

GAINES CHARTER TOWNSHIP ZONING BOARD OF APPEALS – REGULAR MEETING

Township Board Room - 8555 Kalamazoo Ave. S.E. Caledonia, MI 49316

Tentative Agenda

7:00 p.m. – Wednesday, February 8th, 2023

I. Call to Order and Roll Call

II. Consideration of the Meeting Agenda

III. Consideration of Meeting Minutes

November 9th, 2022 – *Regular Meeting*

IV. Inquiry of Conflict of Interest

V. Advertised Public Hearing

1. 1200 60th Street – Office-Service Zone

Request for a Use Variance to construct two monument signs on one parcel in the Office-Service (O-S) zoning district and a Dimensional Variance to allow the electronic portion of a sign to exceed forty (40) percent of the permitted sign face.

VI. General Discussion Items

1. Election of Officers

2. Schedule for 2023 – Request to move meetings to third Wednesday of month

VII. Other Reports

a. Annual Planning Department Report

VIII. Adjournment

*Please note that advertised public hearings will not start before the noted time but may start later due to the length of other agenda items. All interested persons are invited to attend and participate. Persons with disabilities needing accommodation for effective participation in the meeting should contact the Township Office at 616-698-6640 one week in advance to request mobility, visual, hearing or other assistance.

**DRAFT MINUTES OF THE GAINES CHARTER TOWNSHIP ZONING BOARD OF APPEALS REGULAR
MEETING
HELD ON NOVEMBER 9, 2022
GAINES CHARTER TOWNSHIP
8555 KALAMAZOO AVENUE SE CALEDONIA, MICHIGAN 49316**

I. CALL TO ORDER AND ROLL CALL

Chair Werkema called the meeting to order at 7:00 PM.

MEMBERS PRESENT: Hilton, Wiersema, Werkema, Kooiman, Ringnalda

MEMBERS ABSENT: None

OTHERS PRESENT: Dan Wells, Community Development Director; Natalie Davenport, Assistant Planner; Luke Malski; Dard Schmidt; Jack Feenstra

II. CONSIDERATION OF MEETING AGENDA

No modifications.

III. CONSIDERATION OF MEETING MINUTES

Chair Werkema stated that the May 11, 2022, regular meeting minutes may need corrections as the recording was deleted. Vice-Chair Ringnalda stated that she was not present at the May ZBA meeting, so her name will need to be removed from the minutes; items number three (3) and (4) will need a correction to the number of members who approved.

Motion: Motion by Kooiman, support by Ringnalda to approve the minutes from the May 11, 2022, ZBA meeting with the corrections noted above.
Discussion: None
Ayes: Hilton, Wiersema, Werkema, Kooiman, Ringnalda
Nays: None
Abstain: None
Decision: Motion carried (5-0).

IV. INQUIRY OF CONFLICT OF INTEREST

None.

V. PUBLIC HEARING

1. 8390 Eastern Avenue

Applicant Luke Malski approached the Zoning Board of Appeals and gave an overview of the request. Malski stated that he has owned the vacant lot for nearly twelve years and would like to build an ice cream shop and coffee café. This parcel once housed the Cook School House and

Malski stated that he intends to honor the original architectural elements of the Cook School House on the new building. The parcel was conditionally rezoned to Neighborhood Commercial several months ago. Given the setbacks for the neighborhood commercial zoning district for corner lots, he is left with a 26-foot-wide buildable envelope. Malski stated that he attempted to purchase additional land to the east from the neighbor, but was unsuccessful.

Member Hilton asked about the certified survey that was included in the packet. Applicant Malski explained that the survey was for the lot line adjustment that was processed in 2021 and was included to show the dimensions of the parcel.

Vice-Chair Ringnalda asked if the north property line is where the fence is located. Applicant Malski explained that the fence is located in the middle of the piece of land he purchased and combined last year. Vice-Chair Ringnalda asked if Malski had considered asking for a variance of 15 feet on the north and rear yard setbacks instead of a 30-foot setback toward the front. Malski stated that the location of the septic tank would prohibit this. Member Wiersema asked about the number of parking spaces and stated that 18 seems a little low. Malski stated that this would need to be figured out during the site plan review process.

Chair Werkema asked about the restrictions associated with conditional rezoning. Planner Wells stated that the uses would be restricted to low-traffic generating uses.

Member Hilton stated that this request may be premature since the site layout is still preliminary. Planner Wells stated that the applicant has likely waited to draft a detailed site plan due to the cost and uncertainty of the variance would be approved.

Chair Werkema opened the public hearing at 7:25 PM.

Dard Schmidt, 706 Braeside Street, stated that he owns a condo across the street. His primary concerns are the lighting and the hours of operation. Noise is also a concern with the hours of operation.

Chair Werkema asked Planner Wells if they've had discussions about the hours of operation and lighting. Planner Wells stated that the lighting will be reviewed during the site plan review process and there are ways that we can control lighting on the property. Chair Werkema asked if the site plan review would be open to public comment, to which Planner Wells stated that it will not be publicly noticed but any public meeting is open to public comment.

Jack Feenstra, 8210 Woodstone, stated that his primary concern is safety due to the higher-density housing in this area. Feenstra stated that the houses in Steven's Pointe, Cooks Crossing, and the schools make it unsafe for pedestrians. Feenstra stated that intersection visibility is a concern, especially with the speed limits on Eastern and 84th Street. Feenstra was also concerned about the height of the building. The children in the neighborhood would be at risk with the proposed development.

Dard Schmidt stated that safety is also a concern of his, specifically regarding the number of accidents that occur at this intersection.

Planner Wells stated that the Kent County Road Commission tracks traffic flow and accidents, and monitors the safety of this intersection. Schmidt asked where the entry point would be, to

which Planner Wells stated that this will be considered in the site plan review process. The preliminary site layout shows the driveway off Eastern Avenue. Member Ringnalda stated that the right of way is wider here, so the building would still be significantly set back from the street.

Chair Werkema closed the public hearing at 7:39 PM.

Planner Wells stated that the applicant's architect submitted a written statement explaining how a 26-foot-wide building would not allow for the amenities associated with the use it was master planned for, as well as how the narrow footprint would greatly restrict accessibility and flexibility in design. A copy of this letter was provided to each ZBA member before the meeting.

Chair Werkema stated that with the width of the right-of-way, a building on this parcel encroaching on the setbacks would not be any worse than the other three corners of the intersection. Chair Werkema stated that he is pleased with the preliminary layout and does not have any further issues or comments at this time.

Motion: Motion by Ringnalda, support by Kooiman to enter the staff report and application into the public record.

Discussion: None

Ayes: Wiersema, Ringlanda, Kooiman, Hilton, Werkema

Nays: None

Abstain: None

Decision: Motion carried (5-0)

Motion: Motion by Kooiman, support by Ringnalda to accept the staff recommendation to approve the variance as proposed.

Discussion: Planner Wells gave an overview of the staff memo. Standard 1 was found met by staff, to which Member Kooiman concurred. Standard 2 was found to be met by Vice-Chair Ringlanda. Staff found Standard 3 to be met and there were no objections from the ZBA members. Member Hilton found that Standard 4 was not met based on the public detriment of increased traffic in the area. Member Kooiman stated that a variance would not affect traffic patterns as the building will be constructed on this parcel regardless of the variance. Member Kooiman found that the ZBA does not have the authority to dictate lighting and traffic. Vice-Chair Ringlanda stated that she also lives in Steven's Pointe in the condominiums; Ringnalda stated that the request does meet standard 4 as there are several uses that could be utilized on this lot and traffic will be there regardless. Vice-Chair Ringnalda found that the standard was met for compliance with the subarea plan. Vice-Chair Ringnalda does have concerns about lighting and safety but this is the best possible use for this parcel. Chair Werkema stated that the public can address their concerns with the Planning Commission during the site plan review process. Chair Werkema is not certain a coffee shop with 18 parking spots will significantly affect traffic patterns.

Ayes: Wiersema, Ringlanda, Kooiman, Hilton, Werkema
Nays: None
Abstain: None
Decision: Motion carried (5-0)

2. GENERAL DISCUSSION

Chair Werkema stated that he would like to serve another term.

Vice-Chair Ringlanda asked about Prairie Wolf Station, to which Planner Wells gave an update.

Member Hilton asked about Staybridge Hotel. Wells stated that they are preparing for construction and working on applying for the building permit.

Chair Werkema asked if the cost of materials is delaying any projects, to which Planner Wells responded that the third Amazon building has been delayed, likely due to construction costs.

3. OTHER REPORTS

None.

4. ADJOURNMENT

Motion: Motion by Ringlanda, support by Kooiman to adjourn the meeting at 8:02 PM.
Discussion: None
Ayes: Wiersema, Ringlanda, Kooiman, Hilton, Werkema
Nays: None
Abstain: None
Decision: Motion carried (5-0)

CERTIFICATION

I hereby certify that the above is a true copy of the minutes from November 9, 2022, Regular Meeting of the Gaines Charter Township Zoning Board of Appeals held at the time and place mentioned above pursuant to the required statutory procedures.

