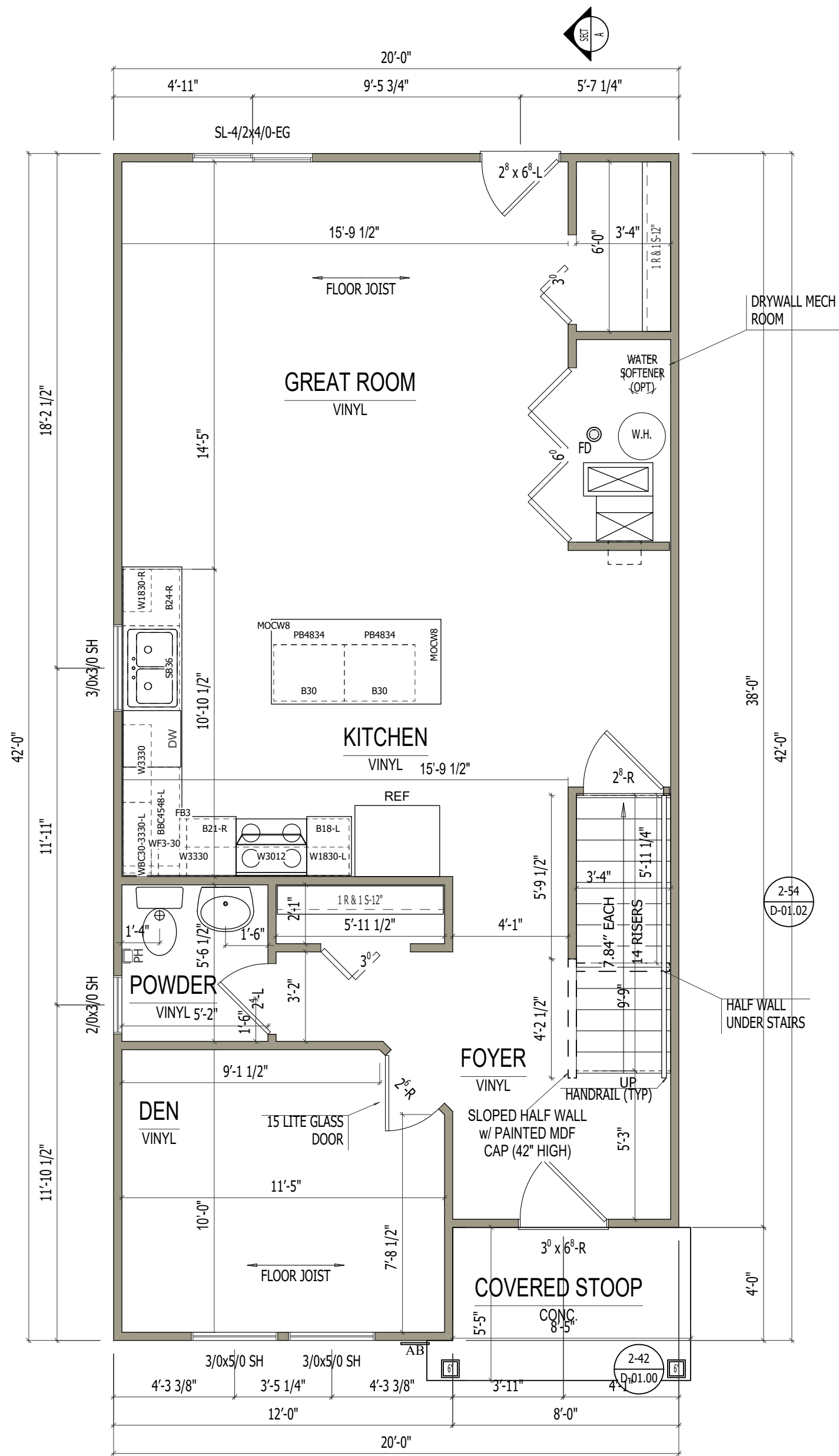
FOR: SHEET NUMBER

LOT #:

LOCATION:

PRINT DATE:
08/03/2023

A-01



FIRST FLOOR PLAN

SCALE: 1/4"=1'-0"

GENERAL FLOOR PLAN NOTES:

1. ALL INTERIOR NON LOAD BRG WALLS TO BE 2x4 STUDS 24" O.C.
2. WINDOWS TO BE VINYL SINGLE-HUNG, SIZE AS INDICATED BY NUMBER ON PLAN.
3. DIMENSIONS ARE FROM FACE OF STUDS.
4. PROVIDE BLOCKING ABOVE WINDOWS & DOORS 16" O.C. TYP.
5. PROVIDE EXTRA STUDS AS INDICATED AT ALL BEAM BEARING LOCATIONS.
6. ALL WINDOW HT. TO BE 6'-10 7/8" ABOVE FLOOR UNLESS OTHERWISE NOTED.
7. PROVIDE DOUBLE CRIPLES UNDER HEADERS FOR BEARING AT OPENINGS 6'-0" WIDE AND GREATER.
8. SHIM EXTERIOR DOORS & PKT. DOORS 1/2" ABOVE SUBFLOOR.
9. UPPER KITCHEN CABINETS 54" ABOVE SUBFLOOR.
10. 16" O.C. STUDS AT KITCHEN WALLS w/ CABINETS.

REMARKS		REV. NO.	DATE
ELEVATION A1			
GARAGE RIGHT			
REVISION	8.0a		

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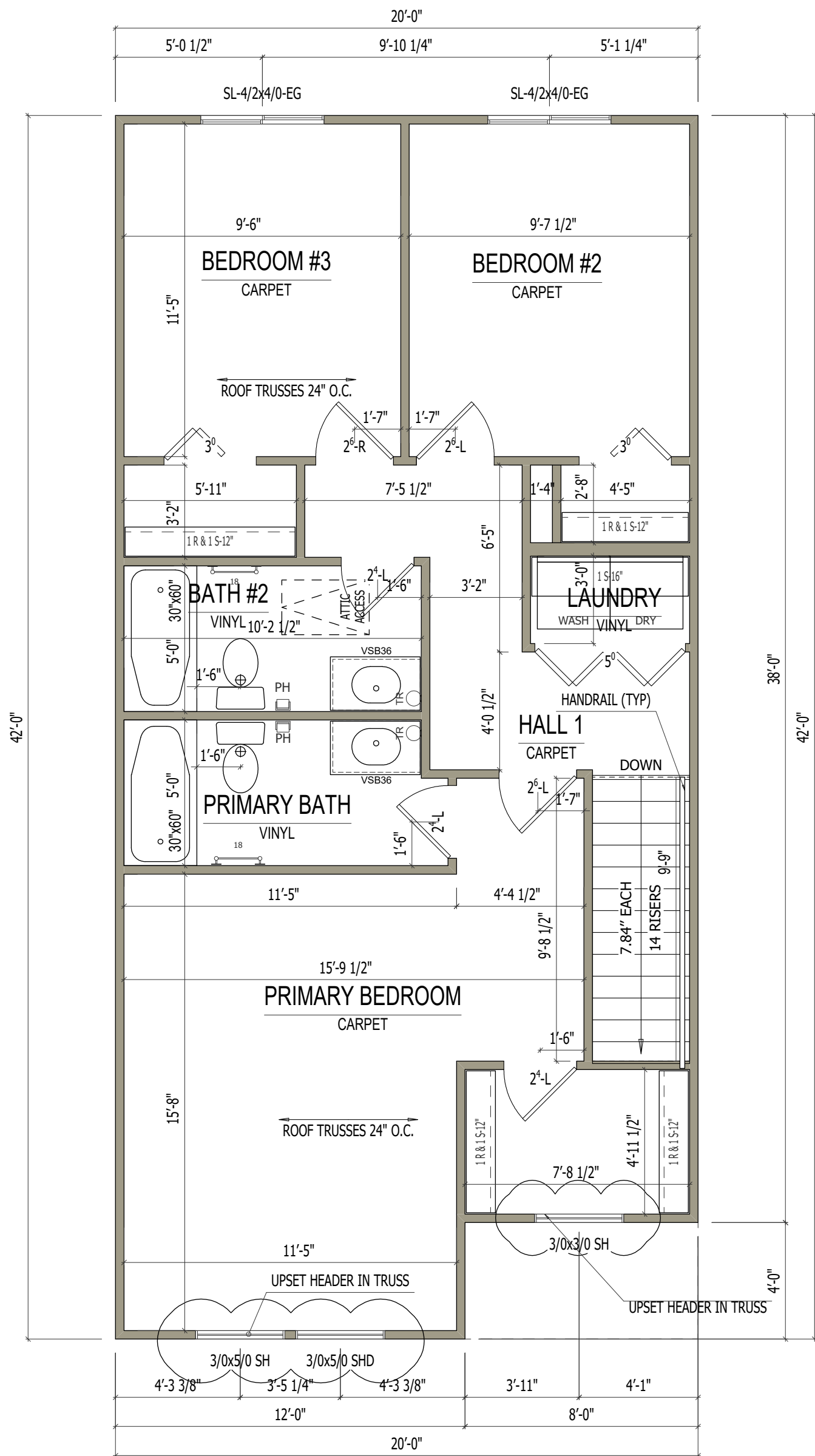
LOT #:

LOCATION:

PRINT DATE: 08/03/2023

SHEET NUMBER

A-07



SECOND FLOOR PLAN

SCALE: 1/4"=1'-0"

- GENERAL FLOOR PLAN NOTES:
1. ALL INTERIOR NON LOAD BRG WALLS TO BE 2x4 STUDS 24" O.C.
 2. WINDOWS TO BE VINYL SINGLE-HUNG, SIZE AS INDICATED BY NUMBER ON PLAN.
 3. DIMENSIONS ARE FROM FACE OF STUDS.
 4. PROVIDE BLOCKING ABOVE WINDOWS & DOORS 16" O.C. TYP.
 5. PROVIDE EXTRA STUDS AS INDICATED AT ALL BEAM BEARING LOCATIONS.
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 10. 16" O.C. STUDS AT KITCHEN WALLS w/ CABINETS.

REMARKS		REV. NO.	DATE
ELEVATION A1			
GARAGE RIGHT			
REVISION		8.0a	

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PRINT DATE:
08/03/2023

i1640S

FOR: Allen Edwin Homes

LOT #:

LOCATION:

SHEET NUMBER

A-08

Single Family Platted Lots

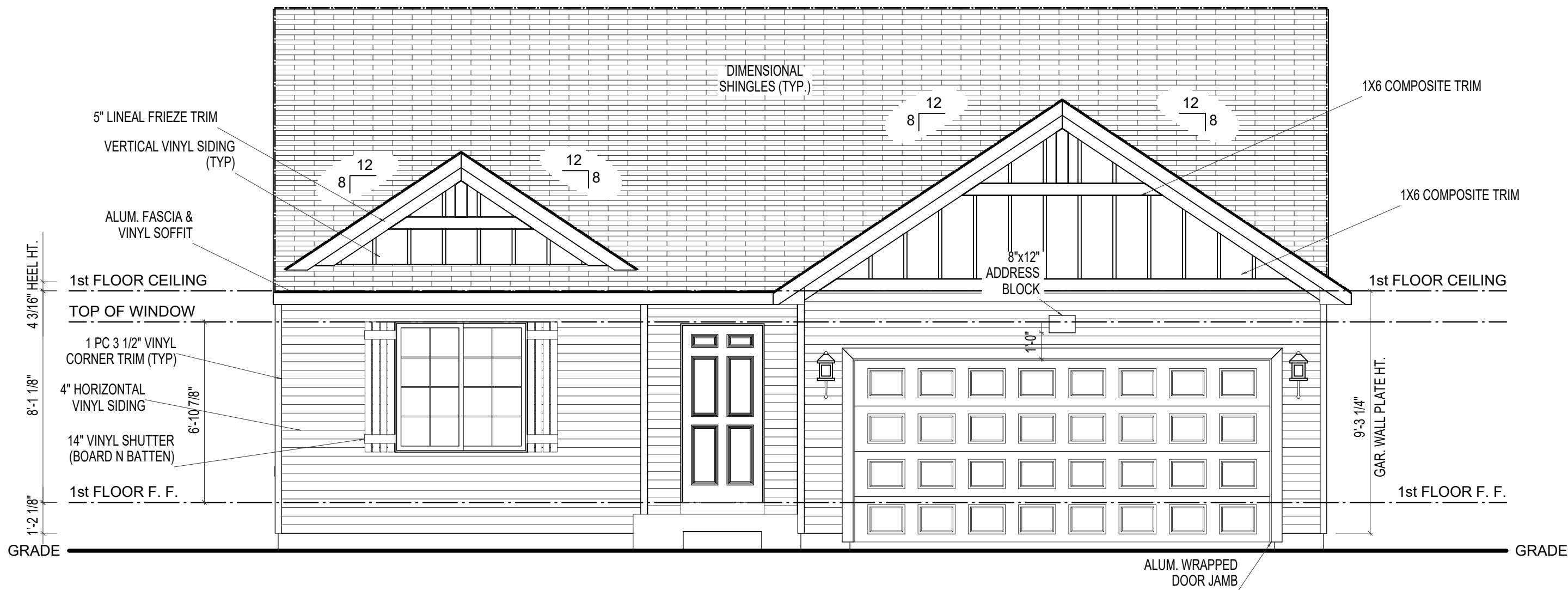
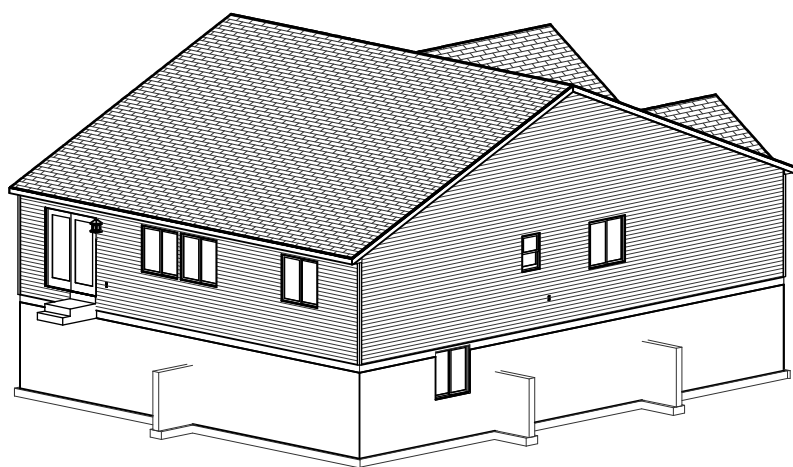
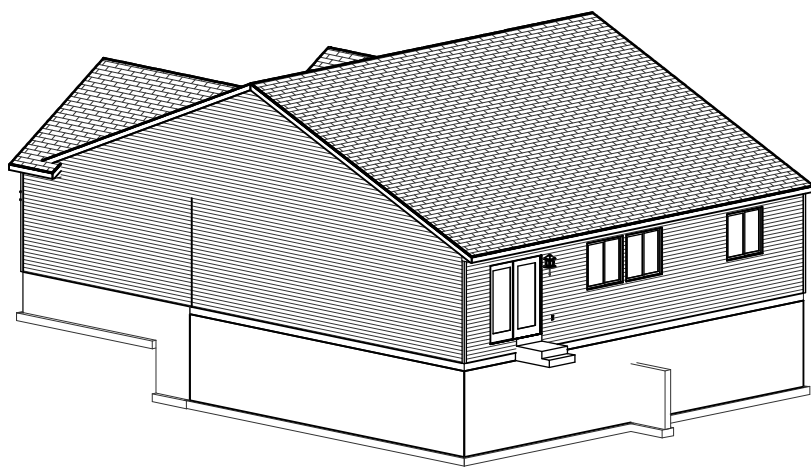
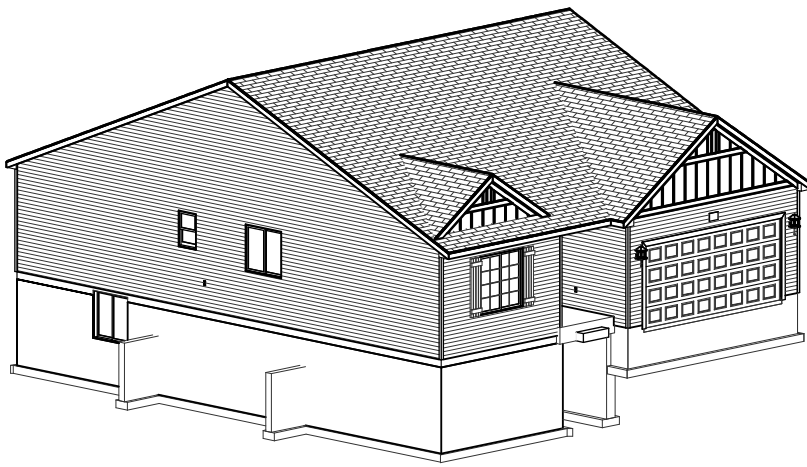
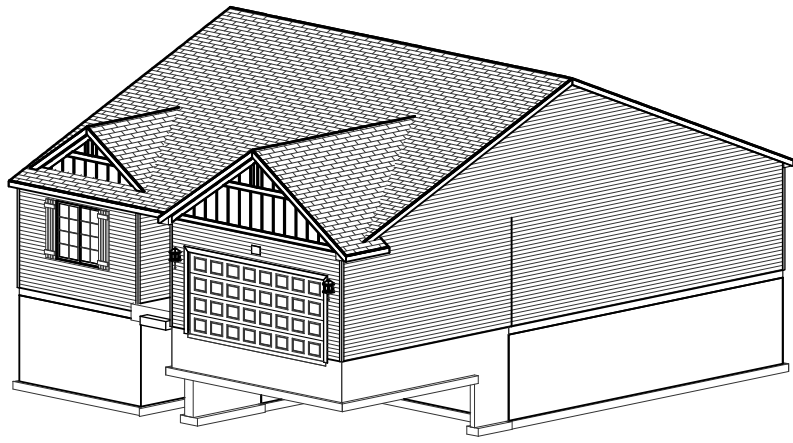


Single Family Platted Lots



Architectural Restrictions Highlights

1. Garage prominence limit.
2. Minimum front porch requirement.
3. Garage overhead door windows.
4. Upgraded siding colors.
5. Architectural diversity and variety:
 - a. Board and batten enhancements
 - b. Masonry wainscoting options
 - c. Window trim and shutters variations



FRONT ELEVATION A2

SCALE: 1/4"=1'-0"

REMARKS

DATE

REV. NO.

ELEVATION A1

GARAGE RIGHT

REVISION

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PRINT DATE:
11/09/2023

i1610

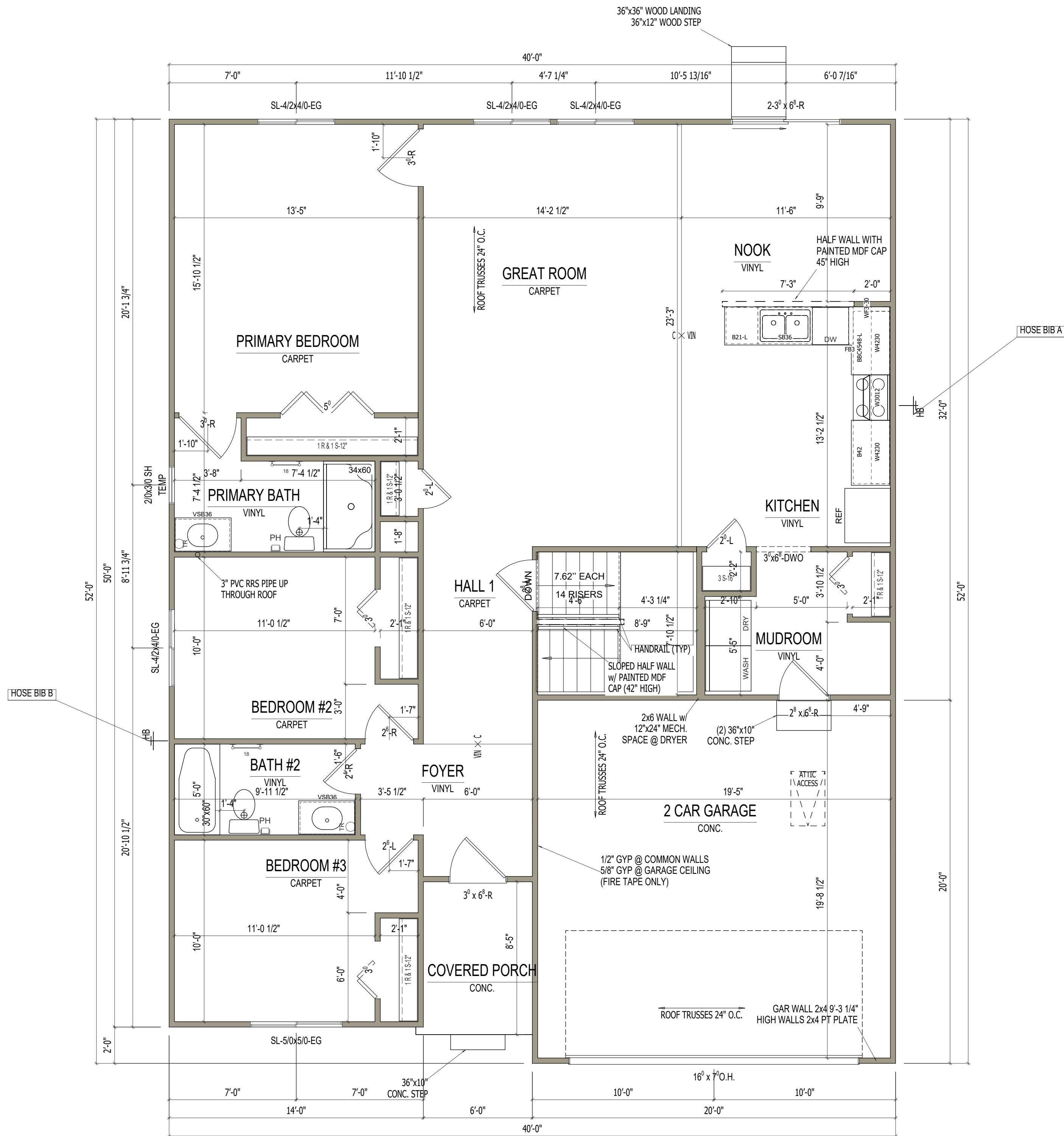
FOR:
Allen Edwin Homes

LOT #:

LOCATION:

SHEET NUMBER

A-01.01



FIRST FLOOR i1610

SCALE: 1/4"=1'-0"

