

GAINES CHARTER

TOWNSHIP

PLANNING & ZONING DEPARTMENT

2018 ANNUAL REPORT



Endorsed by the Planning Commission on March 28, 2019

TABLE OF CONTENTS

EXECUTIVE SUMMARY	2
DEPARTMENT VISION.....	2
 CURRENT PLANNING.....	 3
RESIDENTIAL BUILDING PERMITS.....	3
RESIDENTIAL DEVELOPMENT ANALYSIS.....	5
DEVELOPMENT REVIEW	7
COMMERCIAL CORRIDOR REVIEW	10
SPECIAL LAND USE REVIEW	11
VARIANCES	12
LAND DIVISIONS, COMBINATIONS, LOT LINE ADJUSTMENTS.....	14
 LONG-RANGE PLANNING	 15
MASTER PLAN IMPLEMENTATION	15
ORDINANCE UPDATES	16
REZONINGS.....	17
ECONOMIC DEVELOPMENT	17
GRANT WRITING.....	17
PARKS AND RECREATION	17
 CODE ENFORCEMENT.....	 18
ANALYSIS OF MONTHLY COMPLAINT DATA.....	18
ANALYSIS OF COMPLAINT TYPES.....	19
ANALYSIS OF COMPLAINT LOCATIONS	20
 DEPARTMENT ADMINISTRATION.....	 22
PLANNING COMMISSION.....	22
ZONING BOARD OF APPEALS	23
DEPARTMENT PERSONNEL	24
ANNUAL BUDGET	25

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 **2018 Planning & Zoning Department Annual Report** provides the Planning Commission and Township Board with the following information:

- An update of 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** is separated into the following categories:

1. **Current Planning Division**
2. **Long-Range Planning Division**
3. **Code Enforcement Division**
4. **Department Organization**
5. **Work Program Review**

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 general public. This information is further utilized by the Planning and Zoning Department in the preparation of a **Work Program** for the upcoming year. 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 ultimate goal is to provide for the health, safety, and general welfare of the community as a whole. We take seriously this obligation and strive to accomplish this goal in every facet of our department's actions.

CURRENT PLANNING DIVISION

The Current Planning Division is divided into the following sections:

- Residential Building Permits
- Development Review (Site Plan Review, Special Land Uses, PUD Amendments, Plats, etc.)
- Variances
- Land Divisions

RESIDENTIAL BUILDING PERMITS

Chart 1 details the number of new dwelling units per year over a 25 year period from 1994 to 2018. This includes single-family dwellings as well as attached units and apartments/condos.

- From 1994 to 2008 Gaines Township averaged 180 building permits for new dwelling units per year.
- 2002 represented a high point in the creation of new dwelling units within the Township. (356)
- From 2007 to 2015 Gaines Township averaged only 58 building permits for new dwelling units per year. This decline in building permits can be attributed to the national recession that began in 2008. 2010 was the **slowest year for new housing in Gaines Charter Township in the past 20 years** (28).
- There has been a substantial increase in the number of residential building permits issued in the past 3 years from the 10 year period encompassing the years surrounding the Great Recession. It can be expected that this increase will continue at its current rate with new residential developments continuing to come on line in places like Preservation Lakes and Cook's Crossing.