Respectfully submitted,

Don Hilton,
Secretary
Gaines Charter
Township Zoning
Board of Appeals

Dated: _____, 2022

Gaines Charter Township

Zoning Board of Appeals Memo

Meeting Date: February 8th, 2023

AGENDA ITEM:

FILE NUMBER: 230105TC

REQUEST: Use & Dimensional Variance for Signage

PROPERTY ZONING DISTRICT: Office-Service (O-S)

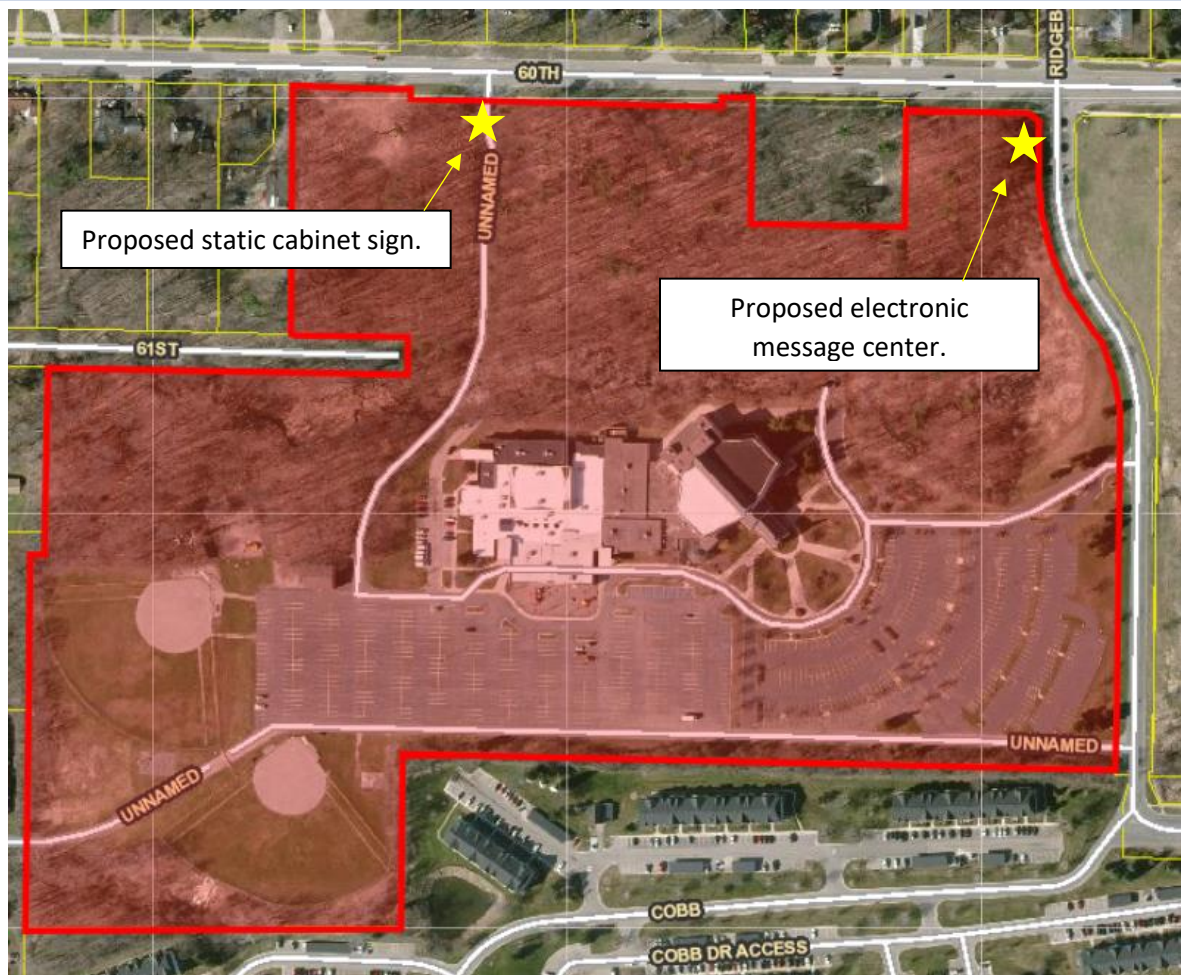
ADDRESS: 1200 60th Street

PROPERTY SIZE: 47.5 Acres

PARCEL NUMBER: 41-22-05-201-004

REPORT BY: Dan Wells, Community Development Director; Natalie Davenport, Assistant Planner

APPLICANT: Tricia Chapman, Kentwood Community Church



OVERVIEW

The applicant is requesting a use variance and a dimensional (non-use) variance for signage replacement at Kentwood Community Church (KCC).

Both signs proposed to be replaced are electronic message center signs and are existing lawfully nonconforming to the current zoning ordinance; both were approved via two separate special land use permits by the Planning Commission in 2005 and 2006. There is also an existing monument sign at the eastern entrance that is not proposed to be changed.

The use variance request is to have three monument signs on one parcel in the Office-Service (O-S) zoning district as outlined in Section 17.10 of the Gaines Charter Township Zoning Ordinance (GCTZO).

The dimensional variance request is for the eastern sign (at the intersection of 60th Street and Ridgebrook Drive) to construct an electronic message center with the electronic portion of the sign exceeding 40% of the permitted sign face, as outlined in Section 17 (F) (1) of the GCTZO. The dimensional variance request is also for the static cabinet sign to be constructed with a sign face totaling 68 square feet (S.F.) in size, whereas Section 17.10 of the GCTZO regulates that monument signs cannot exceed 64 S.F. in display area.

The surrounding zoning is:

	NORTH: City of Kentwood	
WEST: Residential (RL-10) & Woodfield PUD	SUBJECT PARCEL	EAST: Office-Service (O-S) & Residential (RL-10)
	SOUTH: The Crossings PUD	

STANDARDS OF REVIEW

The request has been reviewed using the applicable review standards of Chapter 26, Section 26.8 (C) Use Variances and Chapter 26, Section 26.8 (D) Non-Use (Dimensional) Variances. The Zoning Board of Appeals must find that all standards in this report are satisfied to grant a variance.

Use Variance: Section 26.8 (C) Standards of Review for Use Variances:

- The land use variance is necessary due to the unique condition, location, or situation of the property in relation to the permitted and special land uses categorized within the applicable Zoning District.*

Meets standard. KCC occupies a large parcel with four access points leading to the site. The property is just under 50 acres in area and has a significant amount of frontage on 60th Street and Ridgebrook Drive.

Staff found that a use variance request to have three monument signs on one parcel is warranted given the acreage of the parcel, the numerous access points leading to the site, and the benefit that enhanced wayfinding will have for residents and visitors of both the township and the church. The western and eastern entrances are over 900 feet apart, so the appearance of the site to adjacent properties is not a concern.

2. *The unique nature of the property prevents the establishment of all other reasonable and appropriate permitted and special land uses categorized within the applicable Zoning District.*

Meets standard. KCC is a well-known and established use in the township. The parcel is surrounded almost entirely by residential development, with the exception of Heritage Baptist Church to the east, which is zoned residential. Staff does not believe that office service uses are appropriate for this area.

The sign ordinance regulates that monument signs, wall/building signs, and directory signs are permitted uses in the O-S zoning district, contingent upon certain dimensional requirements being met. Staff believes that the size of this parcel, paired with the amount of street frontage on 60th Street and Ridgebrook Drive, prevents the establishment of reasonable use as one monument sign on the parcel is not adequate for wayfinding.

3. *The hardship for which the land use variance is requested does not result from a self-created problem by the applicant, current landowner, or any previous landowner of the property involved (see definition of "self-created problem").*

Self-Created Problem: A problem that occurs, results, or exists from one or more of the following conditions:

1. *A problem that occurs when one can reasonably develop a property in a compliant manner, but the landowner or applicant's personal desires and preferences for property development do not align with zoning requirements.*
2. *A problem that occurs when a property is currently built-out under current zoning constraints, but the landowner or applicant's personal desires and preferences for expansion do not align with zoning requirements.*
3. *A problem that results from the action, preference, or desire of the landowner or applicant that is not a result of a unique characteristic of the property.*
4. *A problem that exists because the landowner, previous landowner, or applicant took a specific action that created the need for the variance, such as adjusting a lot line, constructing a building, or developing a site in a manner that does not allow future compliant construction, building expansion, or site development.*

Meets standard. Staff does not believe that this request stems from a self-created problem. The signs that are currently on the site have all been constructed legally in accordance with the zoning requirements at the time. If approved, KCC will be replacing its signage due to frequent issues with the sign technology, which is likely an issue due to the aging of the signs.

4. *The land use variance will not be detrimental to the public welfare, injurious to neighboring properties, or change the essential character of the neighborhood.*

To be determined. The electronic sign at the western entrance is proposed to be replaced with a static cabinet sign, thus light pollution and glare from that sign to neighboring properties will be significantly reduced.

The electronic sign at the eastern entrance is proposed to be replaced with a larger LED face, which may be a nuisance to residential properties to the north. The ZBA should determine whether having a larger electronic face on the eastern sign will be detrimental to the public welfare or injurious to neighboring properties. Although the church is an institutional use, it is not located in a residential zoning district; therefore, the sign would not be subject to the hours of operation limitations outlined in Section 17.7 (F) (7) of the GCTZO. However, the ZBA could set a condition of approval that the electronic sign is turned off in the evenings to reduce impacts on neighboring properties.

Staff does not believe that the existing monument sign at the eastern entrance with no proposed changes will impact the character of the neighborhood or be a nuisance to neighboring properties.

5. *The land use variance is consistent with the purpose and intent of the Master Plan and the intent and provisions of the Zoning Ordinance and Zoning District designation of the subject property.*

Meets standard. The 2017 Future Land Use Plan shows this parcel as Public/Quasi Public (PUB). The 2002 Master Plan states:

All of the PUB designations exist and include churches, schools, parks, Township complex, cemeteries, and recreational facilities (p. 79).

The use of a church on this property is consistent with the intent of the Master Plan, and signage complementary to the use of a church is in alignment with the future land use plan designation. The parcel is currently zoned O-S, in which places of religious worship are allowed through a special use permit contingent upon certain dimensional standards being met. The zoning ordinance does not allow for multiple monument signs on one parcel in the O-S zoning district, but the ordinance fails to take into account large-scale institutions with several access points. The sign setbacks will be in compliance with the ordinance requirements.