ELEVATION A1		REV. NO.	DATE	REMARKS
GARAGE RIGHT				
REVISION		V8.0a		

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i1610

FOR: Allen Edwin Homes

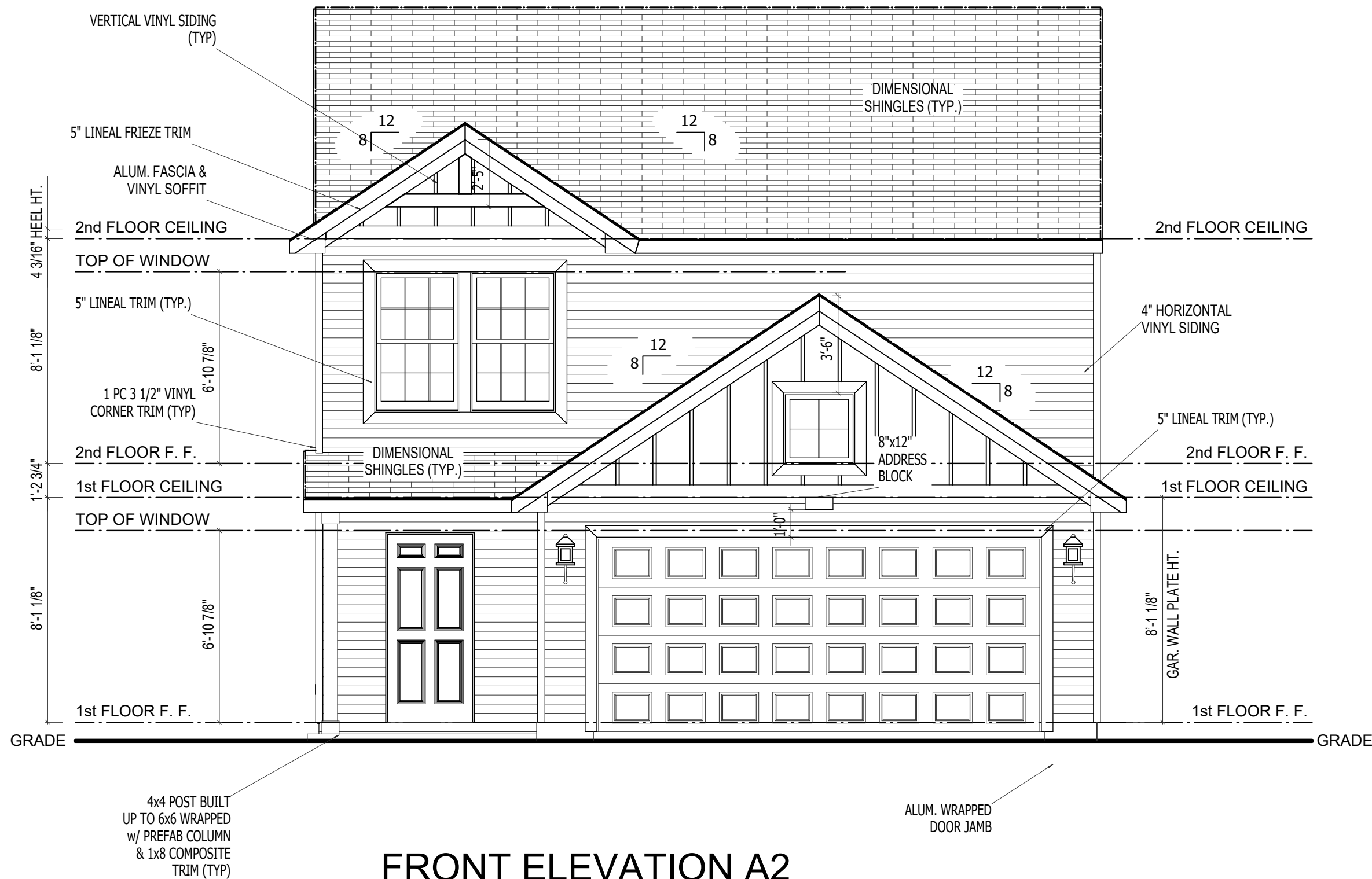
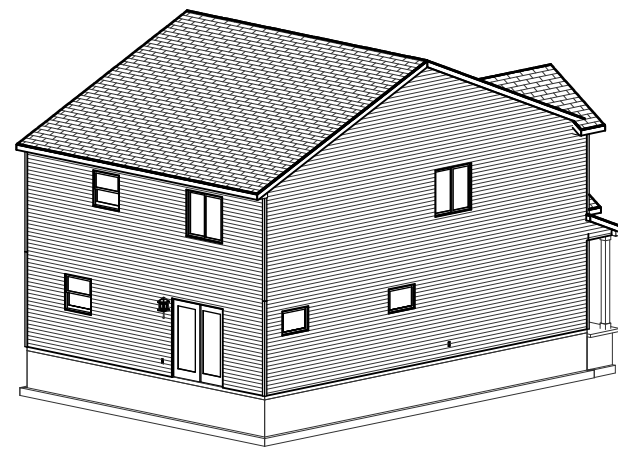
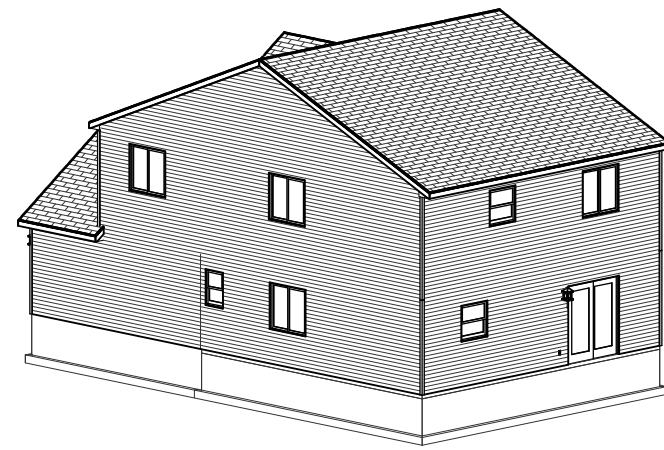
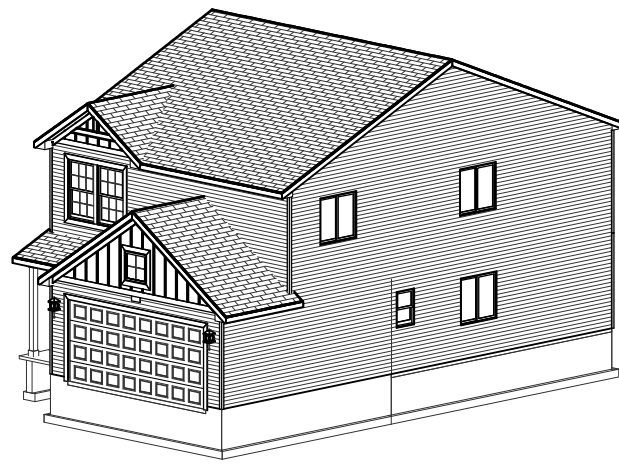
LOT #:

LOCATION:

PRINT DATE:
11/09/2023

SHEET NUMBER

A-07.00



FRONT ELEVATION A2

SCALE: 1/4"=1'-0"

REMARKS		REV. NO.	DATE
ELEVATION A1			
GARAGE RIGHT			
REVISION			

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i1910S

FOR: Allen Edwin Homes

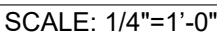
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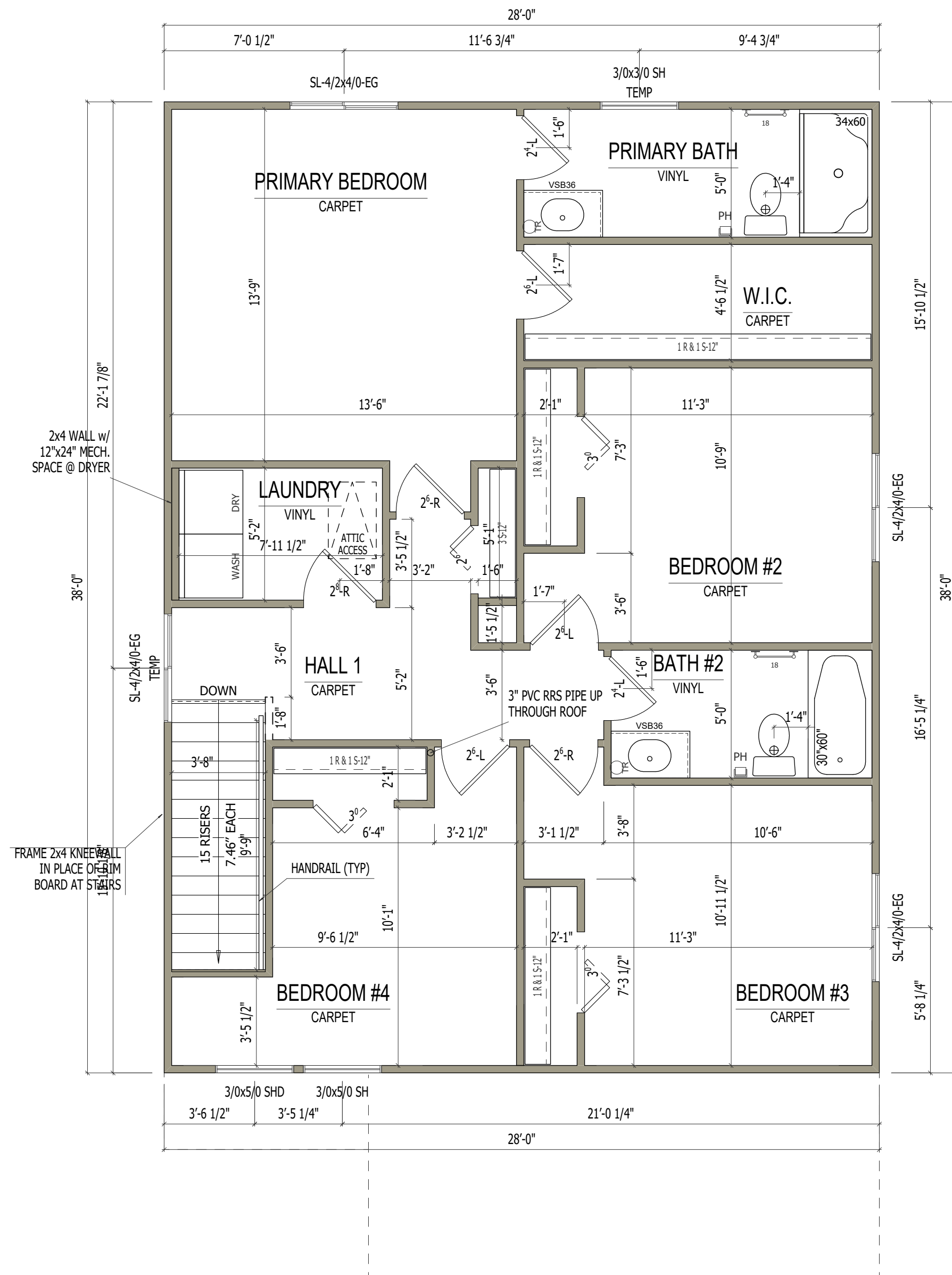
PRINT DATE:
04/29/2024

SHEET NUMBER

A-01.01



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SECOND FLOOR i1910

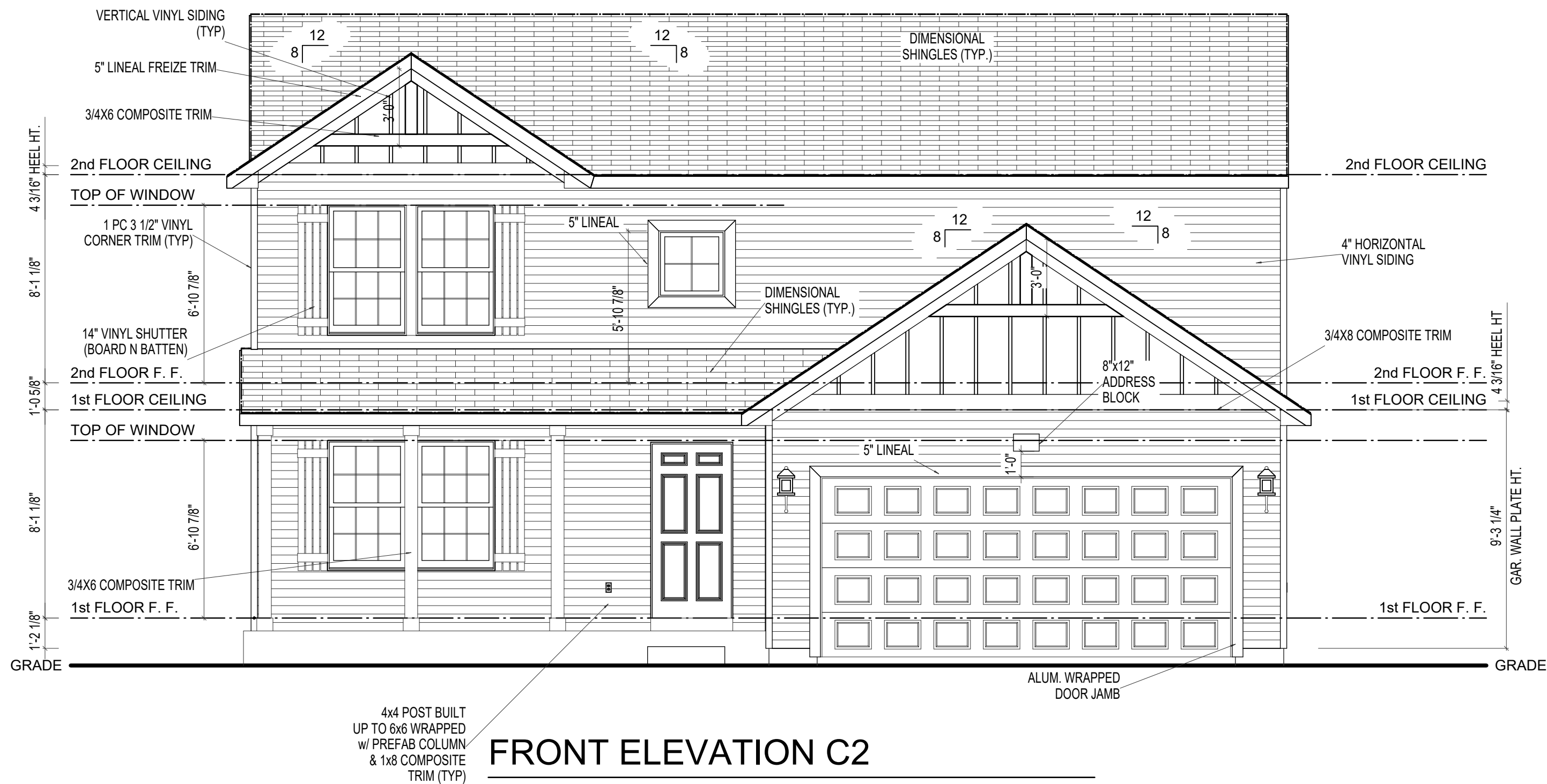
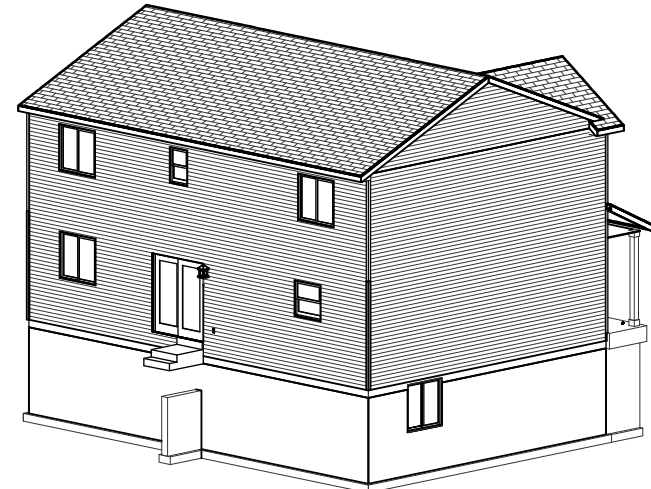
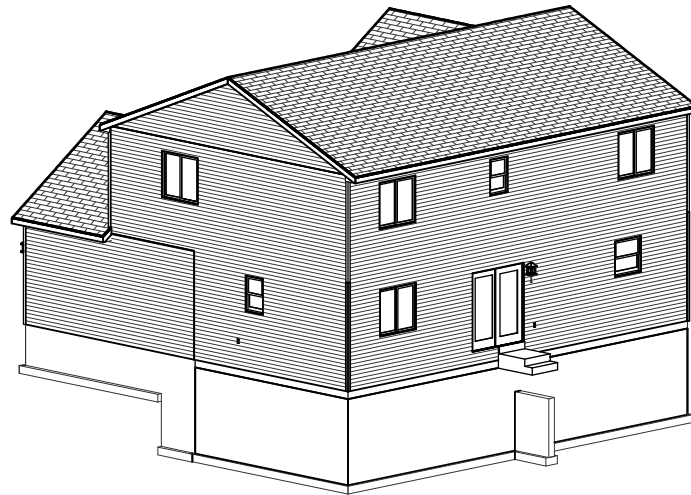
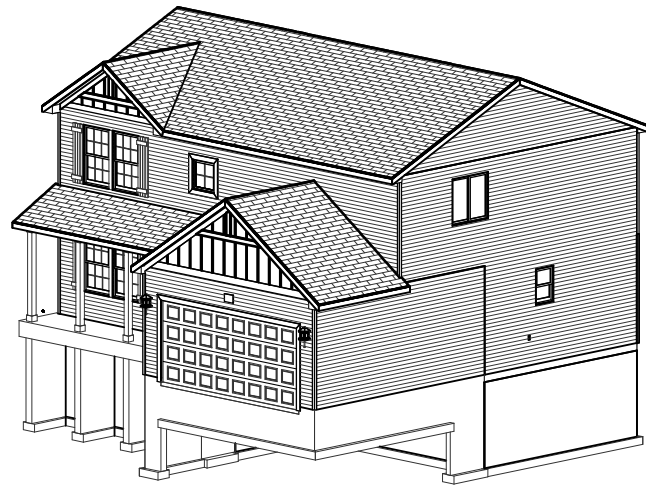
SCALE: 1/4"=1'-0"

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PRINT DATE: 04/29/2024	
i1910S	
FOR:	
Allen Edwin Homes	
LOT #:	
LOCATION:	
SHEET NUMBER	
A-08.00	



FRONT ELEVATION C2

SCALE: 1/4"=1'-0"

REMARKS		REV. NO.	DATE
i2080			
GARAGE RIGHT			
REVISION	V8.0a		

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PRINT DATE:
10/06/2023

i2080

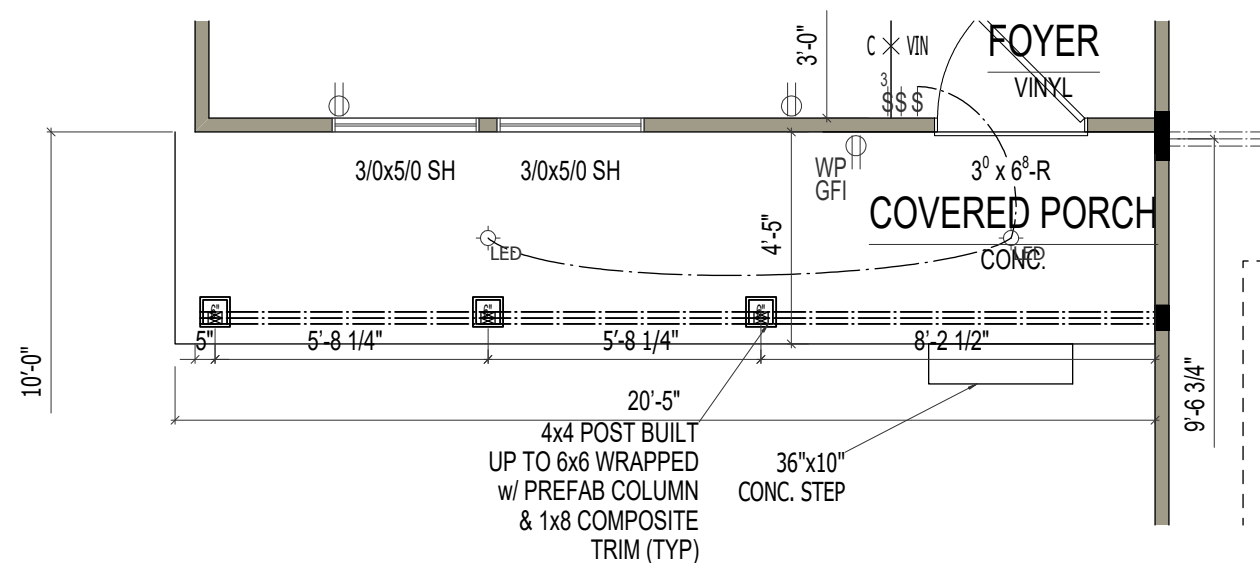
FOR: Allen Edwin Homes

LOT #:

LOCATION:

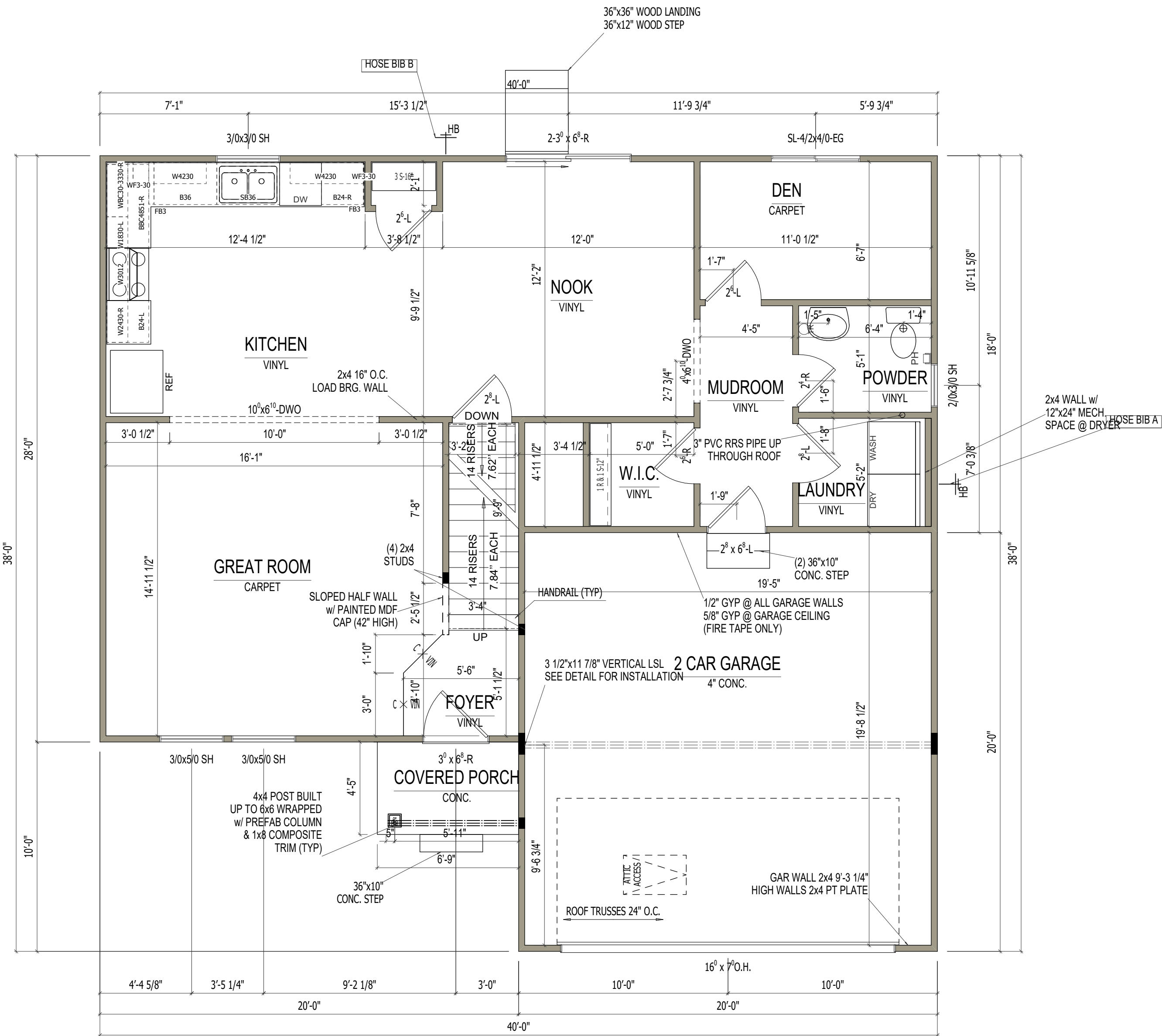
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A-01.07