Chart 1- Building Permits for New Dwelling Units: 1994-2018

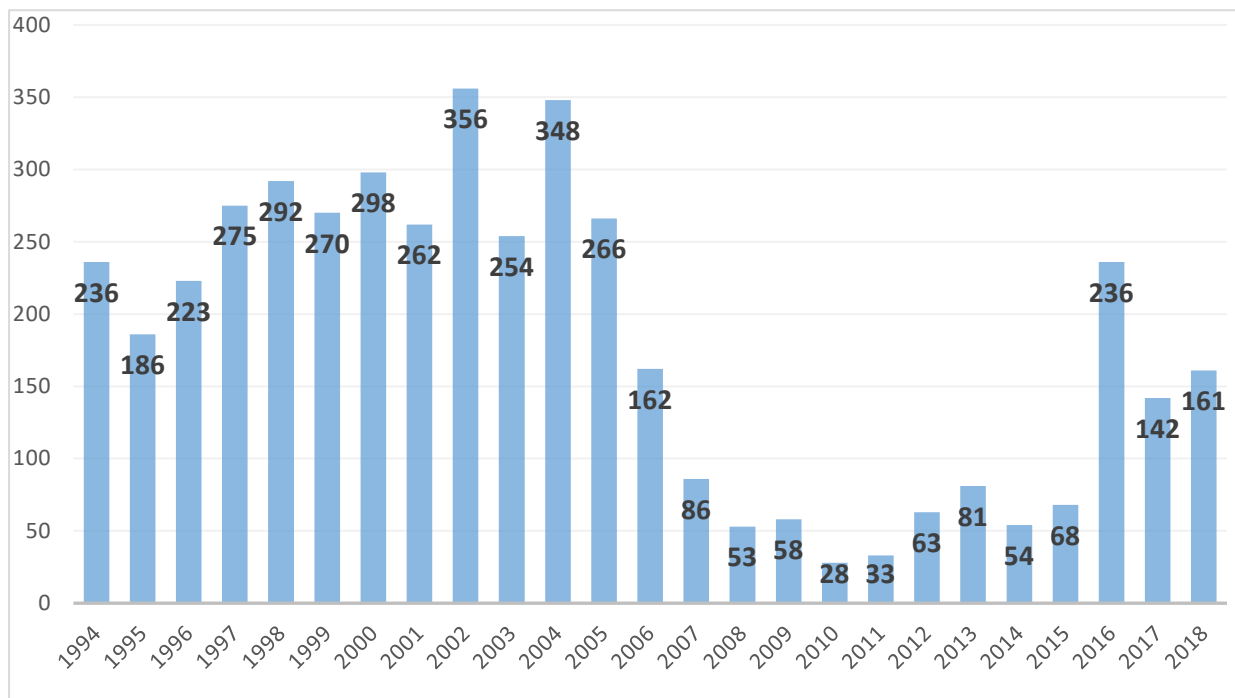
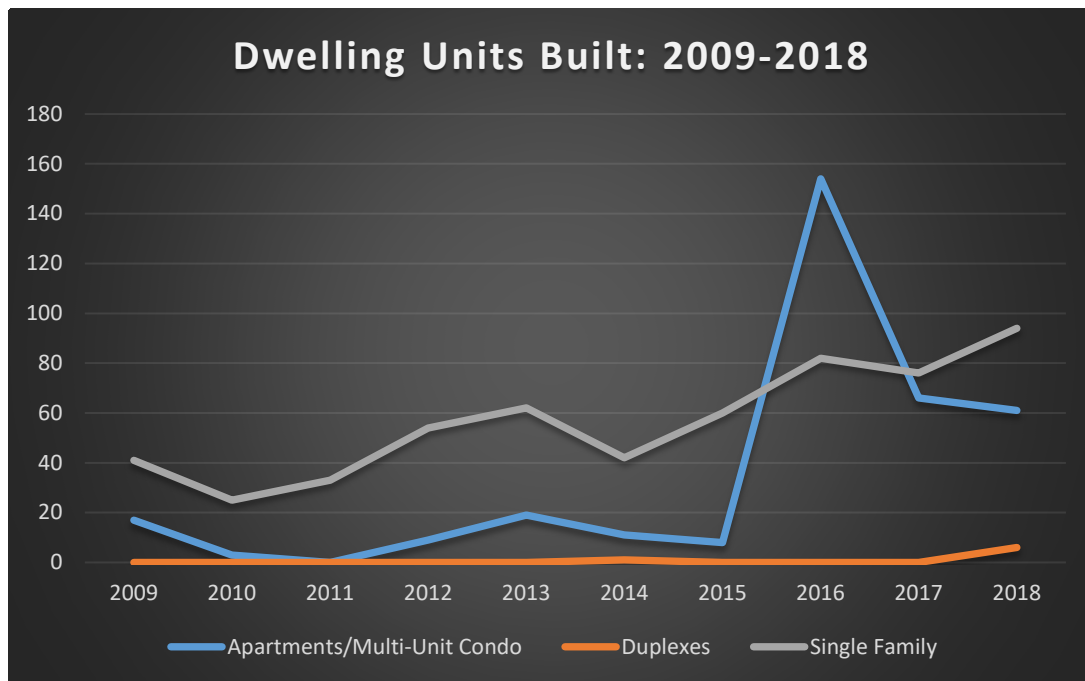


Table 1 – New Residential Building Permits – Total Units

	Apartments/ Multi-Unit Condos	Duplexes	Single Family Homes/Condos	Total Units
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
2010	3	0	25	28
2009	17	0	41	58
2008	24	0	29	53
2007	5	4	77	86
2006	39	8	115	162
2005	60	18	190	303
2004	132	6	210	342

Chart 2 – New Residential Building Permits – By Type



RESIDENTIAL DEVELOPMENT ANALYSIS

The number of building permits issued for new housing units increased by 19 units from 2017. This was largely due to the fact that 3 buildings (40 units) of the latest phase of the Woodfield Apartments were approved in the fall of 2018.