Dimensional Variance: Section 26.8 (D) Standards of Review:

1. *The predicament is caused by exceptional, unique, or extraordinary physical conditions, dimensions, or circumstances that directly relate to the subject lot or parcel rather than the individual situation or desire of the applicant or property owner (see definition of “unique circumstance”).*

“Unique Circumstance”: An exceptional, unique, or extraordinary physical condition that is one of the following:

1. *Exceptional narrowness of the width or depth of a lot or parcel, or an irregular shape, as compared to a conforming lot or parcel.*
2. *Exceptional natural or topographic features located on the lot or parcel, such as steep slopes, surface water features, existing significant trees, or other unique or extreme physical conditions of the land.*
3. *Extraordinary location of an existing building or structure that allows no other practical or feasible location for expansion because of exceptional features of the land.*

4. Other natural, topographic, built, or dimensional conditions or characteristics of land, lot, or parcel, which are determined by the Zoning Board of Appeals as exceptional or extraordinary

Does not meet standard. The applicant's desire to have signage larger than what is allowed under the zoning ordinance is not based on any unique circumstances per those definitions in the GCTZO.

2. The variance is necessary for the preservation and enjoyment of a substantial property right which is similar to that possessed by other landowners in the same Zoning District and vicinity and does not grant special privileges to the applicant that are not available to the owners of these properties.

Does not meet standard. The proposed sign face on the western static cabinet sign totals 68 square feet and the ordinance limits sign faces to 64 square feet. As presented, the dimensional variance would give the applicant a larger sign than allowed to other property owners in the O-S zoning district.

All other landowners are subject to the same requirements for electronic signs. If a business or an institution requested an electronic sign out of compliance with the zoning ordinance, the request would be denied.

3. The practical difficulty for which the variance is requested does not result from a self-created problem by the applicant, current landowner, or any previous landowner of the property involved (see definition of "self-created problem").

Self-Created Problem: A problem that occurs, results, or exists from one or more of the following conditions:

1. A problem that occurs when one can reasonably develop a property in a compliant manner, but the landowner or applicant's personal desires and preferences for property development do not align with zoning requirements.

2. A problem that occurs when a property is currently built-out under current zoning constraints, but the landowner or applicant's personal desires and preferences for expansion do not align with zoning requirements.

3. A problem that results from the action, preference, or desire of the landowner or applicant that is not a result of a unique characteristic of the property.

4. A problem that exists because the landowner, previous landowner, or applicant took a specific action that created the need for the variance, such as adjusting a lot line, constructing a building, or developing a site in a manner that does not allow future compliant construction, building expansion, or site development.

Does not meet standard. The landowner's desire to erect a sign out of compliance with the zoning ordinance meets the definition of a self-created problem under number (3) as shown in the definition of "self-created problem." There are no unique characteristics on the property that would prohibit KCC from constructing signage in compliance with the GCTZO.

4. The variance will not be detrimental to the public welfare, injurious to neighboring properties, or change the essential character of the neighborhood.

To be determined. The ZBA should determine whether larger-than-permitted static cabinet and electronic sign faces will be detrimental to the public welfare or injurious to neighboring properties, especially taking into consideration the residential properties on the north side of 60th Street. Although the church is an institutional use, it is not located in a residential zoning district; therefore, the sign would not be subject to the hours of operation limitations outlined in Section 17.7 (F) (7) of the GCTZO for electronic signs. However, the ZBA could set a condition of approval that the electronic sign is turned off in the evenings to reduce impacts on neighboring properties.

5. The variance is consistent with the purpose and intent of the Master Plan and the intent and provisions of the Zoning Ordinance and Zoning District designation of the subject property.

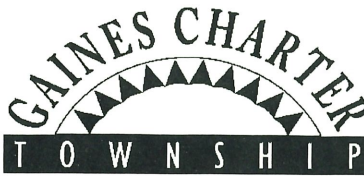
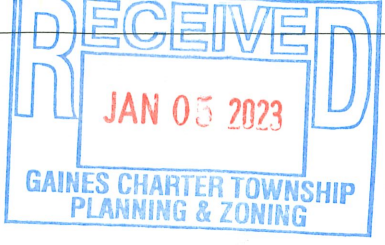
Does not meet standard. Although static cabinet and electronic signs are permitted in the O-S zoning district and the use of the church on this parcel is consistent with the intent of the zoning ordinance and Master Plan, the regulations for electronic signs were designed to limit obtrusive lighting and distractions to vehicular traffic. Further, size limitations on static cabinet monument signs were put into effect to limit distractions to drivers. Therefore, approving larger signage than what is permitted in the GCTZO is not consistent with the intent of the zoning ordinance.

STAFF RECOMMENDATION

Contingent upon further review of the public detriment, staff recommends **approval of the use variance** with the following condition of approval:

1. The electronic message center shall only display copy between the hours of 6AM – 11PM.

Staff recommends **denial of the dimensional variance** as four out of the five dimensional standards are not met.



FILE NO. 230105TC

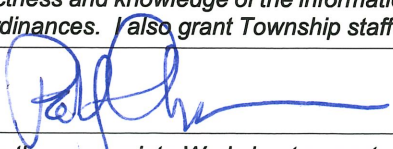
8555 Kalamazoo Avenue SE • Caledonia MI 49316
Ph: 616 698-6640 • Fax: 616 698-2490
www.gainestownship.org

Zoning Board of Appeals Application

Project Address	1200 60TH ST. SE., KENTWOOD MI 49508		
Owner Name	KENTWOOD COMMUNITY CHURCH		
Owner Address	Street Address	City, State, Zip	
	1200 60TH ST. SE	KENTWOOD, MI 49508	
Parcel Number(s):	41-22- 05-201-004	41-22- 05-201-005	
Description of Proposed Project/Use	DIGITAL SIGNAGE REPLACEMENT		

Applicant/Contact	TRICIA CHAPMAN		
Applicant/Contact Address	Street Address	City, State, Zip	
	1200 60TH ST. SE	KENTWOOD, MI 49508	
Contact Info	Home / Office / Cell	E-Mail	
	616-455-1740 EXT. 531	TCHAPMAN@KCCONLINE.ORG	

"I" hereby certify to the correctness and knowledge of the information submitted and hereby agree to comply with the terms and requirements of all applicable Township ordinances. I also grant Township staff permission to enter onto the subject property in review of this application.

Signature	
Please complete the appropriate Worksheet as part of your application packet (see Staff for more information) for: Planning Commission, Zoning Board of Appeals requests, Land Divisions, Combinations or Lot Line Adjustments.	

Township Use Only

Current Zoning District:	RL-14	RL-10	R-3	R-4	C-1	C-2	<u>O-S</u>	I-1	I-2	PUD	A-R	A-B
One / Two Family Construction	☐	Zoning Board of Appeals	☒	Planning Commission	☐	Land Combination	☐					
Site Plan Review	☐	Rezoning / PUD Rezoning	☐	PUD Amendment	☐	Land Division	☐					
Subdivision / Site Condo Review	☐	Special Use Permit	☐	Lot Line Adjustment	☐							
Other:												
Approved	☐	Approved with Conditions	☐	Denied	☐	Withdrawn	☐					
Zoning Administrator:										Date:		

Site Plan

Please Show:

The property lines and their dimensions.

The location, dimensions, setbacks, minimum building openings and distance between all existing and proposed structures.

The gross floor area, listed by floor level, including basements.

The location of all roads bordering or private drives/easements on the property.

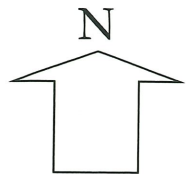
The location of all bodies of water, easements, utility lines, sidewalks, drives, septic systems, drain, and other improvements.

Please Note: Setbacks must be measured from the edge of the street right of way (which is not the edge of the pavement) or from the edge of an access easement. Staff reserves the right to determine whether or not an application is complete.



SEE ATTACHED
EXHIBIT A, B, C
FOR MORE DETAIL

Gross Floor Area Calculations



Main Floor: _____ Second Floor: _____ Basement: _____ Total: _____ Garage: _____

Variance Request - Applicant Worksheet

File No. _____

Indicate your request type and the applicable Section(s) of the zoning ordinance.
Leave blank if uncertain.

- | | |
|--|------------------|
| ☐ Dimensional (Area) Variance | Section(s) _____ |
| ☒ Use Variance | Section(s) _____ |
| ☐ Interpretation / Appeal of Zoning Administrator * | Section(s) _____ |

* Attach a narrative of your comments regarding the interpretation/appeal.

Applicant Response to Variance Standards

ZBA must find that all standards under A) are met for Dimensional (Area) Variance,
OR
all under B) for Use Variance approval

1. A) Does the property display any unique circumstances that justify the need for the dimensional variance request, rather than the individual situation or desire of the applicant? (See definition of "unique circumstance.")

OR

B) Is the use variance necessary due to the unique condition, location, or situation of the property in relation to the permitted and special land uses categorized within the applicable Zoning District?

WE ARE REQUESTING A COMBINATION OF PERMANENT AND DIGITAL SIGNAGE. WE HAVE THREE ENTRANCE / EXIT ACCESS POINTS TO OUR PROPERTY. TWO ENTRANCE POINTS ARE OFF 60TH STREET AND HAVE EXISTING DIGITAL SIGNAGE THAT IS NOT WORKING PROPERLY. WE WOULD LIKE TO REPLACE THE ONE ON OUR DRIVEWAY ENTRANCE WITH A NON-DIGITAL PERMANENT SIGN AND THE ONE LOCATED AT RIDGEBROOK WITH A DIGITAL SIGN.

2. A) Would approval of the variance request grant special privileges to the property owner requesting the dimensional variance that are not held by landowners in the same zoning district or vicinity?

OR

B) Does the unique nature of the property prevent the establishment of all other reasonable and appropriate permitted and special land uses categorized within the applicable Zoning District.

KCC IS THE ONLY PROPERTY OWNER ON 60TH STREET THAT HAS THREE ENTRANCE / EXIT ACCESS POINTS. THE TRAFFIC VOLUME, ALONG WITH THE NUMBER OF EVENTS AND ACTIVITIES AT KCC, WARRANTS CLEAR SIGNAGE THAT IS BOTH DIRECTIONAL AND SAFE. THE SIGNAGE WOULD REPRESENT KCC AND EXPLORE AND GROW CHRISTIAN LEARNING CENTER.