C/D ELEVATION OPTIONS

SCALE: 1/4"=1'-0"



FIRST FLOOR i2080

SCALE: 1/4"=1'-0"

i2080

FOR: Allen Edwin Homes

LOT #:

LOCATION:

SHEET NUMBER

A-07.00

PRINT DATE:
10/06/2023

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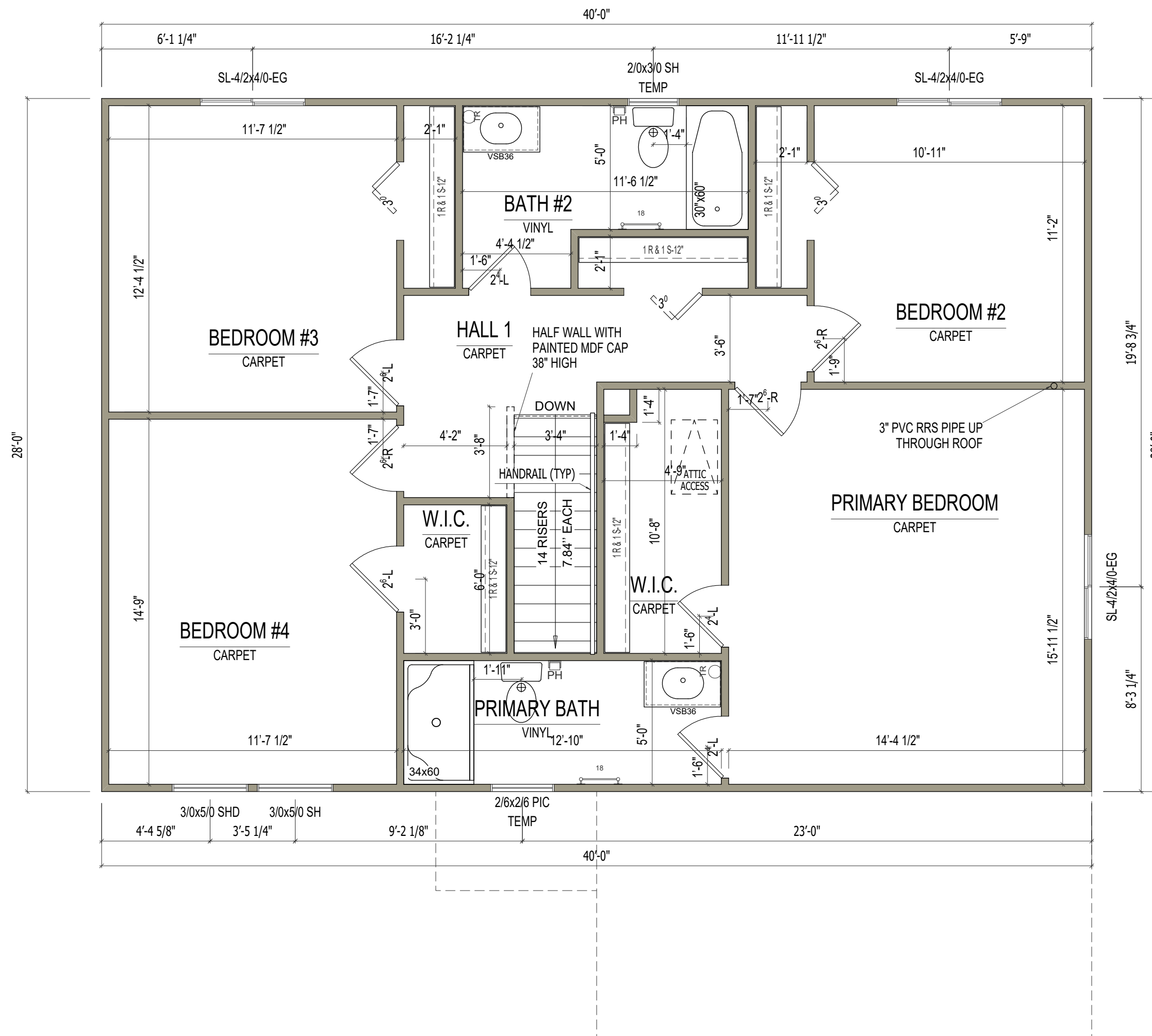
GARAGE RIGHT

REVISION V8.0a

REV. NO.

DATE

REMARKS



SECOND FLOOR i2080

SCALE: 1/4"=1'-0"

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i2080	
FOR:	Allen Edwin Homes
LOT #:	
LOCATION:	
SHEET NUMBER	
A-08.00	



Dutton Center PUD Apartment Concepts

Garden Style Apartments

Twelve to Sixteen Unit Buildings



Represents the nature and intent of the product that is proposed. Product subject to change and to be reviewed during “PUD Step 4” site plan review for individual buildings.

Garden Style Apartments



Represents the nature and intent of the product that is proposed. Product subject to change and to be reviewed during “PUD Step 4” site plan review for individual buildings.



Dutton Center PUD Commercial Concepts

Commercial (C1 and C2)

One Story Buildings with Neighborhood
Commercial (NC) Uses



Represents the nature and intent of the product that is proposed. Product subject to change and to be reviewed during "PUD Step 4" site plan review for individual buildings.

Mixed Use Concepts (MU-1 and MU-2)

One and Two Story Buildings:

First Floor Uses: Office-Service (OS), Neighborhood Commercial (NC)

Second Floor Uses: Office-Service, Attached Residential



Represents the nature and intent of the product that is proposed. Product subject to change and to be reviewed during “PUD Step 4” site plan review for individual buildings.

Mixed Use Concepts (MU-1 and MU-2)



Represents the nature and intent of the product that is proposed. Product subject to change and to be reviewed during “PUD Step 4” site plan review for individual buildings.

Mixed Use Concepts (MU-1 and MU-2)



Represents the nature and intent of the product that is proposed. Product subject to change and to be reviewed during “PUD Step 4” site plan review for individual buildings.

Waste Management



CHARTER TOWNSHIP OF GAINES
COUNTY OF KENT, MICHIGAN

RESOLUTION NO. 2024- _____
DUTTON CENTER PUD

The following Resolution was offered and adopted by the Gaines Charter Township Board of Trustees at a regular meeting held on _____, 2024 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 Michiana Land Development, LLC to consider the rezoning of land to the Dutton Center Planned Unit Development (PUD).

STATEMENT OF FINDINGS

Section I General Background:

1. The Township Board is authorized to review, approve, and amend Planned Unit Development (PUD) site plans and associated private streets.
2. The PUD is legally described as:

PART OF NW 1/4 COM 610.50 FT N 89D 52M 09S E ALONG N SEC LINE FROM NW COR OF SEC TH S 0D 09M 34S E 165.0 FT TH S 89D 52M 04S W 610.50 FT TO W SEC LINE TH S 0D 09M 34S E ALONG W SEC LINE 643.41 FT TH N 89D 52M 04S E 660.0 FT TH S 0D 09M 34S E 682.44 FT TH N 89D 50M 26S E 162.77 FT TH S 77D 36M 32S E 72.12 FT TH N 89D 24M 24S E 226.47 FT TH N 89D 51M 03S E 66.0 FT TH N 0D 08M 57S W 70.38 FT TH N 89D 24M 24S E 130.0 FT TO SW COR OF C H DEMING'S ADD TH N 0D 08M 57S W ALONG W LINE OF SD PLAT 1010.85 FT TO CL OF DUTTON AVE TH N 36D 22M 34S W ALONG SD CL 523.59 FT TO N SEC LINE TH S 89D 52M 04S W ALONG N SEC LINE 395.97 FT TO BEG * SEC 11 T5N R11W 30.82 A.

3. The development will include five phases of single-family and multi-family residential, mixed-use, and commercial buildings that are compatible with existing and future development patterns.

The residential aspect of the overall PUD includes 208 dwelling units, with potential for up to 238 depending on the final use of the mixed-use buildings.

Township Board Resolution No. 2024- _____
Dutton Center PUD
_____, 2024

- 14 detached single-family “Veranda” homes (Phase 1)
- 47 four-unit and two-unit attached townhomes (Phase 1)
- 51 detached single-family homes on minimum 5,800 square foot lots (Phase 2)
- 96 multiple family apartment units (Phase 3: 10 buildings with 12 units each)

Mixed-Use aspects include:

- Two, 2-story 15,400 SF mixed use commercial/residential/office buildings along Hanna Lake (Phase 4: 30,800 SF total).
 - o Up to 30 additional multiple family apartment units on the second story of mixed-use buildings,
 - o Or, 30,800 SF commercial on second floor
 - o The mixed-use buildings second floor use will be determined based on highest and best use by end users, and may be residential or commercial in nature.

The Commercial aspect includes:

- Two, 1-story 6,250 SF neighborhood commercial or office-service buildings along 68th Street (Phase 5: 12,500 SF total)
4. Private streets within the amended PUD meet dimensional requirements under the Zoning Ordinance.
 5. The PUD will be developed according to the Final Amended PUD Plan dated August 29th, 2024.
 6. The Planning Commission held a public hearing on the PUD on June 27th, 2024.
 7. On September 26th, 2024, the Planning Commission approved Resolution No. PC 24-09-01, which approved the site plan and recommended approval of the PUD to the Township Board of Trustees.

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:

Section 11.1 Planned Unit Development General Review Standards

A. Consistency with Master Plan and Zoning Ordinance: Meets standard. The main body of the proposed PUD is currently zoned Office-Service, Neighborhood Commercial, Residential-10, and Residential-14 at the south end. The Future Land Use Plan is future zoned as Village Center.

The Planning Commission found that the Dutton Center PUD met the vision for a Village Center development that integrates Village Residential, Neighborhood Commercial, Mixed-Use into a unified development. The overall PUD exhibits a variety of housing types, enables pedestrian access to businesses in Dutton, reinforces the economic development of Dutton in a positive manner by integrating into its historic fabric, and promotes compact residential single-family homes.

Township Board Resolution No. 2024-_____
 Dutton Center PUD
 _____, 2024

Proposed setbacks and uses for all phases of the PUD are as follow:

- A) Phase 1 Rear-Loaded Veranda Homes (V1-V14)
 - 1. Maximum building height = 35 ft. or 2 stories, whichever is less
 - 2. Minimum building to building separation (foundation wall to foundation wall) = 10 ft.
 - 3. Minimum porch to ROW Distance = 10 ft.
 - 4. Minimum garage (foundation wall) to alley pavement distance = 22 ft.
 - 5. Minimum distance from PUD boundary = 20 ft.
- B) Phase 1 Townhomes (TH1-47)
 - 1. Maximum building height = 35 ft. or 2 stories, whichever is less
 - 2. Minimum building to building separation (wall of foundation to wall of foundation) = 15'
 - 3. Minimum distance from PUD boundary = 20 ft.
 - 4. Minimum distance to single family lots = 25 ft. (proposed & existing adjacent)
 - 5. Minimum garage (foundation wall) to alley pavement distance = 22 ft.
 - 6. Minimum porch or building to ROW Distance = 10 ft.
- C) Phase 2 Single Family Detached Lots (Lots 1-51)
 - 1. Minimum lot width at front yard setback = 50 ft.
 - 2. Minimum lot size = 6,250 SF
 - 3. Maximum building height = 35 ft. or 2 stories, whichever is less
 - 4. Setbacks:
 - a) Front yard setback = Varies 25-30 ft.
 - b) Secondary front yard setback on corner lots = 15 ft.
 - c) Side yard setback = 5 ft.
 - d) Rear yard setback = 20 ft.
- D) Phase 3 Multiple Family Buildings (A1-A8)
 - 1. Maximum building height = 45 ft. or 3 stories, whichever is less, or 35 feet or 2 stories within 50 feet of PUD boundary
 - 2. Minimum distance to PUD boundary = 30 ft.
 - 3. Minimum distance to adjacent ROW = 10 ft.
 - 4. Minimum building to building separation (foundation wall to foundation wall) = 25 ft.
 - 5. Minimum dwelling unit size = 720 SF
- E) Phase 4 Mixed Use Buildings (MU1-MU2)
 - 1. Maximum building height = 35 ft. or 2 stories, whichever is less
 - 2. Minimum distance to PUD boundary (excluding frontages) = 30 ft.
 - 3. Minimum distance to adjacent ROW = 10 ft.
 - 4. Minimum building to building separation (foundation wall to foundation wall) = 15 ft.
 - 5. Minimum dwelling unit size = 720 SF

6. Allowable first story uses = permitted uses within the Office Service (OS) and Neighborhood Commercial zone (NC). Allowable second story uses = multiple family dwellings, permitted uses within the Office Service (OS) zone, and permitted uses within the Neighborhood Commercial zone (NC)

F) Phase 5 Office/Commercial buildings (C1-C2)

1. Maximum building height = 25 ft. or 1 story, whichever is less
2. Minimum distance to PUD boundary (excluding frontages) = 20 ft.
3. Minimum distance to adjacent ROW = 10 ft.
4. Minimum building to building separation (foundation wall to foundation wall) = 15 ft.
5. Allowable uses = permitted uses within the Office-Service (OS) and Neighborhood Commercial district (NC)

B. Aesthetics: Meets standard. The applicant submitted proposed elevations that meet current ordinance standards for smaller single family detached and townhome buildings. Concept elevations of the apartment, mixed use, and commercial buildings have been provided but will be specified during site plan review when each phase is submitted for consideration. The developer intends to follow ordinance requirements for landscaping, screening, and signage based on the appropriate zoning for the specific commercial or residential context of the development.

C. Compatibility with Adjacent Uses: Meets standard. Mixed use and commercial buildings along the main roads follow the development pattern established historically and are in scale with existing businesses. Although there is not a similar residential development in the immediate area in terms of smaller lot sizes, it is residential development and is compatible with surrounding uses. It will integrate into the Thornapple Farms plat to the south seamlessly and create a logical transition between larger lots in the south portion and smaller ones in the north.

D. Density: Meets standard. The proposed PUD includes apartments, townhouses, and single-family detached homes on lots smaller than currently allowed in R-3 zoning. The Master Plan calls for density of townhouses and single-family detached homes in the Village Neighborhood context ranging from 8-14 units per acre, and the proposed net density for this project is 8.1 (which does not include roads, right-of-ways, open space, and water detention areas).

Village Center density would be anticipated to be potentially higher due to the integration of mixed-use buildings with apartments or condominiums. The Planning Commission has discussed and determined that the R-3/Village Neighborhood density is appropriate for the area designated as Village Center.

E. Traffic: Meets standard. The increase in residential parcels will certainly increase traffic along main roads leading to the development; combined with the Thornapple Farms plat, there will be up to 441 homes between both developments. A traffic study has been completed and reviewed by Kent County Road Commission to better understand the potential impacts of increased traffic in the area, and to develop plans to adequately manage the increase of residential traffic.

Sidewalks have been expanded and detailed on the revised plan and create good pathways for pedestrian access both internally and to surrounding road corridors.

Two main entrances are proposed, one on Hanna Lake about 630 feet south of the Hanna Lake/68th Street intersection, and one on Dutton Avenue, which will help disperse traffic entering the major roads. The Kent County Road Commission will determine necessary safety controls at those intersections.

F. Protection of the Natural Environment: Meets standard. The proposed project will be constructed on current agricultural land, and no natural features have been identified within the proposed PUD.

G. Schools Impact: Meets standard. The proposed project will certainly appeal to families, thus increases in the numbers of school-age children are likely. Three schools are located within walking distance to the development: Dutton Elementary (public), Dutton Christian Elementary (private), and Dutton Christian (private). It is likely that children will both walk and rely on parents driving or bussing to and from school. Pedestrian elements such as sidewalks will be located throughout the development, enabling school children to either walk directly or gather at bussing pick up points.

H. Public Facilities: Meets standards. The developer will consult with fire protection as the plans are developed to ensure adequate response times and access. Water and sewer utilities are currently available for the proposed PUD within the 68th Street and Hanna Lake Avenue rights-of-way. All utility work will be paid for by the developer.

I. Water, Sewer, and Drainage Systems: Meets standard. The developer has provided initial engineering plans for utility extensions that have been reviewed by the Township Engineer. All future and final development and utility plans will be subject to Township Engineering and Byron-Gaines Utility Authority review.

J. Open Space: Meets standard. No natural features exist on the site that have high recreational, aesthetic or wildlife value. A “wet” water retention pond will be constructed for stormwater management, and this will become an open space amenity since it will be circled by a paved footpath.

Other proposed public park spaces include:

1. Tot lot playground oriented for children ages 2-5 years old including a play structure, swings, and a balance bridge.
2. A sport court sized 60' by 105'. The brushed concrete court with painted lines will allow for basketball or up to three pickleball courts. Basketball hoops and pickleball nets will be modular and maintained by the property management organization.
3. A 12'x16' pavilion that will include picnic tables. The pavilion will incorporate white vinyl finishes.
4. A nearly 6,000 square foot dog park accessible for the most residentially dense portion of the project.

K. Non-Motorized Transportation Network: Meets standard. The 2010 Non-Motorized Plan does not designate any paths through the proposed PUD area. The approval of the Thornapple Farms plat will create a secondary road network that can serve as the basis for a marked bike path or trail to connect

the PUD area to both Shadyside Park, and to the Paul Henry Thornapple Trail (via the dedicated path at Merrieville Court). Shared streets with bike path markers would be the minimum bike trail design. Staff recommends a condition that the developer define a specific trail with markers that directs cyclists towards Paul Henry Thornapple Trail.

Section 25.6 Site Plan Review Standards (Phase 1)

A. Adequacy of Information: Meets Standard, with consideration. The site plan mostly complies with the ordinance requirements, with some proposed PUD modifications to be considered.

Buildings/structures/signs: The proposed architectural layout and design of the “veranda” homes and townhouses is compatible with the surrounding area in terms of mass and scale. Townhouses are a relatively new building form in the area but are not out of place considering typical building height and size along 68th Street. Building materials are a combination of vinyl siding and manufactured stone and brick veneer.

Dumpster Enclosure: Trash management will be via individual rolling carts stored within each property.

Dimensional Requirements: Requested PUD setbacks are listed in Section 11.1 Planned Unit Development - General Review Standards (A), above. If these dimensional requirements are approved by the Township Board, this standard will be met.

Parking: For the rear load townhomes an attached 2-stall garage is incorporated along with a driveway that would permit parking for two additional cars. Up to four cars can be parked at each 3-bedroom unit. Parallel parking along the private street has been incorporated into the site design to serve townhouse residents and their guests.

The detached veranda homes incorporate a detached 2-stall garage and a driveway that would permit parking for two additional cars. Up to four cars can be parked at each unit.

Additional parallel parking has been added along Cloudcroft and Steamboat Streets (25 and 18 spaces respectively) for guests visiting residents.

Lighting: A lighting plan has been submitted in accordance with Section 18.5. The light poles are compliant with the height requirements at 14 feet.

Note that the lighting plan in the Phase 1 area meets requirements for R-3 zoning, but slightly exceeds R-10 standards (0.2 footcandles) along several building facades. Since there is a mix of single family and multi-family housing types within Phase 1, the lower standard should apply. Also, the Kelvin rating of the lighting is not specified; the Township recommends a maximum of 3700K LEDs for streetlights in residential areas.

Landscaping: A landscaping plan for Phase 1 was submitted in accordance with Section 16.3. Since Phase 1 covers both frontage and residential portions of the site plan, it will be evaluated per

Sections 16.9 Front Yard and 16.13 Residential Landscaping. Subsequent phases will be evaluated based on current ordinance standards at the time of submittal, but the preliminary landscaping plan for those areas indicates compliance.

Frontage landscaping along Dutton Avenue exceeds the required 297 points and is located within the required parkway. Street trees in the residential area are placed with appropriate spacing and are located within the required parkways. Appropriate screening is provided where the development abuts adjacent properties. Plant species selected for the development are varied and there is a focus on native Midwest species.

B. Compliance with Township Master Plan: Meets Standard. Please Review Standard 11.1 (A) above. The project is being proposed as a PUD, which leaves room for design flexibility to carry out the goals and intent of the Master Plan. If the Planning Commission finds that the standards of review for Sections 11.1 and 25.6 are met, then compliance with the ordinance will be achieved.

C. Compliance with all Township Ordinances and Other Laws: Meets standard, condition recommended. The applicant is required to secure all applicable township and outside agency approvals prior to site development, including the Township Engineer/Byron-Gaines Utility Authority, Fire Department, Kent County Road Commission, Kent County Drain Commission, and Department of Environment Great Lakes & Energy

D. Configuration of Uses: Meets standard. The proposed final PUD plan has been modified throughout the review process to meet the guidelines of the Gaines Charter Township 2023 Master Plan and the expectations set by the Planning Commission.

E. Preservation of Natural Features: Meets standard. No notable natural features are present on the site. Some grade changes will need to be made, which will require a soil erosion and sedimentation control permit from the KCRC prior to the start of any site work. The proposed landscaping will help to keep the site in keeping with the general expectations for neighborhood development.

F. Privacy: Meets standard. The landscaping on the northern and eastern boundaries will provide reasonable privacy measures for adjacent properties.

G. Safety: Condition recommended. All site plans, along with measures for fire protection and access, are subject to review and approval by the Fire Inspector.

H. Vehicular Circulation: Meets standard, condition recommended. Traffic within the development will be served by private streets with four separate access points; Hanna Lake, Dutton Avenue, and two to the south into the Thornapple Farms plat. Within the development itself, the street plan has been designed to adequately move traffic internally. Roadway widths vary from 30 feet on Pileated (public) and Steamboat (public) to two 20-foot lanes on the divided Cloudcroft Street (private). Access alleys for the townhouses and Veranda homes are 20 feet wide.

All work within the public right-of-way and public roads must be approved by the Kent County Road Commission and adequacy of emergency vehicle access by the Fire Inspector.