Further development of the Woodfield Apartments is anticipated for 2019. The addition of the Amazon distribution center has produced demand for affordable housing, which continues to be an important discussion point within the Township. Analyzing potential locations for additional multi-family housing will be a important component of the master plan update.

Single-family home construction increased from 76 units in 2017 to 94 units in 2018. Hanna Lake Trails (29 units) was the most active residential development in 2018, followed by Cooks Crossing North Phase 1 (16 units) & Harmon Farms 12 Units. Custom homes outside of platted subdivisions accounted for 17 additional housing units within the Township in 2018.



In order to better understand the larger picture in terms of potential for housing construction, the department has tracked the number of approved, but undeveloped, residential lots and units. These numbers will help guide the Township's decision making process in terms of future residential development and Master Plan updates. **Table 2** shows active development sites within the Township as of March 1, 2019. In looking at data from the Planning Department and Building Department, staff notes the following:

- There are currently 16 active residential developments within Gaines Township.
- There are 435 available lots within the approved developments.
- 2018 saw the final approval of two phases within the Cook's Crossing and Preservation Lakes residential developments. These four phases account for a combined total of 137 dwelling units.

Table 2 – Active Development Projects in Gaines Township (As of 3/1/19)

	Total Approved		Amount Available	
	Units/Lots	Buildings	Units/Lots	Buildings
Byron Center Public Schools				
Capens Pointe Site Condominium Development	17	-	1	-
Cook's Crossing - Ranch Condos	47	18	10	3
Cook's Crossing North Phase 1 (Cook's Crossing 5)	33	-	16	-
Cook's Crossing South (Weathervane 5)- Phase 1	23	-	23	-
Cook's Crossing North Phase 2	12	-	10	-
Caledonia Public Schools				
Fieldstone Apartments	396	33	60	5
Turning Creek	16	-	9	-
Harmony Cove	12	-	3	-
Hanna Lake Trails	52	-	16	-
Enclave at Preservation Lakes (Condos)	81	63	76	60
Preservation Lakes Estates- Phase 2	30	-	26	-
Kentwood Public Schools				
Summer Shores Condominiums	96	29	23	8
Crystal Downes	56		1	
Sweetgrass Ridge	42		1	
The Preserve at Woodfield	176	13	136	10
Creekside Duplex Condos	28	14	24	12
School District	Total	Unbuilt	% Available	
Byron Center	132	60	45.5%	
Caledonia	587	190	32.4%	
Kentwood	398	185	46.5%	
Totals	1117	435	38.9%	

DEVELOPMENT REVIEW

Table 3 contains a list of development reviews completed by the Planning Commission, Township Board, Township staff, or a combination of the three. The items are listed by request type, then alphabetical order.