3. A) Is the practical difficulty for which the dimensional variance is being requested a result from a self-created problem by the current landowner, such as personal desire, convenience, or preference, or was the practical difficulty created by a previous landowner? (See definition of "self-created problem.")

OR

B) Is the hardship for which the use variance is being requested a result from a self-created problem by the current landowner, such as personal desire, convenience, or preference, or was the practical difficulty created by a previous landowner? (See definition of "self-created problem.")

THE RIDGEBROOK ENTRANCE WAS CREATED AFTER THE PROPERTY WAS PURCHASED BY KCC TO PROVIDE ACCESS TO APARTMENTS AND OTHER BUSINESSES. THIS CREATED A NEED FOR ADDITIONAL ENTRANCE SIGNAGE. WE WERE GRANTED SPECIAL USE OF DIGITAL SIGNAGE FOR THAT PURPOSE AND ARE REQUESTING CONTINUED SPECIAL USE THAT PERMITS FOR THESE SIGNS.

4. For A) & B) If approved, will the dimensional or use variance cause detriment to the public welfare, injury to neighboring properties, or change the essential character of the neighborhood? If so, please explain.

NO, IT WILL NOT

5. For A) & B) To the best of your knowledge, is the dimensional or use variance request consistent with the purpose and intent of the Master Plan, Gaines Charter Township Zoning Ordinance, and zoning district designation of the property?

THERE IS A PENDING MASTER PLAN, SO YES, AS IT IS IN PROCESS.

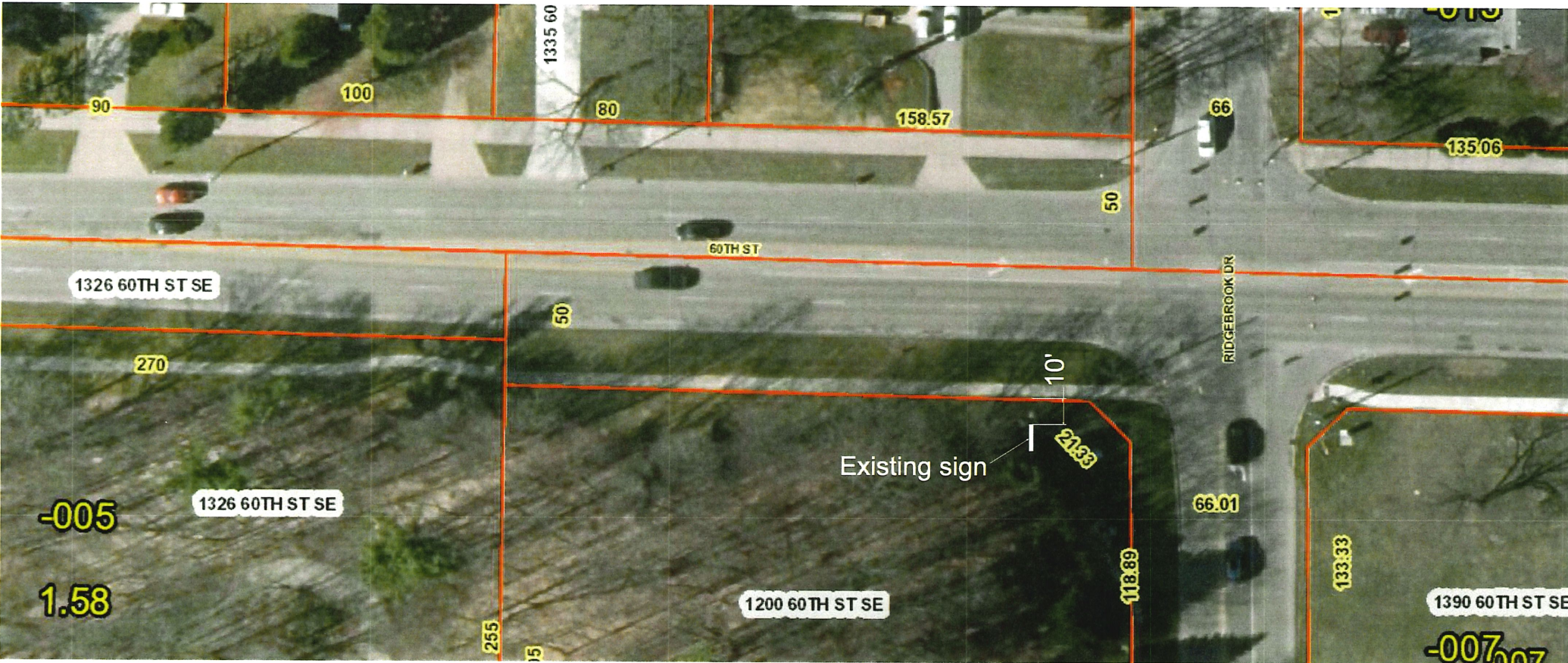
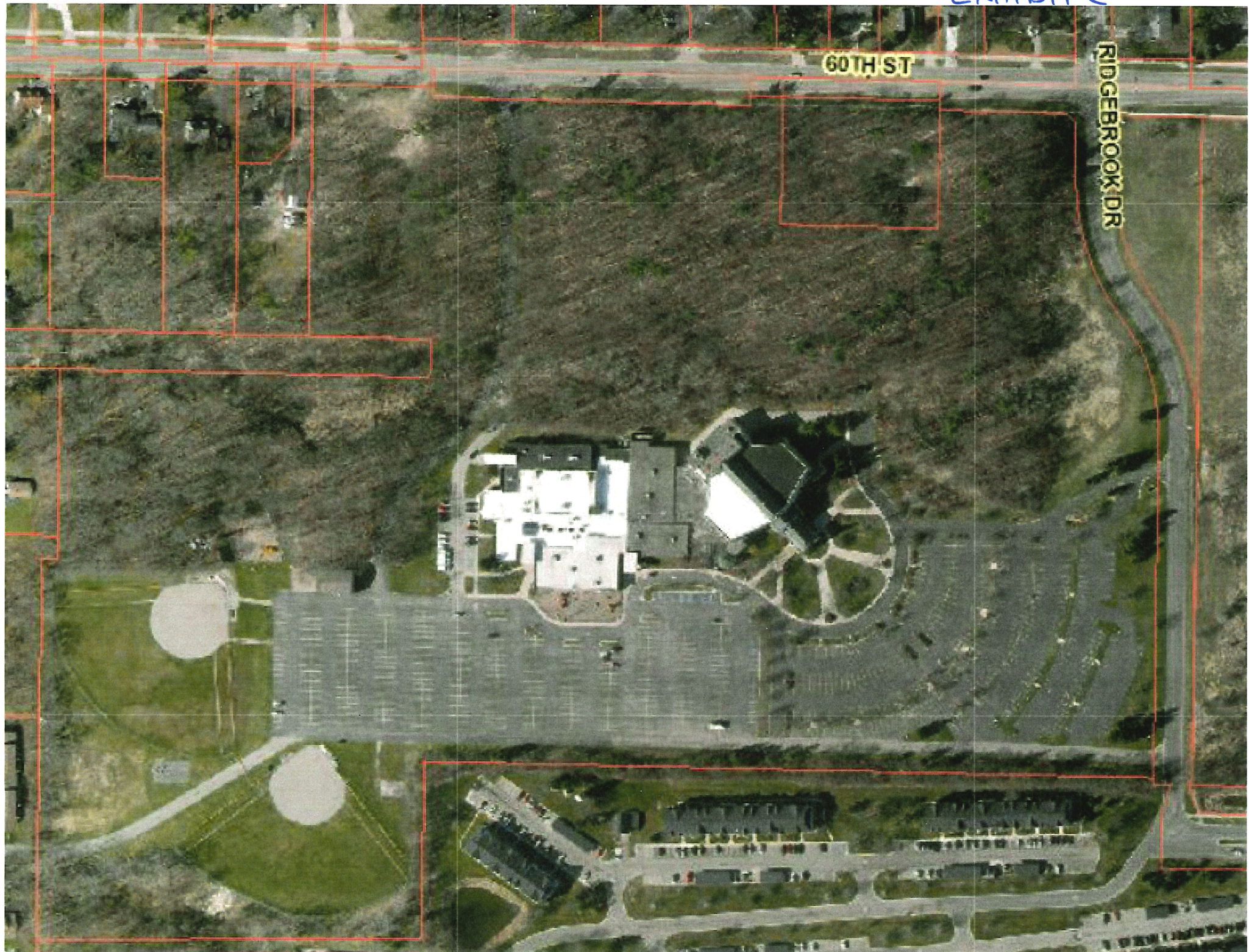


EXHIBIT A



EXHIBIT B



STRUCTURE

- Single sided sign
- SignComp slimline aluminum extrusion
- 2 1/4" aluminum retainers - hingeable for service
- Paint to be Matthews Acrylic Polyurethane