I. Pedestrian Circulation: Meets Standard. The site plan has been designed to promote pedestrian circulation throughout the development. Each residential building is served by a sidewalk, and there are sidewalks on both sides of the street along the main streets.

Sidewalks are not planned for the rear sides of the homes where driveways lead into the homes (Palisades Street), or along Toggenburg Street. The Planning Commission has determined they are not required in those areas due to the number of driveways along those roads that would interrupt sidewalks at a very short interval making an uneven walking surface.

J. Drainage: Condition recommended. Stormwater will drain into the pond at the intersection of Pileated and Dutton Avenue where it will be held as a wet pond. Stormwater and utility plans are subject to review and approval by the Township Engineer.

K. Traffic Impact: Meets standard. A Traffic Study has been prepared that will allow the Kent County Road Commission to review driveway access to the development and will help determine if traffic controls are warranted.

L. Hazardous Materials: Not applicable.

M. Public Health, Safety, or Welfare: Meets standard. The site plan has been designed to promote the goals and intent of the zoning ordinance and master plan and is connected to utilities. Emergency services are practically across the street and can fully access the site. The landscaping plan will ensure an aesthetically pleasing mixed-use development, and the residential house plans are in keeping with appropriate architectural styles.

SECTION III CONDITIONS

The PUD approval is subject to the following conditions:

1. Planning Commission site plan approval for Phase 1 is contingent on receiving approval for the PUD rezoning by the Township Board of Trustees.
2. Phases 2 (plat), 3, 4, and 5 shall be subject to the final site plan review process by the Planning Commission.
3. Secure all Township department and outside agency approvals:
 - a. Township Engineer/BGUA.
 - b. Fire Department.
 - c. Kent County Road Commission (SESC), if applicable.
 - d. Kent County Drain Commission, if applicable.
 - e. Environment, Great Lakes and Energy, if applicable.

SECTION IV 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 PUD rezoning request. Based on the above findings and conclusions, the Township Board approves Ordinance 2024-_____, granting approval of a request made by Michiana Land Development, LLC.

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

YES: _____

NO: _____

RESOLUTION DECLARED ADOPTED

Township Board Resolution No. 2024-_____
Dutton Center PUD
_____, 2024

CERTIFICATION

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 _____, 2024.

Respectfully submitted,

Rob DeWard, Supervisor
Charter Township of Gaines

Michael Brew, Clerk
Charter Township of Gaines

Dated: _____, 2024

Township Board Resolution No. 2024-_____
Dutton Center PUD
_____, 2024

**CHARTER TOWNSHIP OF GAINES
COUNTY OF KENT, MICHIGAN**

ORDINANCE NO. 2024-_____

The following Ordinance was offered and adopted by the Gaines Charter Township Board of Trustees at a regular meeting held on _____, 2024, at the Gaines Charter Township Offices, 8555 Kalamazoo Avenue, Caledonia, Michigan.

Members Present:

Member Absent:

The following ordinance was offered for adoption by Member _____ and supported by Member _____ to document the findings and approval of the Gaines Charter Township Board of Trustees regarding a request made by Michiana Land Development, LLC to consider the rezoning of land to the Dutton Center Planned Unit Development (PUD), and it's associated roads, land divisions, and utilities.

**AN ORDINANCE TO APPROVE THE DUTTON CENTER PLANNED UNIT
DEVELOPMENT REZONING**

THE CHARTER TOWNSHIP OF GAINES (the "Township") ORDAINS:

Section 1. Final PUD Plan and PUD Rezoning. The Gaines Charter Township Board of Trustees approves the PUD rezoning, PUD site plan dated August 29th 2024, and site improvements.

Section 2. Findings. For the relevant findings of fact, details, and conditions of approval, please see Resolution No. **24-09-22-PC.**

Section 3. Effective Date. This Ordinance shall become effective seven (7) days after a summary is published in a newspaper of general circulation within the Township.

Township Board Ordinance No. **24-_____**
Dutton Center PUD
_____, 2024

The vote in favor of this Ordinance was as follows:

YEAS: _____

NAYS: _____
ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED

CERTIFICATION

I hereby certify that the above is a true copy of an Ordinance adopted by the Township Board for Gaines Charter Township at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

By _____

Michael Brew

Gaines Charter Township Clerk



MEMO

Staff Communication

DATE: September 9th, 2024

TO: Gaines Charter Township Board of Trustees

FROM: Dan Wells, Community Development Director

RE: Dutton Mill Village PUD Amendment for 3495 68th Street SE (Marathon Gas)

SUMMARY OF TOPIC:

The applicant requests to build an addition for a refrigerated walk-in cooler at the Marathon Gas Station at 3495 68th Street, which is part of the Dutton Mill Village Planned Unit Development. The addition would extend into what would normally be a 25-foot rear setback from the property line in General Commercial, and create a 15.3-foot setback, thus the need for a PUD amendment and site plan review.

The current building is 3,200 square feet and lies 43.1 feet from the northern property line which conforms with a general 25-foot setback requirement for General Commercial. The proposed 28x50 foot (1,400 square feet) addition would extend 28 feet to the north, narrowing the rear setback to 15.3 feet. This would be like the side setback on the east side of the building which is 16.7 feet. The addition would not extend into the access easement that lies on both the east and north side of the building, but would bring it immediately adjacent.

Surrounding zoning:

	NORTH: PUD/Commercial	
WEST: Dutton Fire Station	SUBJECT PARCELS	EAST: PUD/Commercial
	SOUTH: 68th Street/Commercial	

FINANCIAL IMPACT:

The amendment is not anticipated to have a negative financial impact on the Township. Costs associated with the review process are borne by the applicant through administrative and escrow review fees. Water and sewer connections will be at the expense of the developer. Tax revenue will increase with the commercial improvements to the property.

REVIEW:

The Planning Commission reviewed the PUD amendment request and recommended approval of the PUD amendment on August 22nd, 2024, finding that the proposal met all standards under the zoning ordinance.

STAFF RECOMMENDATION:

Staff recommends that the Board set a public hearing for the rezoning request.

PLAN DATE 8/30/2024

CHARTER TOWNSHIP OF GAINES
COUNTY OF KENT, MICHIGAN

RESOLUTION NO. 2024- _____
DUTTON MILL VILLAGE PUD AMENDMENT

The following Resolution was offered and adopted by the Gaines Charter Township Board of Trustees at a regular meeting held on _____, 2024 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 Adam Bryant, Irish Design & Build Inc. for Dutton BP, LLC to consider an amendment to the Dutton Mill Village Planned Unit Development (PUD) for 3495 68th Street SE (parcel number 41-22-02-377-006).

STATEMENT OF FINDINGS

Section I General Background:

1. The Township Board is authorized to review, approve, and amend Planned Unit Developments (PUD).
2. The parcel within the Dutton Mill Village PUD is legally described as:

PART OF E 1/2 SW 1/4 COM 566.62 FT 90D 00M W ALONG S SEC LINE FROM S 1/4 COR TH 90D 00M W ALONG S SEC LINE 155.0 FT TO E LINE OF WEST MILL RUN /76 FT WIDE/ TH N 0D 00M ALONG SD E LINE 200.0 FT TH 90D 00M E 155.0 FT TH S 0D 00M 200.0 FT TO BEG * SEC 2 T5N R11W 0.71 A.

3. The PUD amendment will include: construction of a 28x50 foot, 1,400 square foot addition for a refrigerated walk-in cooler, and associated site improvements including new landscaping, repaving degraded asphalt, adding drive land marking, and on-site trash facilities.
4. The parcel will be developed according to the PUD site plan dated August 30th, 2024.
5. The Planning Commission held a public hearing on the PUD amendment on July 25th, 2024.

Township Board Resolution No. 2024-_____
Dutton Mill Village PUD Amendment
_____, 2024

7. On September 26th, 2024, the Planning Commission approved Resolution No. PC 24-09-01, which approved the site plan and recommended approval of the PUD amendment to the Township Board of Trustees.

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:

Zoning Ordinance Section 11.1 Planned Unit Development General Review Standards

A. Consistency with Master Plan and Zoning Ordinance: Meets standard. The parcel is currently zoned Planned Unit Development, so setbacks are determined by the approval of the Board of Trustees. The use of the property as a gas station and party store would be permitted in General Commercial zoning, which is the equivalent zoning category for the overall PUD.

B. Aesthetics: Meets standard. Several changes to the site plan have been made since Dutton Mill Village was approved in 1981 that reduced the amount of green space on the gas station site. The landscaping approved in 1981 has not been maintained, but the applicant has provided a plan to make landscaping improvements to the property that meets current zoning requirements.

C. Compatibility with Adjacent Uses: Meets standard. The immediate surrounding uses are commercial and civic. The Future Land Use Plan for the surrounding area is commercial.

D. Density: Meets standard. There is no minimum lot area, coverage ratio, or width requirement in the General Commercial zone.

E. Traffic: Traffic has adequate ingress/egress from the parcel, and adequate circulation within. The applicant has indicated they will be adding “turn arrow” striping at the exit points on West Mill Run that will help direct drivers into specific lanes to help avoid conflicts.

On the north side of the building asphalt is degraded and potholed. The applicant indicates that this area will be resurfaced, and this should be a condition of approval.

The Planning Commission determined that the building addition could be brought to the edge of the 30-foot access easement immediately north of the building as it is wide enough for emergency vehicle access.

F. Protection of Natural Environment: Not Applicable. No natural features are present on the site.

G. Schools: Not Applicable. The project will have no effect on schools.

H. Public Facilities: Meets standards. Overall, the project will have no impact on public services or utilities.

I. Water, Sewer, and Drainage Systems: Meets standard. The Township Engineer has reviewed the project and has no concerns.

J. Open Space: Not Applicable.

K. Non-Motorized Transportation Network: Not Applicable.

Zoning Ordinance Section 25.6 Site Plan Review Standards

A. Adequacy of Information: Meets standard, condition recommended. A site plan and scaled building elevations have been submitted for review and all the required information has been provided.

Dimensional Requirements: Since the building is in a PUD, there is some flexibility in dimensional requirements, but the proposed addition is similar in height to the existing building and is at the rear, so it won't alter the overall look of the site, nor exceed typical height limits.

Parking: Twelve parking spaces are provided on site, and there is plenty of parking in the lot immediately to the east. The Planning Commission determined that twelve spaces is adequate, and it may permit a reduction from the standards contained in Section 15.2 if they determine that the requirements of this Chapter would result in an unneeded number of spaces.

Dumpsters: The site plan indicates that a screened enclosure has been added on the north side of the building that will adequately screen trash dumpsters.

Signage: No change to signage is proposed. Signage must conform to General Commercial sign regulation.

Lighting: No change to lighting is proposed.

Landscaping: In total, one shade tree, 4 ornamental trees, and 47 shrubs will be added to the 68th Street and West Mill Run frontages. 178 points of landscaping are required and 179 are provided.

B. Compliance with Township Master Plan: Meets standard. The 2023 Future Land Use Plan anticipates General Retail and Services on this parcel. See Standard 11.1 (A) above.

C. Compliance with all Township Ordinances and Other Laws: Meets standard. The Fire Inspector and Township Engineer have reviewed the plans and have no concerns.

D. Configuration of Uses: Meets Standard. Short of reducing the overall size, Staff believes that the project has been designed to allow for reasonable use of the property while not impacting adjoining and nearby properties.

E. Preservation of Natural Features: Not applicable.

F. Privacy: Meets standard. The proposed landscaping will help to screen the view of the site from adjacent properties to the south.

G. Safety: Meets standard. The Fire Inspector has reviewed the plans, and no issues were identified.

H. Vehicular Circulation: Meets standard. The gas station will be accessed by existing curb cuts on 68th and West Mill Run. Turn markers will be painted at egress/ingress points.

I. Pedestrian Circulation: Meets standard. No changes to sidewalks are proposed.

J. Drainage: Not applicable.

K. Traffic Impact: Meets standard. No adverse traffic impacts are anticipated.

L. Hazardous Materials: Meets standard. The Fire Inspector has reviewed the plans, and no issues were identified.

M. Public Health, Safety, or Welfare: Meets standard. The proposed site development is not anticipated to negatively impact adjacent properties, natural resources, or the future development of the area.

Section III Conditions

Planning Commission recommended, and the Township Board concurs, that PUD amendment approval is subject to the following conditions:

1. The parking requirement is waived, and 12 parking spaces be permitted for the site.
2. Signage for the site will be regulated under General Commercial standards.
3. Asphalt on the north side of the addition must be resurfaced as indicated on the site plan.

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 PUD amendment request. Based on the above findings and conclusions, the Township Board approves Ordinance 2024-_____, granting approval of the requested amendment to the Dutton Mill Village PUD.

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

YES: _____

NO: _____

RESOLUTION DECLARED ADOPTED

Township Board Resolution No. 2024-_____
Dutton Mill Village PUD Amendment
_____, 2024

CERTIFICATION

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 _____, 2024.

Respectfully submitted,

Rob DeWard, Supervisor
Charter Township of Gaines

Michael Brew, Clerk
Charter Township of Gaines

Dated: _____, 2024

**CHARTER TOWNSHIP OF GAINES
COUNTY OF KENT, MICHIGAN**

ORDINANCE NO. 2024-

The following Ordinance was offered and adopted by the Gaines Charter Township Board of Trustees at a regular meeting held on _____, 2024, at the Gaines Charter Township Offices, 8555 Kalamazoo Avenue, Caledonia, Michigan.

Members Present:

Member Absent:

The following ordinance was offered for adoption by Member _____ and supported by Member _____ to document the findings and approval of the Gaines Charter Township Board of Trustees regarding a request made by Adam Bryant, Irish Design & Build Inc. for Dutton BP, LLC to consider an amendment to the Dutton Mill Village Planned Unit Development (PUD) for 3495 68th Street SE (parcel number 41-22-02-377-006).

**AN ORDINANCE TO APPROVE AMENDMENT TO
THE DUTTON MILL VILLAGE PUD**

THE CHARTER TOWNSHIP OF GAINES (the "Township") ORDAINS:

Section 1. Final PUD Plan and PUD Rezoning. The Gaines Charter Township Board of Trustees approves the PUD amendment per the site plan dated August 30th, 2024.

Section 2. Findings. The PUD amendment will include: construction of a 28x50 foot, 1,400 square foot addition for a refrigerated walk-in cooler, and associated site improvements including new landscaping, repaving degraded asphalt, adding drive land marking, and on-site trash facilities.

Section 3. Effective Date. This Ordinance shall become effective seven (7) days after a summary is published in a newspaper of general circulation within the Township.

Township Board Ordinance No. 24-
Dutton Center PUD
 , 2024

The vote in favor of this Ordinance was as follows:

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED

CERTIFICATION

I hereby certify that the above is a true copy of an Ordinance adopted by the Township Board for Gaines Charter Township at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

By _____

Michael Brew

Gaines Charter Township Clerk



MEMO

Staff Communication – Action Required

DATE: August 26, 2024
TO: Township Board of Trustees
FROM: Jim Zenas, Township Assessor
RE: L-4029 Tax Rate Request 2024

SUMMARY OF TOPIC:

Attached you will find the 2024 Tax Rate Request. As calculated, the maximum allowable General Operating millage levy as provided under MCL 211.24e and MCL 211.34 for 2024 is .8048 mills. This is "rolled back" from .8162 mills.

The law states that units requesting to levy a millage in excess of one mill are required to hold a public hearing. We levy less than one mill; therefore, a hearing is not necessary.

The Public Safety Special Assessment millage has also been added to the L-4029 at 1.50 mills for 2024. This is an increase from the 1.00 mills that were levied in 2023. In approving this millage, the Township Board committed to holding a public hearing every September.

FINANCIAL IMPACT:

These rates impact the Townships General Fund and Special Assessment collections.

BUDGET ACTION REQUIRED:

None currently. These millage rates will be part of the FY 2025 budget adoption process.

STAFF RECOMMENDATION:

Adopt the 2024 General Operating millage rate of .8048 as well as the Public Safety Special Assessment millage rate of 1.50 as required.

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

PLEASE READ THE
ENCLOSED
INSTRUCTIONS
CAREFULLY.

The following tax rates have been authorized for levy on the

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Source	Purpose of Millage	Date of Election	Millage Authorized by Election, Charter, etc.	2023 Millage Rate Permanently Reduced by MCL 211.34d	2024 Current Year Millage Reduction Fraction	2024 Millage Rate Permanently Reduced by MCL 211.34d	Sec. 211.34 Millage Rollback Fraction	Maximum allowable Millage Rate*	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1	Expiration Date of Millage Authorized
ALLOCATED	OPERATING	2/20/1979	1.1000	0.8162	0.9861	0.8048	1.0000	0.8048		.8048	UNLIMITED
PA 33 OF 1951	PUBLIC SAFETY	12/12/2022	1.5000	NA	NA	NA	NA	NA		1.50	UNLIMITED
Prepared by Megan VanHoose	Co-Sign - Prepared/Verified						Total Operating Allowed	0.8048			
							Co-Sign Title		CED-Date	Co-date	
									4/25/2024		

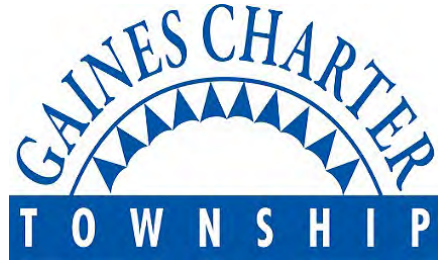
As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.1211(3).

PLEASE ENTER REQUESTED MILLAGE IN COLUMN'S 10 AND/OR 11

	Signature	Type Name	Date
☒ Clerk		Michael A. Brew	09/09/2024
☐ Secretary			
☒ Chairperson		Robert Deward	09/09/2024
☐ President			

*Under Truth in Taxation, MCL Section 211-24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. A public hearing and determination is required for an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on the reverse side for the correct method of calculating the millage rate in column (5).



MEMO

Staff Communication – Discussion Only

DATE: September 5, 2024
TO: Township Board of Trustees
FROM: Rod Weersing, Township Manager
RE: Public Safety Special Assessment Rate

SUMMARY OF TOPIC:

In October 2021, the Township Board approved the creation of a Township-wide Special Assessment to fund public safety (police, fire, and rescue). Per state law the Township Board is required to have an annual Public Hearing to set the rate for the winter tax bill. This also requires that the tax roll be re-run as it is a continually evolving document.

The Public Hearing is being held at our Monday, September 09, 2024, meeting. The resolution will be presented at this same meeting to adopt the proposed rate.

For the Winter 2024 bills, staff is recommending that the Special Assessment rate be increased to 1.50 mill equivalent. The average taxable value for residential properties in the Township is \$128,000, which means the Special Assessment will cost the average residential property owner about \$192.00 per year.

Services highlights for FY2025 include:

- Help to offset some of the operational costs for the Gaines Charter Township Fire Department
- Maintain the additional staffing from the Kent County Sheriff's Office that was added in 2024

The following tables are a breakdown of estimated budget costs (Table 1) and revenues (Table 2) in the Public Safety Fund for FY 2025:

Table 1

Category	Projected Expense	Percent
Gaines Charter Twp Fire/Rescue	\$3,507,480	71.06%
Kent Co. Sheriff's Office	\$1,428,500	28.94%
Total	\$4,935,980	

Table 2

Category	Projected Revenue	Percent
SAD Revenue	\$1,725,000	34.95%
Transfer from General Fund	\$2,446,980	49.57%
Transfer from ARPA	\$200,000	4.05%
Byron Contributions	\$564,000	11.43%
Total	\$4,935,980	

Special Assessment Revenues for FY 2025 are estimated to be \$1,725,000 and will represent about 35% of revenues in the Public Safety Fund. ARPA dollars are also being used to cover the costs of these changes to allow for a more incremental increase in the Special Assessment and the General Fund is also contributing to the Public Safety Budget in 2025 and will represent about 50% of total revenues into the Public Safety Fund.

FINANCIAL IMPACT:

It is estimated the Special Assessment at a 1.50 mill equivalent will generate about \$1,725,000 in revenues for the Public Safety Budget (fund 205).

BUDGET ACTION REQUIRED:

None currently

STAFF RECOMMENDATION:

Staff recommends that the resolution establishing the rate 1.50 mills be approved.



**GAINES CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN**

RESOLUTION NO. 2024-_____

**RESOLUTION CONFIRMING THE ANNUAL SPECIAL ASSESSMENT ROLL FOR THE
GAINES CHARTER TOWNSHIP FIRE AND PUBLIC SAFETY SERVICES SPECIAL
ASSESSMENT DISTRICT FOR 2025**

Minutes of a regular meeting of the Gaines Charter Township Board, Kent County, Michigan, held at the Gaines Charter Township Hall, 8555 Kalamazoo Ave., SE, Caledonia, Michigan 49316, on September 9, 2024, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The following Resolution was offered for adoption by Township Board member _____ and supported by Township Board member _____.

WHEREAS, the Township Board of Gaines Charter Township, County of Kent, State of Michigan, pursuant to Act 33 of the Public Acts of Michigan of 191, as amended (“Act 33”), and Section 20948 (being MCL 333.20948) of Act 368 of the Public Acts of Michigan of 1978 (“Act 368”), has previously established the Gaines Charter Township Fire and Public Safety Services Special Assessment District (the “SAD”) to defray the cost of purchasing, operating, and/or contracting fire, first responder, emergency rescue and police motor vehicles, apparatus, equipment, capital improvements, and housing and providing fire protection, rescue, first responder, police, public safety and related services and operations (collectively, the “Services”) and assess the costs thereof to the properties specially benefitted by the fire and public safety services in the SAD, and

WHEREAS, the Township Board is required to annually determine the amount to determine the amount to be assess in the SAD for the cost of providing the Services, subject to a limitation that the assessment be no more than 1.5 mills per year; and

WHEREAS, a special assessment roll has been prepared for the purpose of defraying the costs of services for 2025; and

WHEREAS, the Township Board of Trustees has reviewed said special assessment roll, and, after due and legal notice, the Township Board met on September 9, 2024, and heard objections to the distribution of the special assessment levy; and

WHEREAS, the Township Board of Trustees deems said special assessment roll and special assessment levy to be fair and equitable.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The special assessment roll attached hereto as Exhibit A shall be designated the “Gaines Charter Township Fire and Public Safety Services Special Assessment Roll” (the “roll”).

2. The Roll, in the total sum of \$1,725,000.00, is hereby confirmed and approved. To cover the sum total of this amount, the Township shall assess and levy a special assessment in the amount of 1.50 mills for 2025.

3. The assessments made in the Roll are hereby ordered and directed to be collected and the Township Treasurer is directed to distribute the special assessment levy on the taxable value of all of the lands and premises in the SAD except for lands and premises exempt from the collection of taxes under the General Property Tax Act, Act 206 of the Public Acts of Michigan of 1893 (however, lands and premises otherwise subject to special assessment via a contract or agreement with the Township or otherwise or subject to special assessment due to special or other legislation are not exempt and shall be subject to the special assessment).