Table 3 – Development/Work Items Summary - 2018

Development Name/Address	Request Type	Description	Planning Commission Action	Township Board Action
Stoneco, 1560 100th St	Annual Operating Review	Annual review of the operating plan for the StoneCo Mineral Removal Operation.	Approval	N/A
Explorer Estates ~2326 Peerpoint Ave	Final Preliminary Plat/Site Plan Approval	Review and a recommendation of approval for a revised tentative preliminary plat consisting of 7 single-family platted lots along Peerpoint Drive SE. The plat will be created out of residual school land located north of Explorer elementary school.	Approval	Approval
Preservation Lakes Phase 2	Final Plat Approval	Approval of the final plat of Preservation Lakes Estates Phase 2.	N/A	Approval
Cook's Crossing North Phase 2	Final Site Condo Review	Site Plan Review for Cook's Crossing North Phase 2.	Approval	Approval
6580/6590 College Ave	Platted Lot Split	Consideration or request to split/reconfigure two adjacent platted lots located at 6580 and 6590 College Ave., SE into three developable single or two family residential parcels.	N/A	Approval
Hidden Waters Plat, 7448 Eastern Ave	Preliminary Plat Review	Tentative preliminary approval for Hidden Waters, a 28 lot single-family platted subdivision with connections to Eastern Avenue & Jamie Lane.	Approval	Approval
Preservation Lakes Phase 3	Preliminary Plat Review	Approval of the preliminary plat of Preservation Lakes Estates Phase 3. Proposed development is a 27 lot single-family platted subdivision, having received prior conceptual approval within the Preservation Lakes PUD.	Approval	N/A
Cook's Crossing North Phase 3 & Townhomes	Preliminary Plat Review	Final PUD Approval for Cook's Crossing North Site Condo Phase 3 and the Townhomes at Cook's Crossing. Proposed development consists of 19 site condominium lots and 33 townhome units.	Approval	Approval
Meijer, 1801 Marketplace Dr	PUD Amendment-Major	Major Amendment to the Gaines Marketplace PUD to allow (1) a reconfiguration of the layout of the Meijer pharmacy drive-thru and (2) to redevelop a section of the parking lot in the southeast corner of the site as a Panda Express restaurant.	Approval	Approval
Cook's Crossing South/Cobblestone Corners	PUD Amendment-Major	The request is for an amendment to the Cobblestone Corners PUD. The proposed amendment would allow a 141 unit single-family and attached condominium development in the southeast 40 acres of the PUD	Approval	Approval

Development Name/Address	Request Type	Description	Planning Commission Action	Township Board Action
Amazon/Project Rapids, ~4500 68th St	PUD Amendment-Major	Amendment to the Steelcase Large Scale Planned Unit Development (light industrial and office) as situated in parts of Sections 1 and Section 12 of Gaines Charter Township for the purpose of incorporating a street plan and final site development plan within the NE 1/4 of Section 12 and the rezoning of certain parcels of property located within the SE ¼ of Section 1 and the N ½ of Section 12 heretofore isolated by and excluded from the Steelcase PUD and presently zoned AR –Agricultural-Rural Residential.	Approval	Approval
Stonewater-Crystal Springs PUD	PUD Rezoning	Request to rezone part of the existing Crystal Springs PUD and part of parcel 41-22-09-151-006 from RL -10 Residential and create a new commercial PUD.	Approval	Approval
StoneCo, 1560 100th Street	PUD Rezoning	Request to rezone approximately 43 acres of land from A-B, Agricultural/Agri-Business to PUD-MR Mineral removal. Request would authorize the eastward extension of their existing gravel mining operations, across Kalamazoo Ave. and along the south side of 100th street.	Approval	Request Pending
Alexander Trails- 2451 76th St	PUD Rezoning	Proposed residential PUD encompassing 147 acres at 2451 76th Street. The proposed PUD would contain 220 single-family homes and 46 multi-unit buildings supporting 178 townhouse and attached condominium units.	Approval	Request Pending
6503 Sunny Spot Ct	PUD Waiver	A waiver from the dimensional standards of the Summer Shores PUD to allow for the construction of a 240 sq. ft. freestanding garage for the purpose of additional vehicle storage. The proposed garage would be located in an area considered to be a “front” yard, which is not permitted	Approval of Lesser Amendment	N/A
3250 100th St & 10330 Hanna Lake Ave	Rezoning	Request to rezone properties located at 3250 100th St & 10330 Hanna Lake Ave from A-B, Agricultural-Agri-Business to A-R, Agricultural-Rural Residential. The rezoning would lessen density restrictions for single-family homes.	Denial	Request Withdrawn
Adventure Credit Union, 6672 Crossings Drive	Site Plan Review	Site Plan Review for an expansion to the parking area for Adventure Credit Union resulting in an increase of 6 parking spaces.	Approval	N/A
Kamp’s Hardwoods, 6925 Dutton Industrial Park Drive	Site Plan Review	Site Plan Review for an 8,640 SF open air, all steel storage building.	Approval	N/A

Table 3 – Development/Work Items Summary – 2018 (Continued)