ELECTRICAL

- Low voltage White LED lighting
- UL listed and labeled

FACES

- 3/16" White Polycarbonate
- Surface applied 3M vinyl graphics

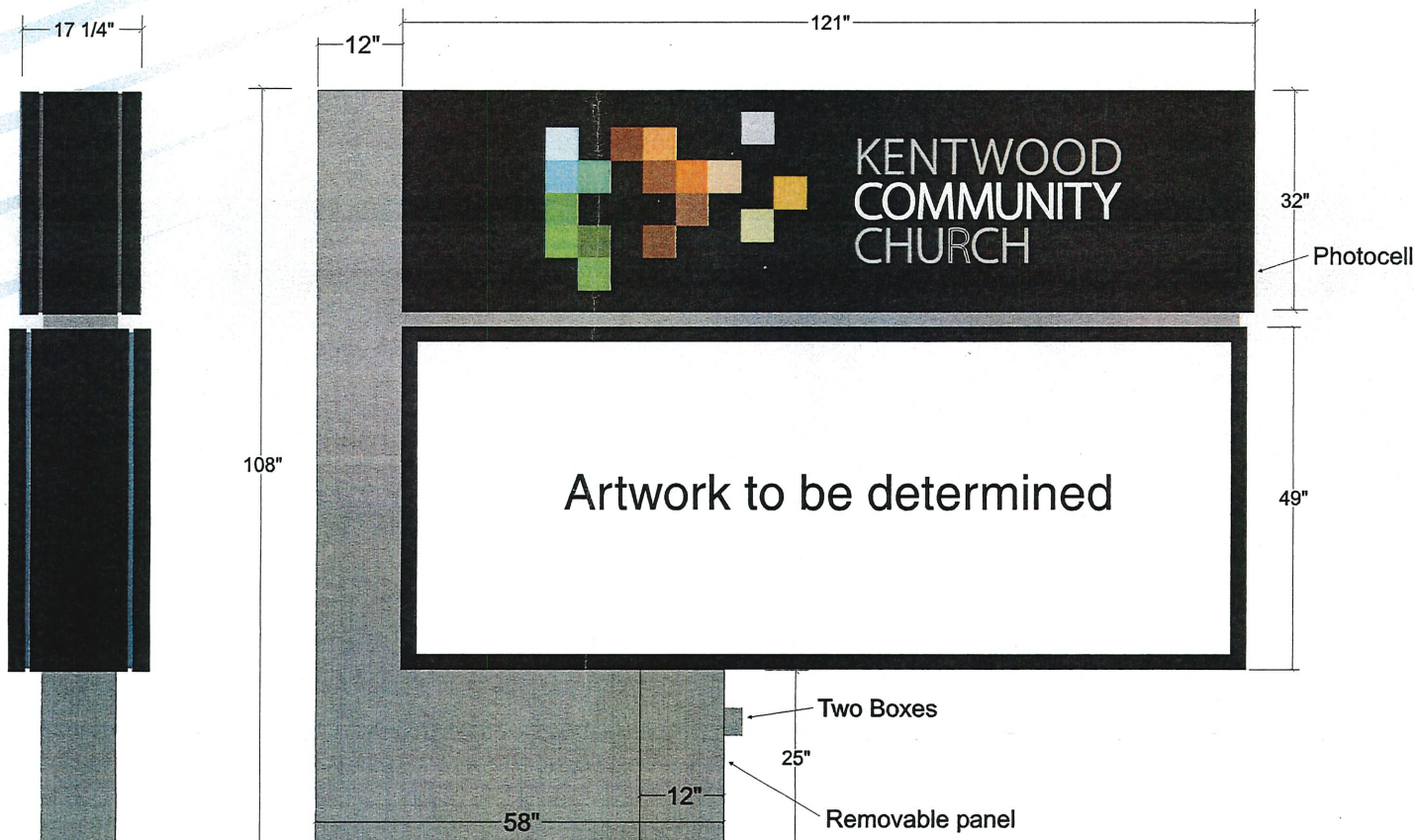


1200 60th St SE
 Kentwood, MI 49508
 West Entrance

LED → Static Cabinet

Side Profile

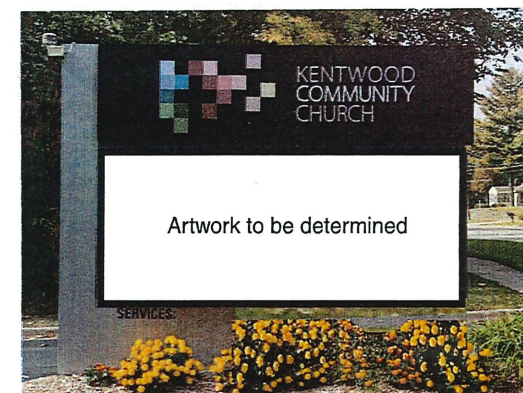
West Entrance



Existing



New



Rendering Approval: _____ Date: _____

STRUCTURE

- Double sided sign
- Existing McKay stripped out cabinet
- Current LED attached to it
- Open spaces covered with polymetal
- Steel ground pole - direct buried in concrete

ELECTRONIC LED DISPLAY

- Watchfire Full Color display
- 144 x 324 Matrix
- 8mm pixel pitch 4' x 9'
- 5 year parts & labor warranty



1200 60th St SE
 Kentwood, MI 49508

NEW LED MESSAGE CENTER REPLACING EXISTING LED MESSAGE CENTER

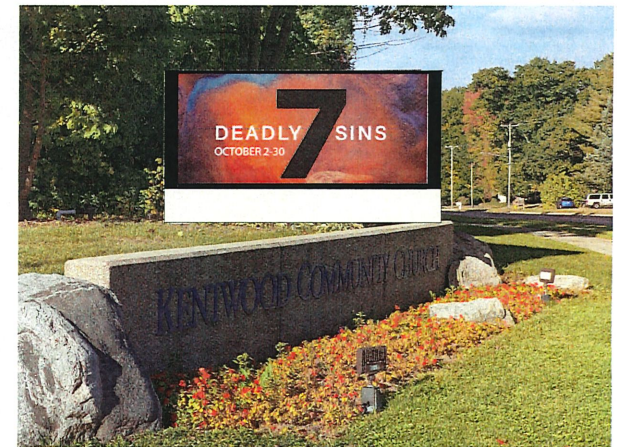
East Entrance



Existing



New



Rendering Approval: _____ Date: _____

Gaines Charter Township

Zoning Board of Appeals Membership 2023

On December 12th, 2022, the Township Board appointed James Peacock to the Zoning Board of Appeals; Peacock will complete Phil Tietz's term.

Officers will need to be nominated for 2023:

- Chair
- Vice Chair
- Secretary
- Alternate

Member	3-Year Term Ends	Officers
Tom Werkema	December 2023	
Ruth Ringnalda	December 2024	
Matt Kooiman	December 2023	
James Peacock	December 2023	
Don Hilton	December 2025	
Ryan Wiersema	December 2025	PC Liaison



2023 Meeting Schedule and Application Deadlines Gaines Charter Township – Planning and Zoning Department

Planning Commission		Zoning Board of Appeals	
<i>Meeting Date</i>	<i>Application Deadline</i>	<i>Meeting Date</i>	<i>Application Deadline</i>
January 26, 2023	December 22, 2022	January 11, 2023	December 13, 2022
February 23, 2023	January 25, 2023	February 8, 2023	January 10, 2023
March 23, 2023	February 22, 2023	March 8, 2023	February 7, 2023
April 27, 2023	March 22, 2023	April 12, 2023	March 7, 2023
May 25, 2023	April 26, 2023	May 10, 2023	April 11, 2023
June 22, 2023	May 24, 2023	June 14, 2023	May 9, 2023
July 27, 2023	June 21, 2023	July 12, 2023	June 13, 2023
August 24, 2023	July 26, 2023	August 9, 2023	July 11, 2023
September 28, 2023	August 23, 2023	September 13, 2023	August 8, 2023
October 26, 2023	September 27, 2023	October 11, 2023	September 12, 2023
November 16, 2023	October 25, 2023	November 8, 2023	October 10, 2023
December 14, 2023	November 16, 2023	December 13, 2023	November 7, 2023
January 25, 2024	December 21, 2023	January 10, 2024	December 12, 2023

Please note the following:

1. All meetings will be held in the Board Room at the Township Offices, 8555 Kalamazoo Avenue SE, Caledonia, MI 49316 or virtually via Zoom.
2. Planning Commission and Zoning Board of Appeals meetings begin at 7:00 PM
3. Meetings may be cancelled due to a lack of applications and/or agenda items
4. Meeting agendas are available at the Township Offices or on the Township website, www.gainestownship.org.

All interested persons are invited to attend and participate. Persons with disabilities needing accommodation for effective participation in the meeting should contact the Township Office at (616) 698-6640 one week in advance to request mobility, visual, hearing or other assistance.

GAINES CHARTER

TOWNSHIP

PLANNING & ZONING DEPARTMENT

2022 ANNUAL REPORT



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Executive Summary

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

The 2022 Planning & Zoning Department Annual Report provides the Planning Commission and Township Board with the following information:

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

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

The following statement serves as the Department’s vision:

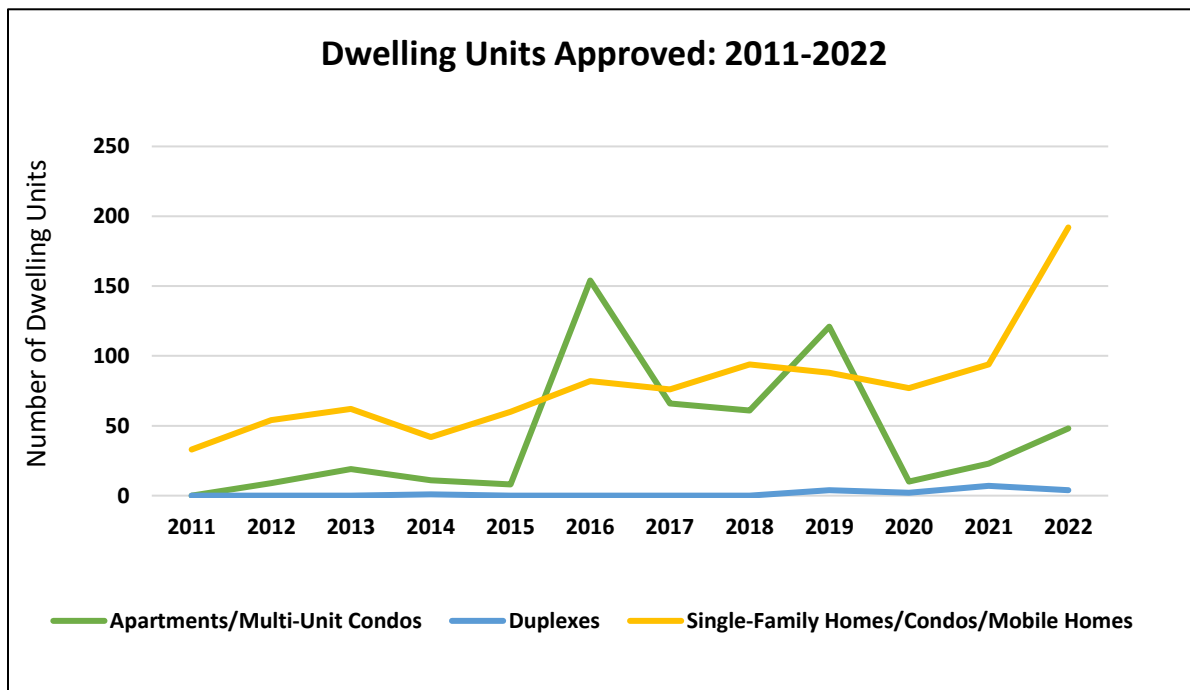
In our capacity as Planning and Zoning Department staff, we are committed to providing the Planning Commission, Zoning Board of Appeals, and Township Board with professional assistance so that together we may work towards the vision created in the Township Master Plan. As staff, we see ourselves as the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