4. The special assessment shall be distributed and shall become due and be collected at the same time as other Township taxes are assessed, levied, and collected, and shall be returned in the same manner for nonpayment. If the collections received from the special assessment levied are, at any time, insufficient to meet the obligations or expenses incurred in providing the Services, the Township Board may, by resolution, authorize the transfer or loan of sufficient money from the general fund of the Township to the special assessment fund. This money shall be repaid to the general fund of the Township out of special assessment funds when collected.

5. All resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded to the extent of conflict.

6. All actions heretofore taken by Township officials, employees, and agents with respect to the Services and proceedings regarding this matter are hereby ratified and confirmed.

YEAS:

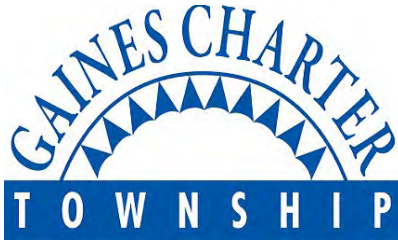
NAYS:

ABSTAIN:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Michael A. Brew
Gaines Charter Township



MEMO

Staff Communication – Action Item

DATE: August 27, 2024
TO: Gaines Charter Township Board of Trustees
FROM: Tracy Lawrence, Water & Sewer Administrator
RE: 1470 68th St SE – Variance Request

SUMMARY:

The Water & Sewer Dept. received a water service variance request for two connections at 1470 68th St. The first variance request is for a water service that was run from the home to an existing garage by the prior homeowner. The request will make the water service compliant with the Ordinance. A Byron-Gaines Utility Authority Utility Inspector met with the homeowner and documented the existing connection. The Inspector noted the garage has a yard hydrant in need of a backflow preventer. The second variance request is to connect into the existing line that runs from the house to the existing garage via a tee and connect to a new pole barn. The pole barn has been approved by the Planning and Building Departments.

WATER & SEWER ORDINANCE:

The Ordinance requires a single water service be constructed for each building.

RECOMMENDATION:

The Water & Sewer Committee passed a motion recommending that the Township Board approve the two water service variance requests with the condition that a backflow device be installed on the yard hydrant.



Vriesman
& Korhorn

Memorandum

Date: August 28, 2024

Project Number: 0025

To: Gaines Charter Township Board of Trustees
Rod Weersing, Township Manager
Tracy Lawrence, Water & Sewer Administrator

From: Jeff Gritter, P.E.

Regarding: Appendix D to the Water and Sewer Ordinance

Message:

All,

The City of Wyoming has requested that the Township adopted a revised Appendix D to the Township's Water and Sewer Ordinance. The proposed Appendix D; see attached, would replace the existing version of this appendix in its entirety if adopted.

Appendix D is the portion of the Water and Sewer Ordinance that regulates the sewer system and its use, administration, and discharges into Wyoming Sewage Works. The proposed update to this appendix is very similar to the existing appendix and updates limitations to pollutants to meet current standards and requirements. EGLE required the City of Wyoming to update these provisions and in turn the City is requiring the same of the Township

This information has been presented to the Water and Sewer Committee and the Committee passed a motion recommending the adoption of the proposed Appendix D.

APPENDIX D

USE OF THE PORTION OF THE SEWER SYSTEM SERVED BY THE CITY OF WYOMING

Section D101. Purpose.

The purpose of this Appendix D is to establish standards, rules and regulations with respect to the use of the Wyoming Sewage Works; to provide for rates and charges for connection to and use of the System and to prevent the pollution of the environment.

- (1) This Appendix D sets forth uniform requirements for Dischargers into the Wyoming Sewage Works, and enables the Wyoming Sewage Works to protect public health in conformity with all applicable State and Federal laws relating thereto.
- (2) The objectives of this Appendix D are:
 - (1) To prevent the introduction of pollutants into the Wyoming Sewage Works which will interfere with the normal operation of the System or contaminate the resulting sludge;
 - (2) To prevent the introduction of pollutants into the Wyoming Sewage Works which do not receive adequate treatment in the POTW, and which will pass through the System into the receiving waters or the atmosphere or otherwise be incompatible with the Wyoming Sewage Works;
 - (3) To improve the opportunity to recycle and reclaim wastewater and sludge from the Wyoming Sewage Works.
- (3) This Appendix D provides for the regulation of discharges into the Wyoming Sewage Works through the issuance of permits.

Section D102. Definitions.

The following words, terms, and phrases, when used in this appendix, shall have the meanings ascribed to them in this section. except where the context clearly indicates a different meaning:

- (1) *25 percent rule* means that the combined depth of oil and grease and other solids (floating and settled) in any chamber of a trap shall not be equal to or greater than 25 percent of the total operating depth of the trap. The operating depth of a trap is determined by measuring the internal depth from the water outlet invert elevation to the inside bottom of the trap.
- (2) *Act* means the Federal Water Pollution Control Act and the Clean Water Act, Public Law 92-500, as adopted in 1972 and amended on February 4, 1987, as amended.

- (3) *Alternative discharge limit* means limits set by the city in lieu of the promulgated National Categorical Pretreatment Standards for integrated facilities in accordance with the combined wastestream formula, as established by the EPA
- (4) *Authorized representative* when used in relationship to an industrial user means an individual meeting the requirements in 40 CFR 5403.12(1) and section 86-269.
- (5) *Best management practices or BMPs* means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in 40 CFR 5403.5(a)(1) and (b). BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage. (f) Biochemical oxygen demand (BOD) means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures (without the addition of nitrification inhibitors and expressed in terms of milligrams per liter).
- (6) *Building drain* means that part of the lowest horizontal piping of a drainage system that receives wastewater from inside the walls of the building and conveys it to the building sewer, beginning five feet outside the inner face of the building wall.
- (7) *Building official* means the director of utilities, building inspector, the city engineer or another designated agent of the city or that individual's designee.
- (8) *Building sewers* means the extension from the building drain to a public sewer or other places of disposal. (j) Cesspool means an underground pit into which raw sewage or other untreated liquid waste is discharged and from which the liquid seeps into surrounding soil or is otherwise removed.
- (9) *Chemical oxygen demand (COD)* means a measure of the oxygen-consuming capacity of inorganic and organic matter present in water or wastewater. It is expressed as the amount of oxygen consumed from a chemical oxidant in a specified test. It does not differentiate between stable and unstable organic matter and thus does not necessarily correlate with biochemical oxygen demand. It is also known as OC and DOC, oxygen consumed, and dichromate oxygen consumed, respectively.
- (10) *Chlorine demand* means the difference between the amount of chlorine added to water or wastewater and the amount of residual chlorine remaining at the end of a specified contact period. The demand for any given water varies with the amount of chlorine applied, time of contact and temperature.
- (11) *City* means the City of Wyoming, Kent County, Michigan.
- (12) *Combined wastestream* means the wastestream at industrial facilities where regulated process effluent is mixed prior to treatment with wastewaters other than those generated by the regulated process. Where required by federal or state law, and only to the extent required by federal or state law, the combined wastestream formula provided in 40 CFR 403 will apply to the limits applicable to a combined wastestream. (o) Compatible pollutant means a substance amenable to treatment in the wastewater treatment plant such as biochemical oxygen demand, suspended solids, and fecal coliform bacteria, plus additional pollutants identified in the NPDES permit if the publicly owned treatment works was designed to treat such pollutants, and in fact does remove such pollutant to a substantial degree. Examples of such additional pollutants may include: chemical oxygen demand,

total organic carbon, phosphorus and phosphorus compounds, nitrogen compounds, fats, oils and grease of animal or vegetable origin.

- (13)*Composite sample* means a series of representative samples taken over a specific time period and combined into one sample.
- (14)*Debt service charges* means the charges levied to users of the system which are used to pay principal, interest and administrative costs of retiring the debt incurred for construction of the sewage works.
- (15)*Director* means the city's director of utilities or that person's designee.
- (16)*Domestic users* means all users of the sewage works whose discharge into the system is domestic wastewater.
- (17)*Domestic wastewater* means wastewater consisting primarily of household and human waste.
- (18)*Dwelling unit* means the same as the definition found in the city's zoning ordinance.
- (19)*Environmental Protection Agency (EPA)* means the U.S. Environmental Protection Agency, including its administrator or other duly authorized official.
- (20)*Garbage* means liquid and solid wastes from the storage, preparation, cooking and dispensing of food and from the growing, handling, storage or sale of produce or other edible products.
- (21)*Grab sample* means a sample which is taken from a wastestream on a one-time basis with no regard to the flow in the wastestream and without consideration of time.
- (22)*Grease trap* means a device designed to separate and retain fats, oils, and grease from liquid waste and permit the liquid waste to discharge into the sewer system.
- (23)*Holding tank waste* means any waste from holding tanks such as vessels, chemical toilets, campers, trailers, septic tanks or vacuum-pump tank trucks.
- (24)*Incompatible pollutant* means any pollutant which is not compatible with biological treatment or removal of which is not designed into the treatment process.
- (25)*Industrial wastes* means the wastewater discharges that are not domestic wastewater, wastewater discharges from industrial, manufacturing, trade or business processes, or wastewater discharge from any structures with these characteristics.
- (26)*Integrated facilities* means industrial facilities where wastestreams are combined prior to treatment.
- (27)*Interference* means any discharge which alone or in conjunction with discharges from other sources, both:
 - a. Inhibits or disrupts the POTW and any of its process or operations, or its sludge use or disposal; and
 - b. Therefore is a cause of a violation of any requirement of the POTW's NPDES permit, including an increase in the magnitude or duration of a violation, or of the prevention of sewage sludge use or disposal.
- (28)*National categorical pretreatment standard* means any federal regulation containing pollutant discharge limits promulgated by the EPA which applies to a specific category of industrial users.

(29)*National Pollution Discharge Elimination System permit (NPDES permit)* means a permit issued pursuant to section 402 of the Act (33 USC 1342), as amended.

(30)*National prohibitive discharge standard or prohibitive discharge standard* means any regulation developed under the authority of section 307(b) of the Act and 40 CFR 403.5, as amended.

(31)*Natural outlet* means any outlet into a watercourse, pond, ditch, lake or other body of surface water or groundwater.

(32)*New source* means:

- (1) Any building, structure, facility, or installation from which there may be a discharge of pollutants, the construction of which commenced after the publication of proposed pretreatment standards under section 307(c) of the Clean Water Act which will be applicable to such source if such standards are thereafter promulgated in accordance with that section provided that:
 - a. The building, structure, facility, or installation is constructed at a site at which no other source is located;
 - b. The building, structure, facility or installation totally replaces the process or production equipment that causes discharge of pollutants at an existing source; or
 - c. The production or wastewater generating processes of the building, structure, facility or installation are substantially independent of an existing source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant and the extent to which the new facility is engaged in the same general type of activity as the existing source will be considered.
- (2) Construction on a site at which an existing source is located results in a modification rather than a new source if the construction does not create a new building, structure, facility or installation meeting the criteria of subsection 1. b. or 1. c. of this definition but otherwise alters, replaces or adds to existing process or production equipment.
- (3) Construction of a new source as defined under this definition has commenced if the owner or operator has:
 - a. Begun, or caused to begin as pan of a continuous on-site construction program:
 1. Any placement, assembly, or installation of facilities or equipment; or
 2. Significant site preparation work including clearing, excavation or removal of existing buildings, structures or facilities which is necessary for the placement, assembly or installation of new source facilities or equipment;
 - b. Entered into a binding contractual obligation for the purchase of facilities or equipment which are intended to be used in its operation within a reasonable time. Options to purchase or contracts which can be terminated or modified without substantial loss, and contracts for feasibility, engineering and design studies do not constitute a contractual obligation under this definition.

- (33)*Operation and maintenance* means all work, materials, equipment, utilities, administration and other efforts required to operate and maintain the sewage works including the cost of replacement.
- (34)*Pass through* means a discharge which exits the POTW into waters of the state in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, causes a violation of any requirement of the POTW's NPDES permit (including an increase in the magnitude or duration of a violation).
- (35) *Penalty* means a charge for discharge of noncompatible substances including pH in violation of the wastewater discharge permit.
- (36)*pH* means the logarithm (base 10) of the reciprocal of the concentration of hydrogen ions expressed in grams per liter of solution.
- (37)*Pollutant* means any of various chemicals, substances and refuse materials such as solid waste, sewage, garbage, sewage sludge, chemical wastes, biological materials, radioactive materials, heat and industrial, municipal and agricultural wastes which impair the purity of the water or soil.
- (38)*Pollution* means the manmade or man-induced alteration of the chemical, physical biological or radiological integrity of water.
- (39)*Premises* means a lot, parcel or plot of land including the buildings or structures thereon or any part thereof.
- (40)*Pretreatment or treatment* means the reduction of the amount of pollutants, the elimination of pollutants, the alteration of the nature of pollutants or the alteration of the nature of pollutant properties in wastewater to a less harmful state prior to or in lieu of discharging or otherwise introducing such pollutants into the sewage works. The reduction or alteration can be obtained by physical, chemical or biological processes, process changes or other means, except as prohibited by 40 CFR 403.6(d), as amended.
- (41)*Pretreatment facilities* means devices or structures for use in treating industrial waste prior to discharge into public sewers.
- (42)*Pretreatment requirements* means any substantive or procedural requirement for treating of a waste prior to discharge to the sewers.
- (43)*Pretreatment standards* means National Categorical Pretreatment Standards, alternative discharge limits or other federal, state or local standards, whichever are applicable.
- (44)*Private sewage works* means any sewage works or part thereof not connected to a public sewer and shall include, but not be limited to, septic tanks, cesspools and seepage pits.
- (45)*Public nuisance* means anything which is injurious to health, is indecent or offensive to the senses, or is an obstruction to the free use of property so as to interfere with human comfort or enjoyment of life or property, whether affecting individual interests per se or affecting at the same time an entire community or neighborhood of any considerable number of persons, although the extent of the annoyance, interference or damage may not be inflicted equally upon the persons therein.
- (46)*Public sewer* means a city sewer, a township sewer, or any part thereof.
- (47)*Publicly owned treatment works (POTW)* means a treatment works as defined by section 212 of the Clean Water Act, which is owned in this case by the city. This definition includes any devices and systems used in storage, treatment, recycling,

and reclamation of municipal sewage or industrial wastes of a liquid nature. It also includes sewers, pipes, and other conveyances if they convey wastewater to a POTW treatment plant.

- (48) *POTW treatment plant* means that portion of the POTW which is designed to provide treatment (including recycling and reclamation) of municipal sewage and industrial waste.
- (49) *Quality control* means a formal program designed to monitor the reliability (accuracy and precision) of reported analytical results.
- (50) *Replacement* means the replacement, in whole or in part, of any system equipment to ensure continuous treatment of wastewater in accordance with the NPDES permit and other state and federal regulations.
- (51) *Sanitary sewer* means a sewer designed to carry sewage only.
- (52) *Seepage pit* means an underground enclosure constructed of concrete blocks, bricks or similar material loosely laid with open joints so as to allow the septic tank overflow or effluent to be absorbed directly into the surrounding soil.
- (53) *Septic tank* means a receptacle receiving sewage and having an inlet and outlet designed to permit the separation of solids in suspension from such wastes and to permit such retained solids to undergo decomposition therein.
- (54) *Sewage or wastewater* means the liquid and water-carried industrial or domestic wastes from dwellings, commercial buildings, industrial facilities, and institutions, together with any groundwater, surface water and stormwater that may be present, whether treated or untreated, which is contributed into or permitted to enter the sewage works.
- (55) *Sewage works* means the sanitary sewage collection system any part thereof and the wastewater treatment facility.
- (56) *Sewer* means a pipe or conduit for carrying sewage.
- (57) *Sewer connection permit* means, as set forth in section D104, a written permit issued by the township prior to using, connecting, altering or opening any public sewer or appurtenance thereof.
- (58) *Sewer service charge* means any applicable user charges, surcharges and debt service charges.
- (59) *Significant industrial user* means, except as provided in subsection (3) of this definition:
 - (1) All industrial users subject to categorical pretreatment standards under 40 CFR 403.6 and 40 CFR chapter I, subchapter N; and
 - (2) Any other industrial user that: discharges an average of 25,000 gallons per day or more of process wastewater to the POTW (excluding sanitary, noncontact cooling and boiler blowdown wastewater); contributes a process wastestream which makes up 5.0% or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or is designated as such by the city on the basis that the industrial user has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.
 - (3) Upon finding that an industrial user meeting the criteria in subsection (2) of this definition has no reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement, the city may at any time, on its own initiative or in response to a petition received

from an industrial user, determine that such industrial user is not a significant industrial user.

(60)*Significant noncompliance* means one or more of the following:

- (1) Chronic violations of wastewater discharge limits, defined here as those in which 66 percent or more of all of the measurements taken during a 6-month period exceed, by any magnitude, a numeric pretreatment standard or pretreatment requirement for the same pollutant, including instantaneous limits, as defined by 40 CFR 403.30);
- (2) Technical review criteria (TRC) violations, defined here as those in which 33 percent or more of all measurements taken for the same pollutant parameter during a 6-month period equal or exceed the product of the numeric pretreatment standard or pretreatment requirement including instantaneous limits, as defined by 40 CFR 403.3(1) multiplied by the applicable TRC value (TRC=1.4 for BOD, TSS, oil and grease, and 1.2 for all other pollutants except pH);
- (3) Any other violation of a pretreatment standard or pretreatment requirement as defined by 40 CFR 403.3(1) (daily maximum, long-term average, instantaneous limit, or narrative standard) that the city determines has caused, alone or in combination with other discharges, interference or pass through, including endangering the health of POTW personnel or the general public;
- (4) Any discharge of a pollutant that has caused imminent endangerment to human health, welfare or to the environment or has resulted in the city's exercise of its emergency authority to halt or prevent such a discharge;
- (5) Failure to meet, within 90 days after the schedule date, a compliance schedule milestone contained in the wastewater discharge permit or other enforcement orders for staling construction, completing construction or attaining final compliance;
- (6) Failure to provide, within 30 days after the due date, required reports such as baseline monitoring reports, 90-day compliance reports, periodic self-monitoring reports, and reports on compliance with compliance schedules;
- (7) Failure to accurately report noncompliance; or
- (8) Any other violation or group of violations, which may include a violation of BMPs, that the city determines will adversely affect the operation or implementation of the local pretreatment program.

(61)*Slug discharge* means any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch Discharge, which has a reasonable potential to cause interference or pass through, or in any other way violate this ordinance or discharge permit conditions and can include any pollutant, including compatible pollutants, released in a single extraordinary discharge episode of such volume or strength as to have such results.

(62)*Standard industrial classification (SIC)* means a classification pursuant to the Standard Industrial Classification Manual issued by the Executive Office of the President, Office of Management and Budget, 1987, as amended.

(63)*Storm sewer or storm drain* means a sewer designed to carry stormwater and surface water and drainage only.

- (64) *Subsurface disposal field* means a system for the distribution of septic tank overflow or effluent below the ground surface through a line or a series of branch lines, of drain tile laid with open joint to allow the overflow or effluent to be absorbed by the surrounding soil throughout the entire field.
- (65) *Surcharge* means a charge to cover the cost of treating sewage which exceeds limits as established in this appendix. A surcharge is appropriate to cover costs of treating extra strength compatible waste which are authorized by order of determination. A surcharge is not acceptable as a sole remedy for violations of limits.
- (66) *Suspended solids* means the total suspended matter that floats on the surface of, or is suspended in, water, wastewater or other liquids, and which is removable by laboratory filtering.
- (67) *System* means the city's sanitary sewer system including all collection lines, mains, pumps, chambers, the POTW and all components and facilities.
- (68) *Toilet* means a privy, outhouse, septic tank, septic toilet, chemical closet or other device designed for the disposal of human excreta.
- (69) *Total toxic organics (TTO)* means total toxic organics, which is the summation of all quantifiable values greater than 0.01 milligrams per liter for toxic organics listed in the federal categorical pretreatment standards or as defined by the director.
- (70) *Toxic pollutant* means any pollutant or combination of pollutants which is or can potentially be harmful to the public health, treatment or environment, including those listed as toxic in regulations promulgated by the administrator of the Environmental Protection Agency, under the provisions of CWA 307(a) or other acts, as amended.
- (71) *Upset* means an exceptional incident in which there is unintentional and temporary noncompliance with categorical pretreatment standards because of factors beyond the reasonable control of the industrial user. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
- (72) *User* means any person who contributes, causes or permits the contribution of wastewater into the sewage works.
- (73) *User charge* means a charge levied to users of a treatment works for the cost of sewage works including operation, maintenance and capital charges.
- (74) *User class* means the kind of user connected to sanitary sewers including, but not limited to, the following:
- (1) Domestic user. A user of a dwelling unit discharging domestic wastewater.
 - (2) Industrial user. Any user that discharges any industrial wastewater or that contributes, causes or permits the contribution or introduction of wastewater or pollutants into the POTW, whether intentionally or unintentionally, and whether directly or indirectly.
- (75) *Wastewater* means the liquid and water-carried industrial or domestic waste from dwellings, commercial buildings, industrial facilities, and institutions including, without limitation, contaminated groundwater and landfill leachate, whether treated or untreated, that is contributed, introduced or discharged into the POTW.

- (76) *Wastewater discharge permit* means as set forth in section D105, a written permit issued by the director to nondomestic users of the POTW.
- (77) *Watercourse* means a channel, natural or artificial, in which a flow of water occurs, either continuously or intermittently.
- (78) *Waters of the state* means all streams, lakes, ponds, marshes, watercourses, wasteways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof.

Section D103. Abbreviations.

The following abbreviations shall have the designated meanings:

- (1) BOD means biochemical oxygen demand;
- (2) CFR means Code of Federal Regulations;
- (3) COD means chemical oxygen demand;
- (4) EPA means United States Environmental Protection Agency;
- (5) L means liter;
- (6) MDEGLE means Michigan Department of Environment, Great Lakes and Energy;
- (7) mg means milligrams;
- (8) mg/l means milligrams per liter;
- (9) NPDES means National Pollutant Discharge Elimination System;
- (10) SIC means standard industrial classification;
- (11) SS means suspended solids;
- (12) TTO means total toxic organics;
- (13) USC means United States Code;
- (14) O&M means operation and maintenance;
- (15) CWA means Clean Water Act;
- (16) ug means micrograms;
- (17) POTW means publicly owned treatment works;
- (18) ppm means parts per million;
- (19) ppb means parts per billion;
- (20) ppt means parts per trillion.
- (21) MG means million gallons;
- (22) gpd means gallons per day;
- (23) Cd means cadmium;
- (24) Cr means chromium;
- (25) Cu means copper;
- (26) Pb means lead;
- (27) Ni means nickel;
- (28) Zn means zinc;
- (29) CN means cyanide;
- (30) Ag means silver;
- (31) Hg means mercury;
- (32) As means arsenic; and

(33)Be means beryllium.

Section D104. Sewer Connection Permit – Generally.

(1) No person shall uncover nor make any connections with, or openings into, use, alter or disturb any public sewer or appurtenance thereof, without obtaining a written permit from the city. All permit applications for industrial connections shall contain information outlined in section 86-253. Information submitted shall be approved by the director prior to issuance of a permit. Any sewer connections or work done within the city's right-of-way shall require a street opening permit from the city engineer.