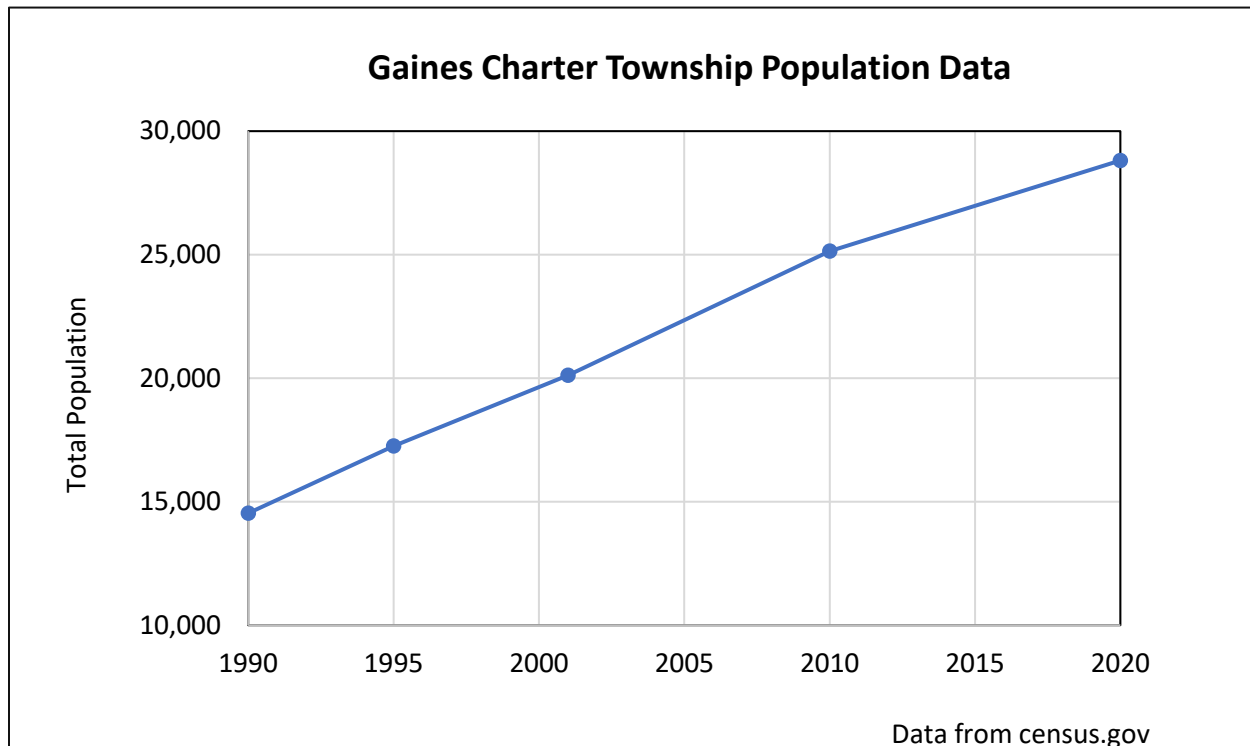
Current Planning Division

RESIDENTIAL BUILDING PERMITS

Table 1 details the number of new dwelling units per year over the last 11 years 2011 to 2022. This includes single-family dwellings as well as attached units and apartments/condos.

	Apartments/ Multi-Unit Condos	Duplexes	Single Family Homes/Condos/ Mobile Homes	Total Units
2022	48	4	192	244
2021	23	7	94	124
2020	10	2	77	89
2019	121	4	88	213
2018	61	0	94	161
2017	66	0	76	142
2016	154	0	82	236
2015	8	0	60	68
2014	11	1	42	54
2013	19	0	62	81
2012	9	0	54	63
2011	0	0	33	33





PROJECT REVIEWS

Table 2.

Summary of 38 application reviews completed by the Planning Commission, and subsequent Township Board action if applicable. The items are listed by the order in which they were considered.

Development Name/Address	Request Type	Description	Planning Commission Action	Township Board Action
South Christian High School – 7979 Kalamazoo Ave SE	Special Land Use	Request for a Special Land Use permit for two additions (215 SF and 9200 SF) to the South Christian High School building.	Approved	No Action
8390 Eastern Ave	Conditional Rezone	Request to conditionally rezone one parcel from Residential (RL-14) to Neighborhood Commercial (C-1) to allow for limited commercial development.	Approved (2021)	Approved
Cook's Crossing	PUD Amendment	Removal of one parcel and widening of the remaining lots in Phase 3 of the Cooks Crossing development.	Approved	Approved

Development Name/Address	Request Type	Description	Planning Commission Action	Township Board Action
Prairie Wolf Station PUD	PUD Rezone	A request to rezone a single parcel of approximately 82 acres to a PUD in order to create a walkable, mixed-use town center and residential development.	Approved (2021)	Approved via Consent Judgement
2457 100 th St	Special Land Use	Special Land Use request to allow a total of 5,003 SF of accessory buildings.	Approved	No Action
VREI Investments, LLC/CarbonSix – 6174 & 6200 Wing Ave	Site Plan Review	Construction of a 27,300- SF office and warehouse building.	Approved	No Action
Jack's Landscaping – 2096 76 th St	Special Use Permits/Site Plan Review	Two Special Use Permit requests for a 12,012 SF commercial accessory building and to operate a commercial landscaping business in the A-R zoning district. Site plan review of new commercial accessory building.	Denied	No Action
3596 76 th St	Special Use Permit	Special Land Use request to allow a Place of Religious Worship in the Residential A-R zoning district.	Approved	No Action
8190SD LLC – 8190 Division Ave SE	PUD Rezone	A preliminary review for a 16.37-acre Mixed-Use PUD.	Tabled	No Action
Alexander Trails – 2701 & 2571 76 th St SE	Tentative Preliminary Plat Review	Tentative preliminary plat review of 60 single-family lots within the first phase of the Alexander Trails PUD, an increase of two lots over the original preliminary plat reviewed in July of 2021.	Approved	No Action (Tentatively Withdrawn by Applicant)
Pine Rest Rustic Market – 389 68 th Street	Special Use Permit	Special Use Permit Request for an outdoor sales tent for the months of July, August, September, and October 2022.	Approved	No Action
994 61 st Street	Special Use Permit	Special Land Use request to build a 1,792 SF accessory building for a total of 2,342 SF	Approved	No Action

Development Name/Address	Request Type	Description	Planning Commission Action	Township Board Action
		of accessory buildings on the property.		
2571 76th Street	4:1 Ratio Waiver	A four-to-one (4:1) depth-to-width ratio waiver to divide the parcel north to south for the construction of a single-family home.	Approved	No Action
3950 Deer Crossing Ln	Special Use Permit	Special Land Use request to construct a new 1,600 SF accessory building for a total of 3,200 SF of accessory buildings on the property.	Approved	No Action
Marathon Gas Station – 6350 Division Ave	Special Use Permit	Special Land Use request to allow a new pylon sign in the C-2 zoning district.	Approved	No Action
Cross Creek Charter School – 7701 Kalamazoo Ave	Special Use Permit	Special Use Permit Request for an Electronic Changeable Copy sign in the RL-14 zoning district.	Approved	No Action
Amazon – 6665 Patterson Ave & 4675 68th Street	Major PUD Amendment	A major PUD amendment to allow for freestanding signage of 88 SF in area and 8 feet in height, and 220 SF for wall signage.	Approved	No Action
Steelcase – 4100 68th Street	4:1 Ratio Waiver	A 4:1 depth-to-width ratio waiver request to enable the applicant to divide the parcel and sell a portion of it to a new light industrial user.	Approved	Approved
1120 60th Street	Rezoning Request	Request to rezone one parcel from RL-10 to R-3.	Denial Recommended	No Action (Tentatively Withdrawn by Applicant)
Pine Rest Rustic Market – 389 68th Street	Site Plan Review	A site plan review for a 7,100-SF building addition and parking lot expansion.	Approved	No Action
Switch – 4200 60th Street	Site Plan Extension	A request for a one-year extension of a previously approved site plan.	Approved	No Action
6972 & 6980 Division Avenue	Rezoning Request	Request to rezone two parcels from C-1 to C-2.	Approved	Approved