(2) Classification.

There shall be two classes of building sewer permits:

- a. Residential and commercial domestic; and
- b. Commercial industrial and industrial.

In either case, the owner or the owner's agent shall make application on the form furnished by the Township. Where required, applicants will also be subject to completing an application on the form furnished by the City. The permit application shall be supplemented by any plans, specifications or other information considered pertinent by the city. Applications for an industrial or commercial industrial permit shall be submitted with a copy to the wastewater department. Permit and inspection fees shall be paid in the amounts specified from time to time by resolution of the Township Board. Permit and inspection fees shall be paid in the amounts specified from time to time by resolution of the city council.

Section D105. Wastewater Discharge Permits - Generally.

The director shall by written permit establish the maximum relative strength of sewage and industrial waste to be discharged into the public sewer by nondomestic users. Prior to the initial issuance of a permit or 90 days prior to the expiration of an existing permit, nondomestic users shall submit the information outlined in section 86-253 of the City of Wyoming Sewer Use Ordinance, as adopted in 2023 or amended thereafter. Wastewater discharge permit fees shall be paid in the amount as set from time to time by resolution of the city council. Permits shall be individual and control mechanisms must be enforceable and contain, at a minimum, the following conditions:

- (1) A statement of duration (in no case more than five years);
- (2) A statement of non-transferability without, at a minimum, prior notification to the POTW and provision of a copy of the existing control mechanism to the new owner or operator.
- (3) Effluent limits, including BMPs, based upon applicable general pretreatment standards in 40 CFR 403, categorical pretreatment standards, local limits, and state and local law.
- (4) Self-monitoring, sampling, reporting, notification and recordkeeping requirements, including an identification of the pollutants to be monitored, sampling location,

- sampling frequency, and sample type, based upon general pretreatment standards in 40 CFR 403, categorical pretreatment standards, local limits, and state and local law.
- (5) A statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements, and any applicable compliance schedule; and
 - (6) Requirements to control slug discharges, if determined by the director to be necessary.
 - (7) A statement to enable authorized representatives of the POTW, state, and EPA to enter and inspect the premises of nondomestic users.

Section D106. Wastewater Discharge Permit Review and Adjustment.

Any permit issued by the director shall be periodically; not less frequently than once every 5 years, reviewed and adjusted.

Section D107. Wastewater Contribution Information.

- (1) Information required. All non-domestic users proposing to connect to or to contribute to the sewage works shall submit information on their processes and wastewater to the city before connecting to or contributing to the sewage works. All existing industrial users connected to or contributing to the sewage works shall submit this information upon request of the director. At least 90 days prior to the commencement of discharge, new sources and sources that become industrial users subsequent to the promulgation of an applicable categorical standard shall be required to submit to the city a report which contains the information in this section. New sources shall also be required to include in this report information on the method of pretreatment the source intends to use to meet applicable pretreatment standards. New sources shall give estimates of the information requested in subsections (a)(4) and (a)(7) of this section. The information submitted shall be sufficient for the city to determine the impact of the user's discharge on the sewage works and the need for pretreatment. Any statements or information submitted in connection with this section shall be signed by an authorized representative of the company. The user shall submit, in units and terms appropriate for evaluation, the following information:
 - 1. Name of the operator and owners, facility name, address and location.
 - 2. A list of any environmental control permits held by or for the facility.
 - 3. SIC number according to the Standard Industrial Classification Manual, Bureau of the Budget, 1972, as amended.
 - 4. Measurement of pollutants. For industrial users subject to categorical pretreatment standards, the user shall submit the results of sampling and analysis identifying the nature and concentration (or mass where required by standard or the city) of regulated pollutants in the discharge from each regulated process. Both daily maximum and average concentration (or mass where required) shall be reported. The sample shall be representative of daily operations. Where the standard requires compliance with a BMP or pollution prevention alternative, the user shall submit

documentation as required by the city or the applicable standards to determine compliance with the standard.

- a. A minimum of four grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide, and volatile organics. For all other pollutants, 24-hour composite samples must be obtained through flow proportional composite sampling techniques where feasible. The city may waive flow proportional sampling for any industrial user that demonstrates that flow proportional sampling is infeasible. In such cases samples must be obtained through time proportional composite sampling techniques or through a minimum of four grab samples where the user demonstrates that this will provide a representative sample of the effluent being discharged.
 - b. The user shall take a minimum of one representative sample to compile the data necessary to comply with the requirements of this section.
 - c. Samples should be taken immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If other wastewaters are mixed prior to pretreatment the user should measure the flows and concentrations necessary to allow use of the combined wastestream formula.
 - d. Sampling and analysis shall be performed in accordance with the techniques prescribed in 40 CFR 136 and amendments thereto. Where 40 CFR 136 does not contain sampling or analytical techniques for the pollutant in question, or where the director determines that the 40 CFR 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analysis shall be performed by using validated analytical methods or any other applicable sampling and analytical procedures, including procedures suggested by the POTW or other parties approved by the director.
 - e. If this report is a baseline report, the city may allow the submission of a baseline report which utilizes only historical data so long as the data provides information sufficient to determine the need for industrial pretreatment measures. The baseline report shall indicate the time, date and place of sampling; the methods of analysis; and shall certify that such sampling and analysis is representative of normal work cycles and expected pollutant discharges to the POTW.
5. Average rate of production.
 6. Time and duration of contribution.
 7. Average daily and maximum wastewater flow rates from all regulated process streams and other waste streams as necessary to allow use of the combined wastestream formula, including daily, monthly and seasonal variations, if any. The city may allow for verifiable estimates of these flows where justified by cost or feasibility considerations.

8. Industries identified as significant industries or subject to the national categorical pretreatment standards or alternative discharge limits or those required by the city must submit site plans, floor plans, mechanical and plumbing plans and details to show all sewers, sewer connections, and appurtenances by the size, location and elevation. For industrial users subject to categorical pretreatment standards, a schematic process diagram identifying the location of points of discharge from all regulated processes as well as the pretreatment standards applicable to each regulated point of discharge shall also be submitted.
9. Description of activities, facilities and plant processes on the premises including all materials or pollutants which are or could be discharged.
10. The user shall submit a certification statement reviewed and signed by an authorized representative indicating whether or not the pretreatment standards are being met on a consistent basis and, if not, whether additional operation and maintenance and/or additional pretreatment is required by the industrial user to meet applicable pretreatment standards.
11. If additional pretreatment or O&M is required to meet the pretreatment standards, the user will provide the shortest schedule by which the user will provide such additional pretreatment. The completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard. The following conditions shall apply to this schedule:
 - a. The schedule shall contain increments of progress in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment facilities required for the user to meet the applicable pretreatment standards.
 - b. No such increment shall exceed nine months.
 - c. No later than 14 days following each date in the schedule and the final date for compliance, the user shall submit a progress report to the director including, as a minimum, whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply with this increment of progress; the reason for delay; and the steps being taken by the user to return the construction to the schedule established. In no event shall more than nine months elapse between such increments of progress.
12. Type and amount of raw materials.
13. Number and type of employees, hours of operation of plant and proposed or actual hours of operation of pretreatment system.
14. Location of sampling manhole.
15. Any other information as may be deemed by the city to be necessary to evaluate the impact of the discharge on the sewage works.

- (2) Any industrial user must inform the appropriate authorities upon discharge of hazardous waste as follows:
- a. Any industrial user shall notify the POTW, the EPA regional waste management division director, and state hazardous waste authorities in writing of any discharge into the POTW of a substance, which if otherwise disposed of, would be a hazardous waste under 40 CFR 261. Such notification must include the name of the hazardous waste as set forth in 40 CFR 261 the EPA hazardous waste number, and the type of discharge (continuous, batch or other). If the industrial user discharges more than 100 kilograms of such waste per calendar month to the POTW, the notification shall also contain the following information to the extent such information is known and readily available to the industrial user: An identification of the hazardous constituents contained in the wastes, an estimation of the mass and concentration of such constituents in the wastestream discharged during the calendar month, and an estimation of the mass of the constituents in the wastestream expected to be discharged during the following 12 months. Industrial users shall provide this notification no later than 180 days after the discharge of the listed or characteristic hazardous waste commences. Any notification under this section need be submitted only once for each hazardous waste discharged. The notification requirement in this section does not apply to pollutants already reported under the self-monitoring requirements in this appendix.
 - b. Dischargers are exempt from the requirements of subsection (2)(a) of this section during a calendar month in which they discharge no more than 15 kilograms of hazardous wastes unless the wastes are acute hazardous wastes as specified in 40 CFR 261 .30(d) and 261.33(e). Discharge of more than 15 kilograms of non-acute hazardous waste in a calendar month, or of any quantity of acute hazardous waste as specified in 40 CFR 261.30(d) and 40 CFR 261.33(e) requires a one-time notification. Subsequent months during which the industrial user discharges more than such quantities of any hazardous waste do not require additional notification.
 - c. In the case of any new regulations under section 3001 of RCRA identifying additional characteristics of hazardous wastes or listing any additional substances as hazardous wastes, the industrial user must notify the POTW, the EPA regional waste management waste division director, and the state hazardous waste authorities of the discharge of such substances within 90 days of the effective date of such regulations.
 - d. In the case of any notification made under subsection (2) of this section, the industrial user shall certify that it has a program in place to reduce the volume and toxicity of hazardous waste generated to the degree it has determined to be economically practical.
- (3) All users shall maintain records of wastewater contribution information, including without limitation documentation associated with BMPs, for a period of at least three years.

Section D108. Confidential Information.

- (1) Information and data on a user obtained from reports, questionnaires, permit applications, permits and monitoring programs and from inspections shall be available to the public or other governmental agency without restriction unless the user specifically requests and is able to demonstrate to the satisfaction of the city that the release of such information would divulge information, processes or methods of production entitled to protection as trade secrets of the user and that such information need not be disclosed in accordance with any applicable Freedom of Information Act or any other applicable law. When requested by the person furnishing a report which might disclose trade secrets, such report shall be kept confidential to the extent permitted by law except that the report shall be made available upon written request to governmental agencies for uses related to this Appendix, the NPDES permit or any pretreatment programs, and it shall be available for use by the state or any state agency in judicial review or enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics will not be recognized as confidential information.
- (2) Information accepted by the city as confidential shall not be transmitted to any governmental agency or to the general public by the city until and unless a ten day notification is given to the user. If any applicable state or federal law, rule or regulation conflicts with any provision in this Appendix by requiring a greater degree of disclosure, that state or federal law, rule or regulation shall govern.

Section D109. Wastewater Discharges.

No person shall discharge into the waters of the state within the city or in any area under the jurisdiction of the township, city, or to the system except as authorized by the director in accordance with the provisions of this appendix.

Section D110. Liquid Discharges.

No person shall discharge or cause to be discharged any type of liquid into any sewer except in accordance with this article.

Section D111. Waste Hauler Discharges.

Waste haulers authorized to discharge into the POTW shall be required to pay fees established from time to time by resolution of the city council in addition to any surcharges. Discharge shall be allowed only at such points as designated by the city. Waste haulers applying for discharge authorization shall submit the information requested in section D107 prior to receiving authorization.

Section D112. Discharge regulations, charges, and fees.

Wastewater discharges shall be expressly subject to all provisions of this appendix and all other applicable regulations, user charges and fees established by the city. in addition, the city may:

- (1) Establish unit charges, surcharges or a schedule of user charges and fees for the wastewater to be discharged into the sewage works;
- (2) Limit the average and maximum wastewater constituents and characteristics;
- (3) Limit the average and maximum rate and time of discharge or make requirements for flow regulations and equalization;
- (4) Require the installation and maintenance of inspection and sampling facilities;
- (5) Establish specifications for monitoring programs which may include sampling locations, frequency of sampling, number, types and standards for tests and reporting schedule;
- (6) Establish compliance schedules;
- (7) Require submission of technical reports or discharge reports;
- (8) Require the maintaining, retaining and furnishing of plant records referring to wastewater discharge as specified by the city, and affording city access thereto, and copying thereof;
- (9) Require notification of the city of any new introduction of wastewater constituents or any substantial change in the volume or character of the wastewater constituents being introduced into the wastewater treatment system;
- (10) Require notification of slug discharges;
- (11) Require other conditions as deemed appropriate by the city to ensure compliance with this Appendix D.

Section D113. Monitoring Facilities.

- (1) The city may require a user to provide, maintain and operate monitoring facilities at the user's expense, Such facilities may include any or all of the following: a source of power, a sampling manhole meeting the specifications required by the city, an approved sampler, and flow monitoring devices as required by the director to allow for inspection, sampling and flow measurement of the building sewer and internal drainage systems. Such facilities shall be kept free of snow, parked vehicles or other obstructions. The monitoring facility shall be situated on the user's premises in an area accessible to a vehicle, but the city may, when such a location would be impractical or cause undue hardship on the user, allow the facility to be constructed in a public street or sidewalk area and located so that it will not be obstructed by landscaping or parked vehicles. There shall be ample room in or near such sampling manhole or facility to allow accurate sampling and preparation of samples for analysis. The facility, sampling and measuring equipment shall be maintained at all times in a safe and proper operating condition at the expense of the user. Whether constructed on public or private property, the sampling and monitoring facilities shall be provided in accordance with plans and specifications submitted to and approved by the city and all applicable local construction standards and specifications. Construction shall be completed within 90 days following written notification by the city of requiring such facilities unless the completion date is extended by the director at his discretion.

- (2) Flow measurement devices on building sewers shall be checked and necessary repairs made on an annual basis. Such maintenance and checks shall be performed by the equipment manufacturer or an authorized designee who shall certify in writing to the director as to the accuracy of the equipment.

Section D114. Meters Required.

All users shall have meters on all water sources that ultimately discharge into the sewage works or shall meter the liquid wastes at the point of discharge into the sewage works. All meters and metering plans shall be approved by the city.

Section D115. Inspection and Sampling.

- (1) The city may inspect the premises and facilities of any user to ascertain whether the requirements of this appendix are being met. Persons or occupants of premises where wastewater is created or discharged shall allow the city's representatives access to all parts of the premises for the purposes of inspection, sampling, records examination, record copying or any other task necessary in the performance of their duties. Nondomestic users shall be subject to inspection fees as stipulated by resolution of the city council from time to time and on file in city hall.
- (2) The city shall have the right to set up on the user's property such devices as are necessary to conduct sampling, inspection, compliance monitoring and metering operations. Where a user has security measures in force which would require property identification and clearance before entry into their premises, the user shall make necessary arrangements with their security guards so that upon presentation of suitable identification, personnel from the city will be permitted to enter, without delay, for the purposes of performing their specific responsibilities.
- (3) Refusal to allow duly authorized representatives entry shall be considered a violation of this appendix and may be considered grounds for discontinuing of sewer or water services, or both.

Section D116. Refusing Entry for Inspection; Issuance of Search Warrant.

Whenever the building official or director deems it necessary to enter upon any property at a reasonable hour for the purposes of inspection, observation, measurement, sampling and testing of enforcement in accordance with the provisions of this appendix and is refused such entry, the official who is refused such entry may make an affidavit in writing, under oath to the district court stating the facts of the case so far as it may be known to the complainant. The court may issue an administrative search warrant or inspection or other order allowing the director, building official or his representatives to enter upon such property to the extent and time necessary to enforce and carry out the provisions of this Appendix.

Section D117. Sampling and Analytical Fee.

Industrial users may be charged a sampling and analytical fee in cases where the city must utilize the analytical capabilities of a private laboratory in order to determine

compliance with pretreatment standards. This fee shall be equal to the actual costs incurred by the city plus an additional administrative fee to compensate the city for the staffing time, billing, and collection expenses.

Section D118. Self Monitoring.

The city may require industrial users to conduct self-monitoring. The city shall determine the frequency of self-monitoring necessary to assess and assure compliance by the industrial user with applicable pretreatment standards and requirements. The city may require the industrial user to provide a split of self-monitoring samples. The city shall require appropriate reporting from industrial users required to conduct self-monitoring.

Section D119. Laboratory utilized by industry conducting self-monitoring to be approved by city; quality control documentation required.

1. Each laboratory utilized by industries conducting self-monitoring as required by the city shall be approved by the city and required to operate a formal quality control program as required by 40 CFR Part 13.
2. Laboratories conducting analyses for industrial users must submit a copy of the formal quality control documentation prior to approval by the city. Approval of laboratories shall be subject to periodic review. The city shall have the right to issue blind standards to be analyzed by other laboratories being utilized for self-monitoring. In the case of resolving disputes between analytical data generated by the city and another laboratory, any data without documented supporting quality control data will be rejected.

Section D120. User notification to POTW of spills, etc., or change in volume or character of discharge; requirements.

All industrial users shall notify the POTW immediately of any accidental spills, unusual discharges, or slug discharges. All industrial users shall promptly notify the POTW in advance of any substantial change in the volume or character of pollutants in their discharge, including the listed or characteristic hazardous wastes for which the industrial user has submitted initial notification under 40 CFR 403.12(p) or 40.24(2) or this appendix. If self-monitoring performed by an industrial user indicates a violation, the user shall notify the city within 24 hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results to the city within 30 days after becoming aware of the violation. Where the city performed the sampling and analysis in lieu of the industrial user, the city must perform the repeat sampling and analysis unless the city notifies the user of the violation and requires the user to perform the repeat analysis. The industrial user is not required to resample if:

- (1) The city performs sampling at the industrial user at a frequency of at least once per month.

- (2) The city performs sampling at the industrial user between the time when the user performs its initial sampling and the time when the user receives the results of this sampling.

Section D121. Pretreatment Compliance Reporting.

- (1) Within 90 days following the date for final compliance with applicable pretreatment standards or, in the case of a new user, following commencement of the introduction of wastewater into the sewage works, any user subject to pretreatment standards and requirements shall submit to the director information requested in section D107. For industrial users subject to equivalent mass or concentration limits established by the city in accordance with the procedures in 40 CFR 403.6, this report shall contain a reasonable measure of the user's long-term production rate. For all other industrial users subject to categorical pretreatment standards expressed in terms of allowable pollutant discharge per unit of production (or other measure of operation), this report shall include the user's actual production during the appropriate sampling period. This report shall include the certification statement as required in section D107. This statement shall be signed by an authorized representative as defined in section D102.
- (2) Periodic compliance reports shall be submitted by users as follows:
 - a. Any user discharging into the sewage works shall submit to the director semiannually, unless required more frequently in the pretreatment standards or by the director, a report indicating the nature and concentration of pollutants in the effluent which are limited by such pretreatment standards. In addition, this report shall include a record of all daily flows which during the reporting period exceeded the average daily flow reported in section D107. The reports required in this appendix shall be based upon data obtained through appropriate sampling and analysis performed during the period covered by the report, which data is representative of conditions occurring during the reporting period. The city shall require that frequency and numbers of grab samples and other monitoring necessary to assess and ensure compliance by the industrial user with applicable pretreatment standards and requirements.
 - 1 Grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide, and volatile organic compounds. For all other pollutants, 24-hour composite samples must be obtained through flow-proportional composite sampling techniques, unless time-proportional composite sampling or grab sampling is authorized by the city. Where time-proportional composite sampling or grab sampling is authorized by the city, the samples must be representative of the discharge and the decision to allow the alternative sampling must be documented in the Industrial User file for that facility or facilities. Using protocols (including appropriate preservation) specified in 40 CFR part 136 and appropriate EPA guidance, multiple grab samples collected during a 24-hour period may be composited prior to the analysis as follows: For cyanide, total phenols, and sulfides the samples may be composited in the laboratory or in the field; for volatile organics and oil & grease the samples may be composited in the laboratory. Composite samples for other parameters unaffected by the compositing procedures as

documented in approved EPA methodologies may be authorized by the city, as appropriate.

- 2 For sampling required in support of baseline monitoring and 90-day compliance reports, a minimum of 4 grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds for facilities for which historical sampling data do not exist; for facilities for which historical sampling data are available, the city may authorize a lower minimum. Grab samples must be taken at times the city deems necessary to assess and assure compliance by industrial users with applicable pretreatment standards and pretreatment requirements.
- b. If an industrial user subject to the reporting requirements in this section monitors any pollutant more frequently than required by the city, the results of this monitoring shall be included in the report. At the discretion of the director, the director may alter the months during which the above reports are to be submitted. This report shall include the certification statement as required in section D107. This report shall be signed by an authorized representative as outlined in section D102. In the case of significant noncategorical industrial users, where the city itself collects all the information required for the report, the noncategorical significant industrial user will not be required to submit the report.
- c. The director may also impose mass limitations on users using dilution to meet applicable pretreatment standards or requirements, or in other cases in which the imposition of mass limitations is appropriate. In such cases, the report required by subsection (a.)(1) of this section shall also indicate the mass of pollutants regulated by pretreatment standards in the effluent of the user.
- d. Where the pretreatment standard or a wastewater discharge permit requires compliance with a BMP (or pollution prevention alternative), the user shall submit documentation required by the city or the pretreatment standard necessary to determine the user's compliance status.

Section D122. Report Signature Requirements.

The reports required by this appendix must show the certification statement as set forth in 40 CFR S403.6(a)(2)(ii), and be signed as follows:

- (1) By a responsible corporate officer, if the industrial user submitting the report is a corporation. For purposes of this section, a responsible corporate officer means:
 - a. A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or
 - b. The manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority

to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

- (2) By a general partner or proprietor if the industrial user submitting the report is a partnership, or sole proprietorship respectively.
- (3) By a duly authorized representative of the individual designated in subsections (1) or (2) if:
 - a. The authorization is made in writing by an individual described in subsection (1) or (2);
 - b. The authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the wastewater discharge originates, such as the position of plant manager, operator of a well, or well field superintendent, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and
 - c. The written authorization is submitted to the city.
- (4) If an authorization under subsection (3) is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company, a new authorization satisfying the requirements of subsection (3) must be submitted to the city prior to or together with any report to be signed by an authorized representative.

Section D123 – D139. Reserved.

Section D140. Prohibited Discharges and Pretreatment Standards.

General discharge prohibitions: No person shall contribute nor cause to be contributed, directly or indirectly, any of the following substances into the sewage works:

- (1) Any liquids, solids or gases which by reason of their nature or quantity are, or may be, sufficient either alone or by interaction with other substances to cause fire or explosion hazard in the POTW (including, but not limited to, wastestreams with a closed cup flashpoint of less than 140 degrees Fahrenheit or 60 degrees Celsius using the test methods specified in 40 CFR 261.21) or be injurious in any other way to the sewage works or to the operation of the sewage works.
- (2) Solid or viscous substances which may cause obstruction to the flow in a sewer to other interference with the operation of the wastewater treatment facilities.
- (3) Any wastewater having a pH of less than 5.0, or greater than 10.5, or other than that range established by the wastewater discharge permit, or any wastewater having any other corrosive property capable of causing damage or hazard to structures, equipment or personnel of the sewage works. In any event, a minimum pH of 5.0 is necessary in order to comply with 40 CFR 403.5.
- (4) Any pollutant, including oxygen demanding pollutants released in a discharge at a flow rate and/or pollutant concentration which will cause interference with the POTW.
- (5) Any wastewater containing toxic pollutants in sufficient quantity, either alone or by interaction with other pollutants, to injure or interfere with any wastewater

treatment process, constitute a hazard to humans or animals, create a toxic effect in the receiving waters of the sewage works or exceed any limitation set forth in the EPA categorical pretreatment standard, or any other applicable federal, state or county standards.

- (6) Any noxious or malodorous liquids, gases or solids which either singly or by interaction with other wastes are sufficient to create a public nuisance or hazard or are sufficient to prevent entry into the sewers for maintenance and repair,
- (7) Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems.
- (8) Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin in amounts that will cause interference or pass through.
- (9) Any substance which may cause the sewage works' effluent, or any other product of the sewage works such as residues, sludges or scums, to be unsuitable for reclamation and reuse or to interfere with the reclamation process.
- (10) Any substance which, alone or in conjunction with a discharge or other discharges, causes pass through as defined in section 86-130.
- (11) Any wastewater with objectionable color not removed in the treatment process, such as, but not limited to, dyes, wastes and vegetable tanning solutions.
- (12) Any wastewater having a temperature which will inhibit biological activity in the sewage works. Wastewater with a temperature at the introduction into the sewage works which exceeds 49 degrees Celsius (120 degrees Fahrenheit) or is lower than 0 degrees Celsius (32 degrees Fahrenheit) is prohibited.
- (13) Any slug discharge.
- (14) Any wastewater containing radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the director in compliance with applicable state or federal regulations.
- (15) Any wastewater which can cause any hazardous situation or creates a public nuisance.
- (16) Any wastewater containing non-compatibles in excess of the limits contained in the wastewater discharge permit.
- (17) Any trucked or hauled pollutants except, at discharge points designated by the POTW.

Section D141. Discharge Standards and Limits.

- (1) All nondomestic users who discharge compatible pollutants shall be subject to the requirements itemized below.
 - a. Upon approval of the director and issuance of a wastewater discharge permit, and if the discharge complies with the requirements of subsection (3) herein, wastewater not in excess of user-specific maximum mass limits may be discharged. These limits will be established by the director by an appropriate allocation of the wastewater treatment plant's approved maximum allowable headworks loadings for the following parameters:

<u>Parameter</u>	<u>MAHL (b/day)</u>
5-day BOD	85.000

Suspended Solids	51.600
Total Phosphorus	1 ,800
Ammonia Nitrogen	4,800

- b. Upon approval of the director and issuance of a wastewater discharge permit, wastewater containing pollutants not in excess of the following maximum concentration limits may be discharged:

<u>Parameter</u>	<u>Daily Average Concentration (mg/L)</u>	<u>Single Grab Maximum Concentration (mg/L)</u>
Fats, Oils and Grease	470	830

- c. Discharges of compatible pollutants shall also be subject to a surcharge in accordance with section 86-162 when exceeding any of the following baseline levels:

<u>Parameter</u>	<u>Daily Average Concentration (mg/L)</u>
5-day BOD	460
Suspended Solids	260
Phosphorus	12
Fats, Oil and Grease	91
Ammonia Nitrogen	32

- (2) All nondomestic users who discharge incompatible pollutants shall be subject to the requirements itemized below.

- a. Primary toxic pollutants.

1. Upon approval of the director and issuance of a wastewater discharge permit, wastewater not in excess of the following limits may be discharged:

<u>Parameter</u>	<u>Daily Maximum Concentration (mg/L)</u>
Arsenic, Total	0.061
Cadmium, Total	0.1
Chromium, Total	2.9
Copper, Total	2.1
Lead, Total	1 .9
Mercury, Total	<0.0002
Molybdenum, Total	0.19
Nickel, Total	1.2
Selenium, Total	0.04

Silver, Total	0.15
Zinc, Total	4.0
Cyanides, Total	02

b. Secondary toxic pollutants.

- (1) Upon approval of the director and issuance of a wastewater discharge permit, wastewater containing pollutants not in excess of the following limits may be discharged:

<u>Parameter</u>	<u>Daily Average Concentration</u>
2-Butanone (Methyl Ethyl Ketone)	760 mg/L
Butyl Benzyl Phthalate	6.4 mg/L
4-Chloro-3-Methyl Phenol (p-Chloro-m-Cresol)	1.0 mg/L
1,4-Dichlorobenzene	0.48 mg/L
bis 2-Ethylhexyl Phthalate	0.19 mg/L
4-Methylphenol (p-Cresol)	4.7 mg/L
Naphthalene	1.9 mg/L
Phenol *	42 mg/L
Toluene	3.5 mg/L
Perfluorooctanesulfonic acid (PFOS)	28 ng/L
Perfluorooctanoic acid (PFOA)	6800 ng/L
Perfluorobutanesulfonic acid (PFBS)	22, 106,000 ng/L

Notes:

*Based on discharge of any or all of the following phenolic compounds: 2-Chlorophenol; 4Chlorophenol; 2,4-Dichlorophenol; 2,4-Dimethylphenol; 2,4-Dinitrophenol; 2-Methylphenol; 4Methylphenol; 2-Nitrophenol; 4-Nitrophenol; and Phenol. Discharge of other phenolic compounds is prohibited, except as specifically authorized by the director.

- (2) Should pollutants other than specified above be received or anticipated, corresponding discharge limits may be established by the city via an appropriate mass allocation of the wastewater treatment plant's approved maximum allowable headworks loadings. The city reserves the right to enter into local initiatives with industrial users setting out special terms under which they may discharge to the POTW. In no case will any special agreement waive compliance with a pretreatment standard or requirement.

- c. For each significant industrial user, the director shall, when issuing a discharge permit, periodically reviewing a discharge permit (as required by section D106), reviewing any report regarding a discharge violating any provision of this appendix, or as otherwise required in this subsection evaluate whether the significant industrial user needs a plan or other action to control slug discharges. For industrial users identified as significant prior to November 14, 2005, this evaluation must have been conducted at least once by October 14, 2006. Additional significant industrial users must be evaluated within 1 year of being designated a significant industrial user. The results of such activities shall be available to MDEGLE upon request. Significant industrial users must notify the director immediately of any changes at its facility affecting potential for a slug discharge. If the director decides that a slug discharge control plan is needed, the plan shall contain, at a minimum, the following elements:
 1. Description of discharge practices, including non-routine batch discharges;
 2. Description of stored chemicals;
 3. Procedures for immediately notifying the director of slug discharges, including any discharge that would violate a prohibition under this appendix with procedures for follow-up written notification within 5 days; and
 4. If necessary, procedures to prevent adverse impact from accidental spills, including inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site run-off, worker training, building of containment structures or equipment. measures for containing toxic organic pollutants (including solvents), and/or measures and equipment for emergency response.

Section D142. National Categorical Pretreatment Standards.

Upon the promulgation of any national categorical pretreatment standards, alternative discharge limits or other federal or state limitations, for a particular industrial subcategory. the pretreatment standard, if more stringent than limitations imposed under this appendix for uses in that subcategory, shall immediately supersede the limitations imposed under this appendix and shall be considered part of this appendix. Compliance by existing sources with categorical pretreatment standards shall be within three years of the date the standard is effective unless a shorter compliance time is specified in the appropriate subpart of 40 CFR chapter I, subchapter N. Direct dischargers with NPDES permits modified or reissued to provide a variance pursuant to section 301 (i)(2) of the Act shall be required to meet compliance dates set in any applicable categorical pretreatment standard. Existing sources which become industrial users subsequent to promulgation of an applicable categorical pretreatment standard shall be considered existing industrial users except where such sources meet the definition of new source as defined in section 86-130. New sources shall install and have in operating condition, and shall start up all pollution control equipment required to meet applicable pretreatment standards before beginning to discharge. Within the shortest feasible time (not to exceed 90 days), new sources must meet all applicable pretreatment standards. The director shall notify all affected users of the applicable reporting requirements.

Section D143. Equivalent Mass and Concentration Limits.

When the limits in a categorical pretreatment standard are expressed only in terms of mass of pollutant per unit of production, the city may convert the limits to equivalent limitations expressed either as mass of pollutant discharged per day or effluent concentration for purposes of calculating effluent limitations applicable to individual industrial users. The city shall calculate equivalent mass-per-day limitations and equivalent concentration limitations in accordance with 40 CFR 403.6(c)(2)-(4) and 40 CFR 403.6(c)(6)-(7). Equivalent limitations calculated in accordance with these sections shall be deemed pretreatment standards for the purposes of section 307(d) of the Act and this appendix. Industrial users shall comply with the equivalent limitations in lieu of the promulgated categorical standards for which the equivalent limitations were derived. Any industrial user operating under a wastewater discharge permit incorporating equivalent mass or concentration limits calculated from a production-based standard shall notify the city within 2 business days after the user has a reasonable basis to know that the production level will significantly change within the next calendar month. Any user not notifying the city of such anticipated change will be required to meet the mass or concentration limits in its wastewater discharge permit that were based on the original estimate of the long term average production rate.

Section D144. Net/Gross Calculation.

Categorical pretreatment standards may be adjusted to reflect the presence of pollutants in the industrial users intake water in accordance with 40 CFR 403.15.

Section D145. Discharge Modifications.

Within 6 months of the promulgation or revision of any applicable pretreatment standard, all affected users must submit to the city the information required by section D107(a)(8) and (a)(9).

Section D146. Application of State Requirements or Limitations.

State requirements or limitations on discharges shall apply whenever they are more stringent than national categorical pretreatment standards or limitations provided in this appendix. State and federal requirements may not be appealed.

Section D147. Compliance with Pretreatment Standards.

Industrial users shall provide necessary wastewater treatment as required to comply with this appendix and shall achieve compliance with all pretreatment standards within the time limitations specified by the federal pretreatment regulations, state regulations and as required by the city. Any facilities required to pretreat wastewater shall be

provided, operated and maintained at the users expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to and approved by the city before construction of the facility. The review of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce an effluent acceptable to the city under the provisions of this appendix. Any subsequent changes in the pretreatment facilities or method of operation shall be reported to and be acceptable by the city prior to the user's initiation of the changes.

Section D148. User to Initiate Construction of Facilities Necessary to Comply with Discharge Limitations.

User to initiate construction of facilities necessary to comply with discharge limitations. If pretreatment facilities are necessary to comply with wastewater discharge permit limitations, industrial users shall initiate construction of such facilities within 6 months and complete construction within 18 months from the date of notice of noncompliance by city. Increase of Process Water to Dilute Excessive Discharge.

Section D149. Increase of process water to dilute excessive discharge.

No user shall ever increase the use of process water or in any way attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the limitations contained in the national categorical pretreatment standards, alternative discharge limits or in any other pollutant-specific limitation adopted by the city or state.

Section D150. Procedures for Prevention of Accidental and Slug Discharges; Notification If Discharge Occurs.

Users shall provide protection from slug discharges or accidental discharges of prohibited materials or other substances regulated by this appendix. If deemed reasonably necessary by the director or as otherwise required by state or federal laws or regulations, the city may require the user to implement procedures to prevent adverse impact from accidental spills, including inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents) and/or measures and equipment for emergency response. Facilities to prevent slug discharges or accidental discharges of prohibited material shall be provided and maintained at the user's cost and expense. Detailed information and plans showing facilities and operating procedures to provide this protection including descriptions of discharge practices and stored chemicals shall be submitted to the city for review and approval by the city before construction. All users shall complete construction of required facilities within the time period specified by the director. New users shall not be permitted to introduce pollutants into the system until approved accidental discharge facilities have been constructed. Review and approval of such plans and operating procedures shall not relieve the user from the responsibility to modify the facility as necessary to meet the

requirements of this appendix or from otherwise meeting requirements of this appendix. In the case of a slug discharge or an accidental discharge, the user shall immediately notify the director of the incident. The notification shall include location of discharge, type of waste, concentration and volume and corrective actions. Accidental discharge shall also include any discharge where such discharge has the possibility of entering into any waters of the state.

- (1) Within 5 working days following a slug discharge or accidental discharge, the user shall submit to the director a detailed written report describing the cause of the discharge and the measures to be taken by the user to correct the situation and to prevent similar future occurrences. Such notification shall not relieve the user of any expense, penalty, loss, damage or other liability which may be incurred as a result of damage to the sewage works treatment process, nor any other damage to person or property, nor shall such notification relieve the user of any fines, civil or other liability which may be imposed by this appendix or other applicable law.
- (2) A notice shall be permanently posted on the user's bulletin board or other prominent place advising employees of the persons to notify in the event of an accidental discharge. Employers shall advise all employees who may cause or suffer such a dangerous discharge to occur of the emergency notification procedure.

Section D150. Upset is an Affirmative Defense.

- (1) An upset shall constitute an affirmative defense to an action brought for noncompliance with categorical pretreatment standards if the requirements of subsection (b) of this section are met.
- (2) An industrial user wishing to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
 - a. An upset occurred and the industrial user can identify the causes of the upset;
 - b. The facility was at the time being operated in a prudent and workmanlike manner and in compliance with applicable operation and maintenance procedures;
 - c. The industrial user has submitted the following information to the POTW and control authority within 24 hours of becoming aware of the upset (if this information is provided orally, a written submission must be provided within five days):
 - 1 A description of the indirect discharge and cause of noncompliance;
 - 2 The period of noncompliance, including exact dates and times or, if not corrected, the anticipated time the noncompliance is expected to continue; and
 - 3 Steps being taken or planned to be taken to reduce, eliminate, and prevent recurrence of the noncompliance.
- (3) In any enforcement proceeding, the industrial user seeking to establish the occurrence of an upset shall have the burden of proof.
- (4) In the usual exercise of prosecutorial discretion, the city's enforcement personnel should review any claims that noncompliance was caused by an upset. No

determinations made in the course of the review constitute final city action subject to judicial review. Industrial users will have the opportunity for a judicial determination on any claim of upset only in an enforcement action brought for noncompliance with categorical pretreatment standards.

- (5) The industrial user shall control production or all discharges to the extent necessary to maintain compliance with categorical pretreatment standards upon reduction, loss, or failure of its treatment facility until the facility is restored or an alternative method of treatment is provided. This requirement applies in the situation where, among other things, the primary source of power of the treatment facility is reduced, lost or fails.

Section D152. Bypass.

For the purpose of this section, bypass shall mean the intentional diversion of wastestreams from any portion of the industrial user's treatment facility. An industrial user may allow any bypass to occur which does not cause pretreatment standards or requirements to be violated, but only if it also is for essential maintenance to ensure efficient operation. These bypasses are not subject to subsections (1) and (2) of this section.

- (1) If an industrial user knows in advance of the need for a bypass, it shall submit prior notice to the city, if possible, at least ten days before the date of the bypass. An industrial user shall submit oral notice of an unanticipated bypass that exceeds applicable pretreatment standards to the city within 24 hours from the time the industrial user becomes aware of the bypass. A written submission shall also be provided within five days of the time the industrial user becomes aware of the bypass. The written submission shall contain a description of the bypass and its cause including exact dates and times, and, if the bypass has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate and prevent reoccurrence of the bypass. The city may waive the written report on a case-by-case basis if the oral report has been received within 24 hours.
- (2) Bypass is prohibited, and the city may take enforcement action against an industrial user for a bypass. unless:
 - a. Bypass was unavoidable to prevent loss of life, personal injury or severe property damage. Severe property damage shall mean substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
 - b. There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate backup equipment should have been installed in the exercise of reasonable engineering judgement to prevent a bypass which occurred during periods of equipment downtime or preventative maintenance;
 - c. The industrial user submitted notices as required under subsection (1) of this section.

- (3) The director may approve an anticipated bypass, after considering its adverse effects, if the director determines that it will meet the three conditions listed in subsection (2) of this section.

Section D153. Stormwater/Groundwater Prohibited.

The direct or indirect connection of roof downspouts, exterior footing or foundation drains, areaway drains, storm drains, sump pump discharges or other sources of surface runoff, stormwater, or groundwater to the system is prohibited. Except with a sewer discharge permit no person shall discharge to the system any surface runoff, stormwater, or groundwater.

Section D154 – D169. Reserved.

Section D170. Rates, surcharges and penalties to be set by city council.

Rates, surcharges and penalties shall be paid by the user as set by resolution of the city council from time to time and on file in the city hall.

- (1) The city council shall by resolution establish system rates, fees and charges for such items as (i) review of plans related to system connections, system extensions or improvements; (ii) connection to the system; (ii) inspections of connections, extensions or improvements to the system; (iii) consumption and sewer service; (iv) meter or AMI device installation, inspection and use; (v) backflow device use and installation; (vi) wholesale service; (vii) unmetered sewer use; (x) reading meters on any property for which the owner or occupant has refused installation of an AMI device; (xi) late payment penalties or interest, rebilling fees, or other amounts to be paid for late payment; and (xii) any other system related amounts or rates the city council deems it appropriate to charge.

1. Special rates may be established by contracts approved by the city council.
2. Except when the city council determines there are extraordinary circumstances, rates charged for system services to users outside the city shall not be less than rates charged for system services to users within the city.
3. Rates, fees and charges established by city council resolution must be in amounts or at rates estimated to be sufficient to provide for the payment of the expenses of operation, maintenance, repair, and replacement of the system in accordance with accepted utility practices, to timely pay the principal and interest on all as are necessary to preserve the system and all its component facilities in good repair and working order; to provide for payment of the interest upon and the principal of all bonds as and when due and payable, to provide for any coverage required under any bond covenants or as required by law, and to provide for such other expenditures and funds for the system as are required by this appendix. Such rates and charges shall be fixed and revised from time to time as may be necessary to produce these amounts, and it is hereby covenanted, and agreed at all times to fix, maintain and collect such rates and charges for water service furnished by the system as shall be sufficient to provide for the foregoing.

4. Because the system must be sized, constructed, operated, and maintained to be ready to serve the premises. except as provided in this subsection, readiness to serve charges will be charged for all property in each billing regardless of whether the system is actively used. Exceptions include only (i) unoccupied vacant property without buildings or other occupiable structures, and (ii) property with vacant, unoccupied buildings awaiting demolition. If the owner of a residential, commercial, industrial, or other property requests cessation of service (i.e., the sewer lateral is cut and plugged) a readiness to serve charge will be charged at the same rate as if a 5/8-inch meter was installed.
- (2) Except in extraordinary circumstances, such as extreme weather or a health emergency, meters or data from AMI devices will be read not less frequently than quarterly, and bills for water service shall be rendered not less frequently than quarterly and become due on or before the due date specified in the bill. If bills are not paid on or before the due date specified will accrue and be charged fees, interest or penalties related to the late payment in amounts or at rates established by city council resolution.
- (3) System rates fees and charges will be a lien on property served as provided in and collectible as provided in 1933 PA 94 (MCL 141.101 et seq.) and 1939 PA 178 (MCL 123.161 et seq.). If not paid within six months after they are due, the city utility billing office may, before April 1 of each year, certify the delinquency to the city treasurer who shall enter such delinquent charges upon the next general city tax roll as a charge against such premises and the same shall be collected and the lien thereof enforced in the same manner as general city taxes against such premises are collected and the lien thereof enforced. However, where notice is given that a tenant is responsible for such charges and service as provided in those statutes and security for such charges has been provided as established by city council by resolution, those rates, fees, and charges shall not be a lien of the premises.
- (4) In addition to other remedies provided, the city shall have the right to shut off and discontinue the water service and sewer service to any premises for the nonpayment of system rates, fees, or charges when due. Services so discontinued must not be restored until all sums then due and owing shall be paid, plus a turn-on charge as established by resolution of the city council on file in city hall.
- (5) The city treasurer may accept payment arrangements to pay system bills when such arrangements are needed to prevent undue hardships and are acceptable to the city manager.

Section D171. Harmful Contributions.

The director may suspend sewer and water service when such suspension is necessary to stop an actual or threatened discharge which may present an imminent or substantial endangerment to the health or welfare of persons or the environment, cause interference to the sewage works or cause the city to violate any condition of its NPDES permit. Any person notified of a possible suspension of water or wastewater treatment service shall immediately stop or eliminate the contribution. If that person fails to voluntarily comply with any discharge permit, the city may take such steps as deemed necessary including immediate suspension of sewer and water service, to prevent or minimize damage to the sewage works or endangerment of any individuals. The director shall reinstate the sewer and water and service upon proof of the elimination of the

noncomplying discharge provided the city manager determines necessary steps have also been taken to prevent recurrence of such noncompliance, The noncomplying user shall submit to the director a detailed written statement describing the cause(s) of the noncompliance and the measures taken to prevent any recurrence within 15 days of the date of occurrence.

Section D172. Notification of Violation of Appendix.

If the city finds that a user failed to comply with or is failing to comply with any provision of this article, the city may serve upon such person a written notice stating the nature of the noncompliance and require a plan to correct it and prevent recurrence. Within 30 days of the date of the notice or such shorter time as the city may require in the notice in order to protect the environment or the public health, safety or welfare, a plan for the satisfactory correction of all violations shall be submitted by the user to the city for approval. Failure to respond in 30 days or shorter time as provided in the notice, or to develop a satisfactory plan shall constitute an additional violation of this article, and the city shall take such action as deemed necessary, including suspension of water or sewer service, or both.

Section D173. Show Cause Hearing.

(1) Any user subject to enforcement action under the provisions of this article may, within 10 days, make a written request for a hearing before the city manager which request shall be filed with the director or the city clerk. If any user so requests a hearing, the city manager shall hold a hearing concerning the violation, any reasons for the action, remedial actions taken following the violation, steps and plans to prevent further noncompliance with this article, and any proposed enforcement actions. The city manager shall allow the user to show cause why the proposed enforcement action should not be implemented.

(2) The city manager may conduct the hearing and take the evidence or may designate any officer or employee to:

- a. Issue in the name of the city manager notices of hearing requesting the attendance and testimony of witnesses and the production of evidence relevant to any matter involved in the hearing;
- b. Take the evidence, inquire of witnesses or other persons presenting information or arguments, review any exhibits or records, allow for any pre-hearing or post-hearing written submissions; and
- c. Transmit a recon of the evidence and hearing, including transcripts and other evidence, together with recommendations to the city manager for action thereon.

(3) At a hearing held pursuant to this article, testimony taken may, but doesn't need to be, under oath and recorded. The transcript will be made available to any member of the public or any part to the hearing upon payment of charges for copying. Rules of civil procedure and rules of evidence do not apply. Information normally relied upon in the conduct of serious business may be presented and considered. While either the city or the user may be represented by legal counsel, legal counsel is not

required. The city manager or the person designated by the city manager to conduct the hearing may consult with the city's legal counsel as either deems needed or helpful.

(4) After the city manager has reviewed the available information, an order may be issued to the user responsible for the discharge directing that, following a specified time period, the sewer service be discontinued unless acceptable treatment facilities, devices or other related appurtenances shall have been installed on existing treatment facilities and that such devices or other related appurtenances are properly operated. Further orders and directives as are necessary and appropriate may be issued.