Development Name/Address	Request Type	Description	Planning Commission Action	Township Board Action
Hillside Community Church – 4100 68 th Street	Special Use Permit	Special Land Use request to build a 320 SF accessory building in the RL-10 zoning district, for a total of 2,540 SF of accessory buildings on the property.	Approved	Approved
9525 Meadow Valley Ln	Special Use Permit	Special Land Use request to build a 576 SF freestanding carport in the A-B zoning district, for a total of 3,168 SF of accessory buildings on the property.	Approved	No Action
Warren Woods PUD – 2355 & 2207 76 th Street	Preliminary PUD Review	A preliminary PUD rezone and site plan review of a new residential development containing a mix of single-family homes and townhouses (165 units total).	Preliminary Approval – Public Hearing Set	No Action
Arthur's Dream – 9999 Sunrise Ridge SE	Major PUD Amendment	A PUD major amendment request to amend the rear setback distance requirement from 100 feet to 25 feet for 9999 Sunrise Ridge SE.	Approved	Approved
Steelcase – 4100 68 th Street	Special Use Permit	Special Use Permit request to extend Rapids Drive approximately 950 feet southward of the Steelcase PUD.	Approved	No Action
River Birch PUD – 3500 & 3540 60 th St	Major PUD Amendment	A major PUD amendment for slight modifications in Phases II-IV for River Birch Development.	Approved	Public Hearing Set
110 Wavell Street	Special Use Permit	Special Land Use request to allow a total of 394 SF of accessory buildings in the R-3 zoning district.	Approved	No Action
8869 Kalamazoo Ave	Special Use Permit	Special Land Use request to allow 3,440 SF of accessory building square footage in the A-B zoning district.	Approved	No Action
4700 84 th Street	Special Use Permit	Special Land Use request to allow a 2,929 SF accessory building in the A-R zoning	Approved	No Action

Development Name/Address	Request Type	Description	Planning Commission Action	Township Board Action
		district, for a total of 3,217 SF of accessory buildings on the property.		
6072 Hanna Lake Ave	Special Use Permit	Special Land Use request to allow a 960 SF accessory building in the Residential (RL-10) zoning district.	Approved	No Action
6105 East Paris Ave	Special Use Permit	Special Land Use request to allow a Contractor's Yard in the Light Industrial (I-1) zoning district.	Denied	No Action
3179 84th Street	Special Use Permit	Special Land Use request to allow a 3,584 SF accessory building in the Agricultural/Rural-Residential (A-R) zoning district for residential use.	Approved	No Action
Grooters Development Co. – 4640 60th Street	Site Plan Review	Site Plan Review for a 195,625 SF industrial building to be utilized for offices, warehousing, and light manufacturing/assembly located within the Steelcase PUD-LSP.	Approved	No Action
10245 Patterson Avenue	Special Use Permit	Special Land Use request to allow a 4,992 SF accessory building in the Agricultural/Agri-Business (A-B) zoning district for residential use, for a total of 7,728 SF of accessory buildings on the property.	Approved	No Action
Steelcase – 4149 & 4450 76th Street	Rezoning Request	A preliminary request to rezone approximately 330 acres of land from Agricultural/Rural-Residential (A-R) and Agricultural/Agri-Business (A-B) to Light Industrial (I-1).	Preliminary Approval - Public Hearing Set	No Action
Stoneco – 1856 100th Street	Annual Operating Plan	Annual review of Stoneco's operating plan.	Approved	No Action

Table 3

Summary of 12 application reviews completed by Township staff as administrative approvals.

Development Name/Address	Request Type	Description	Planning Staff Action
Dutton Auto Body – 3385 68 th Street	Site Plan Review	Building Addition	Withdrawn by Applicant
Townline Elementary – 100 th 60 th Street	Utility and Stormwater Review	The proposed improvements will involve site improvements at Townline Elementary School and the construction of a new Early Childhood Center Building. This request was reviewed by the Township Engineer, Jeff Gritter, for utility and stormwater compliance.	Approved
Amazon – 6665 Patterson Ave	Site Plan Amendment	A site plan amendment to add six (6) additional parking spaces.	Approved
First Companies – 6355 East Paris Ave	Site Plan Amendment	A site plan amendment to allow job trailer parking on the existing pavement.	Approved
The Crossings – 1440 Eastport Drive	Site Plan Review	Request to add a new fitness center, fire pit and grilling areas, a 24' x 24' storage building, and parking area.	Approved
River Birch – 3500 60 th Street	Minor PUD Amendment	Administrative amendment to the site plan for Phase 1 of the River Birch Apartments project	Approved
Switch – 4200 60 th Street	Site Plan Review	Review of the final landscaping plan dated February 8, 2022, as a condition of approval for a site plan amendment approved by the PC on July 22, 2021.	Approved
Switch – 4200 60 th Street	Site Plan Amendment	Request for a site plan amendment to install ClearVu fencing instead of the previously approved concrete wall, as well as widening of the access road.	Approved
Taco Bell – 6728 Kalamazoo Ave	Site Plan Review	A request to add a second drive-thru lane, replace the trash and recycling enclosure, install new sign faces on the site sign, and install two (2) digital menu board signs.	Approved
Railtown Brewing – 3555 68 th Street	Temporary Outdoor Service Event	“Trunk or treat” event to be held on October 22 nd , 2022, from 12:00 p.m. – 8:00 p.m. in the Railtown Brewing parking lot.	Approved
South Christian High School – 7979 Kalamzoo Avenue	Site Plan Review	A request to add a new canopy to the existing shop.	Approved

Development Name/Address	Request Type	Description	Planning Staff Action
Chick-Fil-A – 1545 Edgeknoll Drive	Site Plan Amendment	A request to modify the drive-thru lanes, including a dual flex line drive-thru approach. Expansion of storage adjacent to the dumpster, resulting in the loss of one parking space.	Approved

VARIANCES

Table 4 provides a summary of the variance requests in 2022.

Address	Variance Type	Description	Staff Recommendation	Action
7171 Willard Street	Dimensional Variance	Request for a 9.1-foot setback Dimensional Variance to the 50-foot side setback requirement for a Place of Religious Worship in the RL-10 zoning district in order to divide the parsonage from the church property.	Denial	Denied
3596 76 th Street	Dimensional Variance	Request for a Dimensional Variance for reduced setbacks based on the existing building footprint and parcel configuration for use as a place of religious worship in the A-R zoning district.	Approval	Approved
8390 Eastern Avenue	Dimensional Variance	Request for a Dimensional Variance to construct a new commercial building 20 feet from the front property line, a variance from the required 50-foot front yard setback.	Approval	Approved

ORDINANCE UPDATES

One text amendment to the Gaines Charter Township Zoning Ordinance was approved:

1. Zoning Board of Appeals Reduction of Variance Standards; Reduction of standards from nine to five for dimensional and use variances. Added definitions for “self-created problem”, and “unique circumstance.”

REZONINGS

Table 5 provides information on the five rezoning applications received in 2022. Although the applications were received, not all were granted approval.

Development Name/Address	Description
8190SD LLC – 8190 Division Ave SE	A request to rezone a 16.37-acre parcel from RL-10 and RL-14 to a Mixed-Use PUD.
1120 60 th Street	A request to rezone one parcel from RL-10 to R-3.
6972 & 6280 Division Avenue	A request to rezone two parcels from C-1 to C-2.
Warren Woods PUD – 2355 & 2207 76 th Street	A request to rezone two parcels from RL-10 to a Planned Unit Development containing a mix of single-family homes and townhouses.
Steelcase PUD – 4149 & 4450 76 th Street	A request to rezone approximately 330 acres of land from Agricultural/Rural-Residential (A-R) and Agricultural/Agri-Business (A-B) to Light Industrial (I-1).

Long-Range Planning Division

MASTER PLAN IMPLEMENTATION

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

Table 6 lists the proposed implementation tasks and their current status. Planning Department staff performed work on 4 of the 12 implementation steps laid out in the 2002 Master Plan.

Task	Status	Comments
Evaluate and Revise the Zoning Ordinance	Continued Action	One ordinance text amendment was approved in 2022.
Inventory Key Natural and Cultural Features	No Action	These tasks have been done on a case by case basis through PUDs, but not on a Township-wide, or Subarea basis.
Develop A Program for Natural Buffers and Scenic Easements	No Action	
Develop Performance Standards for the PUD District	Continued Action	The Multi-Family Development Guidance, a document for architectural and design standards for apartment complexes, was regularly implemented in 2022.

Prepare a Sub-Area Plan for the Dutton Village Area	Completed	This was accomplished as part of the 2008 Master Plan Update.
Prepare a Sub-Area Plan for the Cutlerville Village Center	No Action	The 2022/2023 Master Plan update does not include a sub-area plan for the Cutlerville Village Center. Instead, changes to this area will be implemented through the Master Plan update, Future Land Use Plan update, and subsequent zoning ordinance text amendments.
Prepare a Corridor Plan for Kalamazoo Avenue	Completed	The Kalamazoo Avenue/84 Street Subarea plan was passed by the Planning Commission in November 2015 and was approved by the Township Board in March 2016.
Establish Consistent Standards for Calculating Density	Mixed Results	No formal action taken on this item. We have been consistent in measuring density using the net density approach, but with no formal standards.
Improve Public Understanding of Growth Management Benefits	No Action	The Department has not actively been pursuing this area.
Promote the Purchase of Development Rights	No Action	The Department has not actively been pursuing this area.
Promote Transfer of Development Rights	No Action	The Department has not actively been pursuing this area.
Improve Non-Motorized Transportation Network	Positive Action	Staff and the Planning Commission worked with developers on specific projects to enhance the non-motorized transportation network throughout the township.

PARKS & RECREATION

In 2022, Township Planning Staff in conjunction with the Parks and Trails Committee and MCSA Group, Inc., made major progress to update the Gaines Charter Township Parks & Trails Plan. The five-year plan is completed and was approved by the Township Board of Trustees in January of 2023. The committee continues to focus on the management of Prairie Wolf Park and is still in the initial stages of trying to establish an environmental education center at 8665 Kalamazoo, which the Township acquired in 2020.

Planning staff also applied for a SPARK grant through DNR to build a pavilion and make parking lot improvements in Prairie Wolf Park.

Code Enforcement Division

The Planning Department continued to use BS&A software to register and track code enforcement cases in 2022. Filed cases are those where a complaint has been received and registered in the software, and staff has completed a physical inspection of the property and contacted the property owner regarding a potential violation. Warning letters are sent and followed up with a second letter or Sherriff's Deputy site visit. Complaints that have no corresponding enforceable ordinance are not included (e.g., high grass or weeds).

Table 7 is a summary of the enforcement cases undertaken by planning staff.

Address	Category	Date Filed	Status
7390 Hammond Avenue	Accumulation of Rubbish	1/27/2021	Citations Issued; Judge's Order Issued; Monitoring
97 Roth Street	Recreational Vehicle Storage; Accumulation of Rubbish; Inoperable Vehicle	2/15/2021	Citations Issued; Monitored throughout 2021 and 2022; Case Closed
883 61 st Street	Accumulation of Rubbish; Inoperable Vehicles	10/27/2021	Monitored throughout 2021 and 2022; Case closed
84 84 th Street	Accumulation of Rubbish	12/20/2021	Monitored throughout 2021 and 2022; Case Closed
144 Brownell Street	Adult Care Facility	2/24/2022	Case Closed
10656 Eastern Avenue	Home Occupation	3/7/2022	Case Closed
6024 Campus Park Drive	Trash Receptacles	3/11/2022	Case Closed
715 Coleman Street	Trash Receptacles; Inoperable Vehicle	3/11/2022	Case Closed
714 Coleman Street	Accumulation of Rubbish	3/11/2022	Case Closed
528 Coleman Street	Accumulation of Rubbish	3/11/2022	Case Closed
940 68 th Street	Accumulation of Rubbish	4/01/2022	Case Closed

6020 W Fieldstone Hills Drive	Zoning Violation	4/4/2022	Case Closed
7605 Cidermill Drive	Keeping of Animals	4/5/2022	Case Closed
9980 Division Avenue	Unpermitted commercial activity in A-R	4/11/2022	Case Closed
880 61st Street	Recreational Vehicle Storage	4/11/2022	Case Closed
8474 Division Court	Accumulation of Rubbish; Inoperable Vehicle	4/11/2022	Case Closed
9371 Westview Drive	Recreational Vehicle Storage; Accumulation of Rubbish	4/11/2022	Case Closed
2764 60th Street	Accumulation of Rubbish	4/11/2022	Case Closed
880 61st Street	Recreational Vehicle Storage	4/28/2022	Case Closed
6141 E Paris Avenue	Accumulation of Rubbish; Operation of a Junkyard in I-1	5/5/2022	Citations Issued; Judge's Order Issued; Monitoring
3607 68th Street	Temporary Storage Unit; Unlawful Outdoor Storage	6/17/2022	Case Closed
6065 E Paris Avenue	Accumulation of Rubbish; Operating a Contractor's Yard without a Special Use Permit	6/21/2022	Monitoring
6105 E Paris Avenue	Operating a Contractor's Yard without a Special Use Permit	6/21/2022	Citation Issued; Judge's Order Issued; Monitoring
Ada Bible Church – 2045 68th Street	Sidewalk Repair	6/21/2022	Case Closed
2297 68th Street	Accumulation of Rubbish	6/29/2022	Case Closed
6527 College Avenue	Keeping of Animals	6/29/2022	Case Closed
48 Kenton Street	Temporary Storage Unit in the C-2 Zoning District	7/5/2022	Warning Letter Issued; Monitoring
6974 Willard Avenue	Keeping of Animals	7/8/2022	Warning Letter Issued; Monitoring
6684 Vantage Drive	Recreational Vehicle Parking	7/8/2022	Case Closed
51 76th Street	Unpermitted Outdoor Storage	7/8/2022	Citations Issued; Monitoring

3376 68th Street	Accumulation of Rubbish; Inoperable Vehicles	7/8/2022	Warning Letter Issued; Monitoring for now
466 Sunbrook Drive	Accumulation of Rubbish; Recreational Vehicle Storage	7/8/2022	Case Closed
7001 Dutton Avenue	Accumulation of Rubbish	7/8/2022	Case Closed
7439 Eastern Avenue	Inoperable Vehicle	7/19/2022	Case Closed
6488 College Avenue	Accumulation of Rubbish	8/11/2022	Case Closed
7252 Eastern Avenue	Recreational Vehicle Storage; Accumulation of Rubbish	8/15/2022	Warning Letter Issued; Monitoring
7660 Division Avenue	Recreational Vehicle Storage	8/26/2022	Case Closed
Bloomfield Townhomes – 1698 Bloomfield Drive	Accumulation of Rubbish	9/19/2022	
1510 Eastport Drive	Illegal Sign	9/19/2022	Case Closed
Mayweather Boxing – 6670 Kalamazoo Avenue	Illegal Sign	9/19/2022	Case Closed
3179 84th Street	Recreational Vehicle Storage	9/28/2022	Case Closed
3100 60th Street	Accumulation of Rubbish	9/28/2022	Warning Letter Issued; Monitoring
862 72nd Street	Accumulation of Rubbish	9/28/2022	Case Closed
146 Fontenelle Street	Accumulation of Rubbish	9/28/2022	Case Closed
7835 Cidermill Drive	Recreational Vehicle Storage	9/28/2022	Case Closed
7845 Jonagold Street	Recreational Vehicle Storage	9/28/2022	Case Closed
Bloomfield Townhomes – 1850 60th Street	Accumulation of Rubbish	9/30/2022	Case Closed
Veurink's RV - 7144 Division Avenue	Noncompliance with site plan	10/6/2022	Case Closed
7213 Regal Avenue	Accumulation of Rubbish	10/17/2022	Citation Issued; Monitoring
9300 East Paris Avenue	Illegal Building	10/24/2022	Warning letter Issued; Monitoring
Pinecircle Townhomes – 135 72nd Street	Accumulation of Rubbish	11/9/2022	Case Closed
6510 Nearpoint Drive	Recreational Vehicle Storage	11/17/2022	Warning Letter Issued; Monitoring
6522 Nearpoint Drive	Recreational Vehicle Storage	11/17/2022	Warning Letter Issued; Monitoring

6858 Aleda Street	Recreational Vehicle Storage	12/2/2022	Warning Letter Issued; Monitoring
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Department Administration

PLANNING COMMISSION

Table 8 lists the members of the Planning Commission during 2022.

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

Table 9 illustrates the attendance at Planning Commission Meetings in 2022.

2022 Meeting Attendance							
	Billips	Wiersema	Haagsma	Giarmo	Rober	Thomas	Waayenberg
January	X	X	X	X	X	X	X
February	X	X	X	Absent	X	X	X
March	X	X	X	X	X	Absent	X
April	X	X	X	X	Absent	X	X
May	X	X	X	X	X	Absent	X
June	Absent	X	X	Absent	X	X	X
July	Absent	X	Absent	X	X	Absent	X
August	X	X	Absent	X	X	X	X
September	X	X	X	X	Absent	X	X
October	X	X	X	X	X	X	X
November	X	X	X	X	X	X	X
December Special Meeting	Absent	Absent	X	X	X	X	X
December Regular Meeting	X	Absent	X	X	Absent	X	X
Absences	3	2	2	2	3	3	0

ZONING BOARD OF APPEALS

The Zoning Board of Appeals met on three occasions in 2022.

Table 10 lists the members of the Zoning Board of Appeals in 2022.

Member	3-Year Term Ends	Member Since	Officers
Tom Werkema	December 2023	2012	Chair
Ruth Ringnald	December 2024	2002	Vice Chair
Matt Kooiman	December 2023	2022	Member
Phil Tietz	December 2023*	2018	Alternate
Don Hilton	December 2025	2018	Secretary
Ryan Wiersema	December 2025	2022	Member (PC Liaison)

**With the unfortunate passing of Member Phil Tietz in October of 2022, James Peacock will complete Tietz's term, as approved by the Board of Trustees in December of 2022. Thank you, Phil, for your years of dedication and service to the township!*

Table 11 lists the meeting dates of the ZBA in 2022.

2022 Meeting Attendance						
	Werkema	Ringnald	Kooiman	Hilton	Tietz	Wiersema
March	Absent	X	Absent	X	X	X
May	X	X	X	X	X	X
November	X	X	X	X	N/A	X
No. of Absences	1	0	1	0	0	0

DEPARTMENT PERSONNEL

Community Development Director Dan Wells has led planning efforts for the Township since taking office in March 2020. The Planning Department hired a full-time Assistant Planner, Natalie Davenport, in February of 2022 who assists with plan reviews, zoning enforcement, and larger projects on an as-needed basis. Planning Consultant David Jirousek, AICP continues to assist with plan reviews and provides guidance on the Master Plan and zoning ordinance. Jeff Gritter of Vriesman & Korhorn Civil Engineering continued to provide support and guidance to the Planning Department.

BUDGET

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

Table 12 lists the adopted budgets for the Planning and Zoning Department for fiscal years 2016-2022 and also shows the Department's Budget as a percentage of the overall General Fund Budget.

	2016	2017	2018	2019	2020	2021	2022
P/Z Budget	\$209,274	\$209,815	\$222,837	\$219,223	\$236,439	\$219,031	\$339,256
% of Gen. Fund	5.7%	5.9%	5.9%	5.2%	4.5%	4.4%	7.2%

Table 13 presents the actual dollar amount spent in the fiscal years 2016 – 2022 and is also expressed as a percentage of the approved Planning and Zoning Department's Budget.

	2016	2017	2018	2019	2020	2021	2022
Actual Expenditures	\$173,548	\$174,995	\$189,710	\$204,153	\$198,665	\$156,395	\$261,558
% of Budget	82.7 %	83.4%	85.1%	93.1%	84%	71.4%	77.1%