(5) The city manager may also establish appropriate surcharges or fees to reimburse the city for the additional cost of operation and maintenance of the wastewater treatment works due to any violations of this article.

(6) Any order or directive by the city manager may be appealed to a board of referees consisting of two registered professional engineers authorized to practice in Michigan who are experienced in wastewater issues, one of who shall be selected by the city and one by the user, and a third engineer selected by the first two engineers. None of three engineers shall be in the employ of, a party to any contract with, or an officer or employee of a party to a contract with either the city or the user. The appeal shall be made in writing to the director within 10 days of any order or directive resulting from the hearing before the city manager. Selection of referees shall be made within 10 days of the filing of the appeal.

(7) Within 10 days after receiving notice of the selection of the referees, the city manager shall file with the referees a copy of his determination and the results of his investigation supporting such determination. Within 10 days thereafter the appellant shall file its reply together with supporting documentation. The referees may thereafter require additional information and may, if they choose, hold a hearing at which both sides may present evidence and arguments. The referees shall, by a majority vote, render a written opinion within ten days after the last documents are filed, and such opinion shall be binding upon all parties. The review by the referees shall be de novo but based on the information that was in the record at the completion of the city manager's hearing.

(8) The referees shall be entitled to reasonable compensation and expenses with the costs to be borne equally by the city and the user.

(9) Any party may seek judicial review of a referee decision in circuit court. The circuit court shall uphold the city manager's decision if it is based on competent, material, and substantial evidence.

Section D174. Legal Action.

If any person discharges sewage, industrial wastes, or other wastes into the city's wastewater disposal system contrary to the provisions of this appendix, federal or state pretreatment requirements, or any order of the city, the city attorney may commence an action for appropriate relief.

Section D175. Falsifying Information.

No person shall knowingly make any false statements, representation or certification in any application, record, report, plan or other document filed or required to be maintained pursuant to this appendix nor shall falsify, tamper with or knowingly render inaccurate any monitoring device or method required under this appendix.

Section D176. Affirmative Defense.

A user shall have an affirmative defense in any action brought against it alleging a violation of the general prohibitions of this article and the specific prohibitions in subsections (2), (4), (8), (10) and (12) of section D140 where the user can demonstrate that:

- (1) It did not know or have reason to know that its discharge, alone or in conjunction with a discharge or discharges from other sources, would cause pass through or interference; and
- (2) Either:
 - a. A local limit designed to prevent pass through or interference was developed for each pollutant in the user's discharge that caused pass through or interference and the user was in compliance with each such local limit immediately before and during the pass through or interference; or
 - b. A local limit was not applicable and immediately before and during the pass through or interference the user's discharge did not substantially change in volume or constituents from the users previous discharges when the POTW was regularly in compliance with its NPDES permit and, in the case of interference, all applicable requirements for sludge use or disposal.

Section D177. Publication of List of Industrial Users in Significant Non-compliance.

As required by federal regulations, the city shall at least annually, before April 1, publish in a newspaper of record a list of industrial users which during the previous calendar year were in significant noncompliance of applicable pretreatment standards or other pretreatment requirements. For the purposes of this section significant noncompliance is defined in section D102.

Section D178. Conflicts.

Should any existing agreements, orders or permits be in conflict with this appendix, then they shall be revised to comply with this appendix.

CHARTER TOWNSHIP OF GAINES
COUNTY OF KENT, MICHIGAN
RESOLUTION TO ADOPT APPENDIX D TO
THE WATER AND SEWER ORDINANCE.

RESOLUTION NO. _____ WATER AND SEWER APPENDIX D

Minutes of a regular meeting of the Township Board of the Township of Gaines, Kent County, Michigan, held at the Township Hall in said Township on the _____ day of _____, 2024, at 7:00 p.m. Local Time.

PRESENT: Members: _____

ABSENT: Members: _____

The following resolution was offered by Member _____ and supported by Member _____:

WHEREAS, the Water and Sewer Ordinance; Appendix D provides for various provisions for the administration and use of the City of Wyoming's Sewage Works; and

WHEREAS, the Appendix D sets forth uniform standards, rules and regulations for Dischargers into the Wyoming Sewage Works including provisions for rates and charges for connection to and use of the System and to prevent the pollution of the environment; and

WHEREAS, the Township deems it advisable to adopt by resolution the Appendix D.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. The Appendix D, attached hereto, is hereby adopted. This Appendix D shall remain in effect until amended or replaced.

2. Terms used in this Resolution shall have the meanings defined in the Water and Sewer Ordinance and in Appendix D.

AYES: _____

ABSTAIN: Members:_____

Michael Brew, Clerk
Charter Township of Gaines

IN WITNESS WHEREOF, I have affixed my official signature this _____ day of _____, 2024.

Michael Brew, Clerk
Charter Township of Gaines



MEMO

Staff Communication-Action Required

DATE: September 5, 2024
TO: Gaines Charter Township
FROM: Rod Weersing, Township Manager
RE: Cemetery Columbarium

SUMMARY OF TOPIC:

As part of the expansion at the Blain Cemetery, an area was added for future columbaria. The first pad was installed as part of the project last fall. The Township office has been experiencing a steady increase in requests for this option to be available. The current expected delivery time frame is six months from the placement of the order.

Picking this first unit will most likely determine the style, and related vendor, that will be used going forward. Staff has provided several options for your review with their related prices with included installation. The addition of a columbarium was part of the discretionary project list in the 2024 budget, so if approved it would require a transfer from General Fund reserves.

BUDGET ACTION REQUIRED:

Transfer from General Fund reserves.

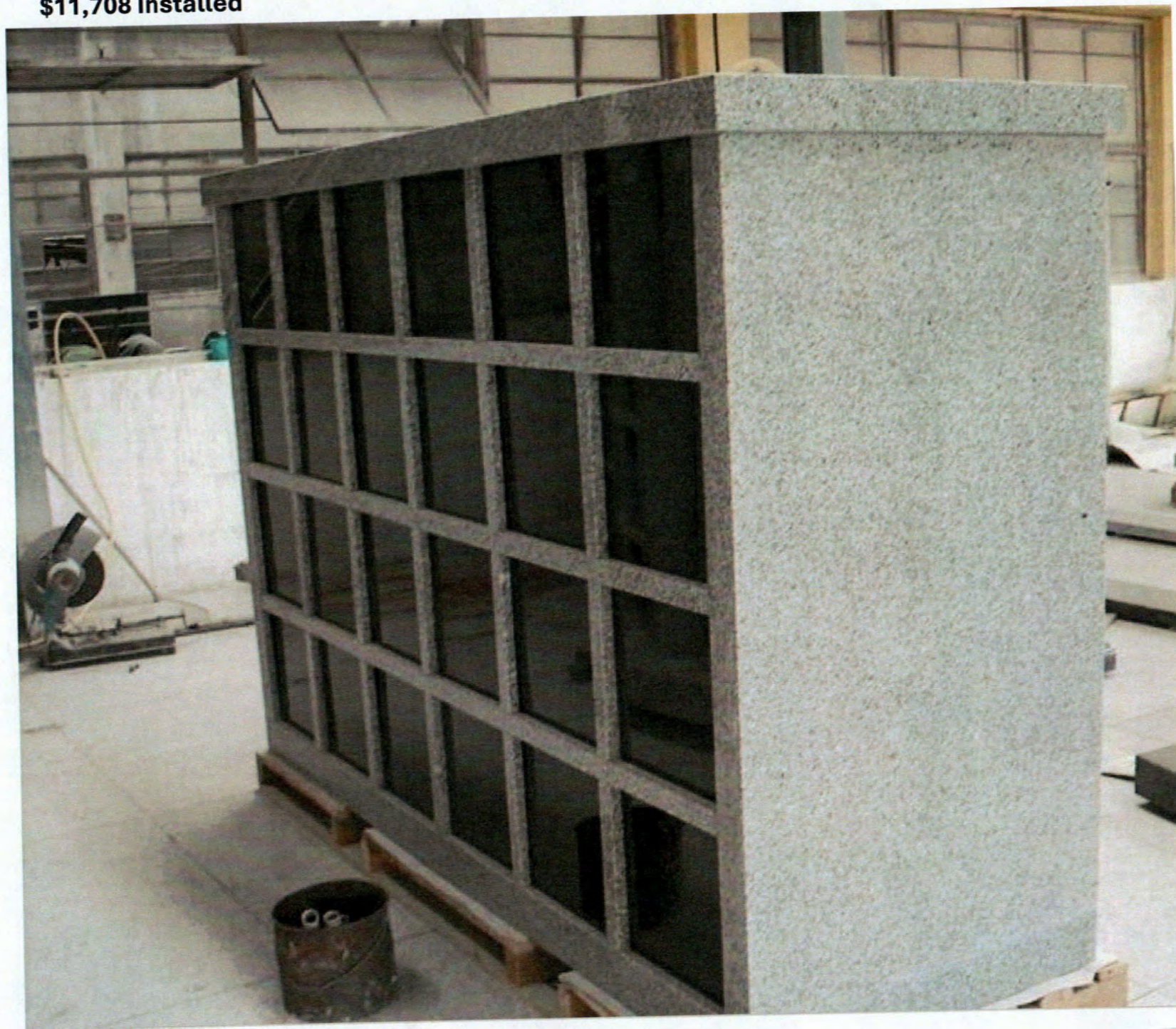
STAFF RECOMMENDATION:

Staff recommends that the Board choose one of the options provided and approve the purchase.

Model: Windsor
\$14,470 Installed



Model: Slotted doors
\$11,708 Installed



Model: with Rosettes
\$18,356 Installed





MEMO

Staff Communication-Action Required

DATE: September 5, 2024
TO: Gaines Charter Township
FROM: Rod Weersing, Township Manager
RE: Stand on Leaf Blower for the Cemeteries

SUMMARY OF TOPIC:

As the budget was being prepared for 2024, one of the requests from the Cemetery Sexton was for a stand on leaf blower. This is a piece of equipment that will greatly improve the efficiency of the Sexton throughout the fall while doing leaf collection. It will also be useful for clearing debris from the roads in the cemetery throughout the year.

Staff collected several quotes from area vendors for different brands of blowers. Woodland Equipment currently has a special price on the SCAG Windstorm. This machine has a 37 hp motor and produces 7,500 cfm. This unit regularly retails for \$12,699, but they are currently offering it to the Township for \$10,799.

BUDGET ACTION REQUIRED:

NONE

STAFF RECOMMENDATION:

Staff recommends that the Board approve the purchase of the SCAG Windstorm from Woodland Equipment.



1622 Lake Michigan Drive NW
Grand Rapids, MI 49534
www.WoodlandCE.com
(616) 677-LAWN (5296)

Open Ticket / In Progress 96004

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. No returns on electrical parts. All accounts are net 30 days.

Bill To				Ship To		
GAINES CHARTER TOWNSHIP 8555 KALAMAZOO AVE SE Caledonia, MI 49316						
Customer	Contact	Customer Tax Number	Phone	Cell Phone	Transaction	PO Number
22981	ROD WEERSING		(616) 656-0181		Estimate	WINDSTORM
Counter Person	Sales Person	Date Printed	Reference	Email Address		Department
EJ	EJ	08/16/24	96004	rod.weersing@gainestownship.org		Counter Sales

Model	Line	Description	Ordered	B/O'd	Shipped	List	Net	Amount
SC6600W	SCAW	SCAG WINDSTORM STAND ON BLOWER - 37HP VA	1		1	\$12,699.00	\$10,799.00	\$10,799.00

Note

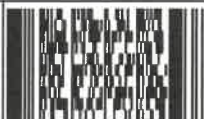
SOURCEWELL PRICING PLUS WOODLAND DISCOUNT

ORIGINAL PROMO PRICE IS \$12,699.00

Invoice Total	\$10,799.00
Sales Tax	\$0.00
Grand Total	\$10,799.00

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. No returns on electrical parts. All accounts are net 30 days.

Notes:



Customer acknowledges receipt thereof:



1622 Lake Michigan Drive NW
Grand Rapids, MI 49534
www.WoodlandCE.com
(616) 677-LAWN (5296)

Open Ticket / In Progress 96008

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. No returns on electrical parts. All accounts are net 30 days.

Bill To				Ship To		
GAINES CHARTER TOWNSHIP 8555 KALAMAZOO AVE SE Caledonia, MI 49316						
Customer	Contact	Customer Tax Number	Phone	Cell Phone	Transaction	PO Number
22981	ROD WEERSING		(616) 656-0181		Cash Sale	
Counter Person	Sales Person	Date Printed	Reference	Email Address		Department
EJ	EJ	08/16/24	96008	rod.weersing@gainestownship.org		Counter Sales

Description	Line	Reference	Quantity	Net Each	Amount
MISC PARTS		5901962 HURRICANE FB3000	1	\$13,800.00	\$13,800.00
FREIGHT			1	\$250.00	\$250.00

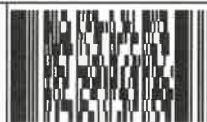
Invoice Total \$14,050.00

Sales Tax \$0.00

Grand Total \$14,050.00

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. No returns on electrical parts. No returns on any serialized units. All accounts are net 30 days.

Notes:



Customer acknowledges receipt thereof:



Walters Equipment & Rentals

8433 Centre Industrial Dr
BYRON CENTER, MI 49315
Main: 616-878-3868

Printed On : 09/03/2024 2:47:11 PM (Sales Rep ::JT - Contact ID :13930)

Status : **Open**

Invoice # : **101999**

Type : **Major Unit Quote**

Date : **09/03/2024**

Contact ID :**13191**

Gaines Township

Rod

8555 Kalamazoo Ave SE
CALEDONIA, Michigan 49316
UNITED STATES
rod.weersing@gainestownship.org
616-656-0181 Ext.Rod - Work
616-366-2113 Ext.Joe - Mobile

Selected Units for Sale

N/U	Year	Make	Model	Unit Type	VIN/Serial	MSRP	Sale Price	Setup	PDI
	N/A	Ferris	5901962 FB3000 35HP BIG BLOCK VANGUARD, 8500CFM	Blower		\$15,539.00	\$12,499.00	\$0.00	\$0.00

Totals		
Sub Total	+	\$12,499.00
*** Invoice Total	=	\$12,499.00
Amount Paid	-	\$0.00
*** Transaction Total	=	\$12,499.00
Balance Due = \$12,499.00		

Deposit Paid \$0.00

Tax Name
Exempt

Tax Amount
\$0.00

Signature _____



MEMO

Staff Communication-Action Required

DATE: September 5, 2024
TO: Gaines Charter Township
FROM: Rod Weersing, Township Manager
RE: Agenda Software

SUMMARY OF TOPIC:

At the Board's direction, staff has been gradually making upgrades to our website.

A feature staff would like to add is the addition of an agenda/minutes center. Multiple products were reviewed, and the decision of the Computer Committee was to recommend the software available from Granicus.

This software will allow us to produce our agendas with links to supporting documents. For example, if the Planning Department has an item on the agenda regarding an upcoming development, you would see the item description on the agenda as you do now, but rather than scrolling to page 86 you would simply click, on the link embedded in that description and the material regarding that topic will open in a new tab in your browser.

The following is a screen shot showing how the agenda will appear (note this is not one of our agendas):

-
- A screenshot of a website agenda. It lists several items under Roman numerals IV, V, and VI. Item IV is "APPROVAL OF MINUTES" with a sub-item "1. Regular Meeting Minutes - August 19, 2024" which has a blue hyperlink "cc.min.8.19.24" circled in red. Item V is "CITIZEN COMMENTS". Item VI is "FINANCE DIRECTOR/TREASURER'S REPORT (Ethan Moody)" with two sub-items: "1. FY 2023/24 4th Quarter Budget Status Report" with a blue hyperlink "Budget Status 4th Quarter FY 23-24", and "2. FY 2023/24 Annual Investment Activity Report" with a blue hyperlink "Annual Investment Activity FY 23-24".
- IV. APPROVAL OF MINUTES
 - 1. Regular Meeting Minutes - August 19, 2024
[cc.min.8.19.24](#)
 - V. CITIZEN COMMENTS
 - VI. FINANCE DIRECTOR/TREASURER'S REPORT (Ethan Moody)
 - 1. FY 2023/24 4th Quarter Budget Status Report
[Budget Status 4th Quarter FY 23-24](#)
 - 2. FY 2023/24 Annual Investment Activity Report
[Annual Investment Activity FY 23-24](#)

To view the minutes that are going to be presented for approval, the viewer would click on the [cc.min.8.19.24](#) (circled above), and the minutes document would open in a new tab.

Additionally, as the agenda is created, the software automatically creates a template for the minutes (using the agenda information).

The Computer Committee feels the Minutes and Agenda center presents very nicely, is easy to follow and would be a big improvement over the Document Center we currently have.

The example listed above can be found at:

https://www.springfieldmich.com/government/city_council/meeting_agendas__minutes.php

Staff feels not only would this software make viewing items online much “easier,” but it will also greatly reduce the amount of time currently required to put the packet together.

The initial fees for setting up/implementing the software would be \$1,900.00, with an annual subscription fee of \$3,880.80.

BUDGET ACTION REQUIRED:

None at this time, should the Board approve this purchase it will be included in next year’s budget. If purchased, staff would recommend the process be started during the last quarter of 2024, as implementation can take up to 4-6 months. Should any of the subscription/implementation fees have to be paid in 2024 our current budget can absorb the cost.

STAFF RECOMMENDATION:

Staff recommends the purchase of the Granicus software, and that implementation begin during the last quarter of 2024.

Granicus Proposal for Gaines, MI

ORDER DETAILS

Prepared By:	Kyle Connors
Phone:	(864) 365-8450
Email:	kyle.connors@granicus.com
Order #:	Q-367959
Prepared On:	28 Aug 2024
Expires On:	17 Sep 2024

ORDER TERMS

Currency:	USD
Payment Terms:	Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance:	The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Peak - Setup & Configuration	Up Front	1 Each	\$1,900.00
Peak Online Group Training	Upon Delivery	6 Hours	\$0.00
Open Platform - Setup and Configuration	Up Front	1 Each	\$0.00
Send Agenda (Peak) Set up and Config	Up Front	4 Each	\$0.00
govDelivery for Integrations Set Up and Config	Up Front	1 Each	\$0.00
SUBTOTAL:			\$1,900.00

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Peak Agenda Management	Annual	1 Each	\$3,880.80
Open Platform Suite	Annual	1 Each	\$0.00
Send Agenda (Peak)	Annual	1 Each	\$0.00
govDelivery for Integrations	Annual	1 Each	\$0.00
SUBTOTAL:			\$3,880.80

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
Peak Agenda Management	\$4,152.46	\$4,443.13
Open Platform Suite	\$0.00	\$0.00
Send Agenda (Peak)	\$0.00	\$0.00
govDelivery for Integrations	\$0.00	\$0.00
SUBTOTAL:	\$4,152.46	\$4,443.13

PRODUCT DESCRIPTIONS

Solution	Description
Peak Agenda Management	Peak Agenda Management is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the agenda management and minutes recording process of the clerk's office. Peak Agenda Management allows clerks to streamline the way they compile and produce agendas and record minutes for public meetings and includes: • Unlimited user accounts • Unlimited meeting bodies and meeting types • Access to up to one (1) Peak Agenda Management site
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
Send Agenda (Peak)	Send Agenda is dependent on an active subscription to the relevant govMeetings agenda.
Peak - Setup & Configuration	Setup and Configuration for Peak Agenda Management includes implementation of: • Up to one (1) meeting body's Standard Agenda, Cover Page and Minutes report template • Up to one (1) public view page portal
Peak Online Group Training	Online Group Training for Peak Agenda Management allows clients to have up to six (6) users participate in online group sessions with a Granicus trainer and other client users to learn how to use the system. Group training includes: 1. 30-60 minute kick off meeting 2. 4 x 2hr group training sessions. 3. 1hr peak review call Project Manager will conduct check in's along the way.
Open Platform - Setup and Configuration	Setup and configuration for Open Platform

Solution	Description
govDelivery for Integrations	Send notification bulletins directly to constituents who subscribe to receive updates directly through Granicus (powered by govDelivery). Receive a monthly metrics report delivered via email to show subscriber growth and engagement activity for the past month of bulletin sends, and grow subscribers through access to the Granicus Advanced Network. Note: govDelivery integrations is dependent on an active subscription to the relevant govMeetings agenda or govAccess CMS solutions.

GRANICUS ADVANCED NETWORK AND SUBSCRIBER INFORMATION

- Granicus Communications Suite Subscriber Information.
 - o Data provided by the Client and contact information gathered through the Client's own web properties or activities will remain the property of the Client ('Direct Subscriber'), including any and all personally identifiable information (PII). Granicus will not release the data without the express written permission of the Client, unless required by law.
 - o Granicus shall: (i) not disclose the Client's data except to any third parties as necessary to operate the Granicus Products and Services (provided that the Client hereby grants to Granicus a perpetual, non-cancelable, worldwide, non-exclusive license to utilize any data, on an anonymous or aggregate basis only, that arises from the use of the Granicus Products by the Client, whether disclosed on, subsequent to, or prior to the Effective Date, to improve the functionality of the Granicus Products and any other legitimate business purpose, including the right to sublicense such data to third parties, subject to all legal restrictions regarding the use and disclosure of such information).
- Data obtained through the Granicus Advanced Network.
 - o Granicus offers a SaaS product, known as the Communications Cloud, that offers Direct Subscribers recommendations to subscribe to other Granicus Client's digital communication (the 'Advanced Network'). When a Direct Subscriber signs up through one of the recommendations of the Advanced Network, that subscriber is a 'Network Subscriber' to the agency it subscribed to through the Advanced Network.
 - o Network Subscribers are available for use while the Client is under an active subscription with Granicus. Network Subscribers will not transfer to the Client upon termination of any Granicus Order, SOW, or Exhibit. The Client shall not use or transfer any of the Network Subscribers after termination of its Order, SOW, or Exhibit placed under this agreement. All information related to Network Subscribers must be destroyed by the Client within 15 calendar days of the Order, SOW, or Exhibit placed under this agreement terminating.
 - o Opt-In. During the last 10 calendar days of the Client's subscription, the Client may send an opt-in email to Network Subscribers that shall include an explanation of the Client's relationship with Granicus terminating and that the Network Subscribers may visit the Client's website to subscribe to further updates from the Client in the future. Any Network Subscriber that does not opt-in will not be transferred with the subscriber list provided to the Client upon termination.

UPDATES TO SHARED SHORT CODES FOR SMS/TEXT MESSAGING (US CLIENTS ONLY):

- Granicus will be migrating all clients with SMS/Text Messaging Solutions using a shared short code option to a unique standard toll-free number within the United States (International numbers not supported). Short Codes are recommended for Text-to-Subscribe functionalities, if enabled where available, for an additional fee.
- Client must have explicit opt-in for all destinations sent to and adhere to all CTIA guidelines for the duration of its use.

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-367959 dated 28 Aug 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Gaines, MI to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	☐ - No ☐ - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:
The pricing, terms, and conditions of quote Q-367959 dated 28 Aug 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Gaines, MI	
Signature:	
Name:	
Title:	
Date:	