Development Name/Address	Request Type	Description	Planning Commission Action	Township Board Action
Byron-Gaines Utility Authority	Site Plan Review	Site Plan Review for a 1,417 square foot addition to an existing office, an expansion of the parking lot, and the installation of a turnaround for the entrance drive.	Approval	N/A
Mi Kids Medical Office, 7100 Kalamazoo Ave	Site Plan Review	Site Plan Review for a 12,247 square foot medical office building.	Approval	
Micro Manufacturing, 6900 Dutton Industrial Dr	Site Plan Review	Site plan review for 25,000 Square foot expansion of an existing precision machining services operation.	Approval	N/A
Mister Car Wash, 6700 Kalamazoo Ave	Site Plan Review	Site Plan Review for an expansion to the existing Mister Car Wash site to allow for the addition of 9 parking stalls with vacuums and a longer queuing area.	Approval	N/A
Arbor Financial Credit Union, 7200 Kalamazoo Ave	Site Plan Review	Site plan review for a 3,600 square foot credit union.	Approval	N/A
Kent County Dispatch Authority, 730 92nd St	Site Plan Review	Site plan review for a 180 foot tall radio communication tower for the Kent County Dispatch Authority.	Approval	N/A
Stonewater Medical Office, 7169 Kalamazoo Ave	Site Plan Review	Site Plan Review for a 10,000 square foot medical office building.	Approval	N/A
Heidi Christine's, 7100 Kalamazoo Avenue	Site Plan Review	Site Plan Review for a 5,267 square foot professional services business. .	Approval	N/A
Pine Rest Rustic Market, 389 68th St	Special Use Permit	Special Use Permit request to allow for a 50' x 20' Tent to be located on the property for a "Tent Sale" for a period of 4 months: July 5 to October 31.	Approval	N/A
7514 Melinda Ct	Special Use Permit: Group Child Day Care Home	Special Use Permit Request to allow a single-family residence to be used as a Group Child Day Care Home (7-12 children).	Approval	N/A
8575 Breton Ave	Special Use Permit: Landscaping Business	Special Use Permit Request to establish a landscaping business with a 3,200 square foot accessory building.	Approval	N/A
Dutton Christian Middle School	Special Use Permit: LED Sign	Special Use Permit request to allow an electronic changeable copy sign at Dutton Christian Middle School.	Approval	N/A

Table 3 – Development/Work Items Summary – 2018 (Continued)

Development Name/Address	Request Type	Description	Planning Commission Action	Township Board Action
Dutton Christian Elementary 6980 Hanna Lake	Special Use Permit: LED Sign	Special Use Permit request to allow an electronic changeable copy sign at Dutton Christian Elementary School.	Approval	N/A
Corinth Reformed Church, 129 100th St	Special Use Permit: LED Sign	Special Use Permit request to allow an electronic changeable copy sign at Corinth Reformed Church.	Approval	N/A
Everett's Landscape Management, 240 84th St	Special Use Permit: LED Sign	Special Use Permit request for an electronic changeable copy sign for Everett's Landscape Management.	Approval	N/A
Discovery Church, 7245 Eastern Ave	Special Use Permit: LED Sign	Special Use Permit request to allow an electronic changeable copy sign at Discovery Church.	Approval	N/A
2806 84th St	Special Use Permit: Residential Accessory Building	Special Use Permit Request to allow for construction of an accessory building with a floor area of 1,200 square feet, exceeding the maximum square footage (785 SF) allowed by right in the A-R District.	Approval	N/A
4598 84th St	Special Use Permit: Residential Accessory Building	Special Use Permit Request to allow for construction of a 792 SF accessory building, which in conjunction with an existing building exceeds the maximum gross floor area for accessory buildings (2,400 SF) allowed by right in the A-R District.	Approval	N/A
	Zoning Ordinance Amendments	Amendments to modify General Rules of measurement relating to lot area, lot width, minimum street frontage, flag lots, easements for private roads, standards pertaining to dwellings outside of manufactured home parks, site improvements for homes located inside of mobile home parks, standards pertaining to swimming pool enclosures, Commercial and industrial building height and miscellaneous definitions.	Approval	Postponed Decision
	Zoning Ordinance Amendments	Proposed zoning text amendments to allow: 1) monument signs for permitted commercial uses in residential zoning districts; 2) electronic changeable copy signs for permitted commercial uses in residential zoning districts.	Approval	Approval
	Zoning Ordinance Amendments	Public hearing to consider Zoning Text Amendments that would enable the installation of consumer scale ground-mounted and building-mounted solar energy collector units and solar energy systems within Gaines Township.	Approval	Approval
	Zoning Ordinance Amendments	Proposed zoning text amendments to prohibit marihuana establishments and facilities within the boundaries of Gaines Charter Township	Approval	Approval

COMMERCIAL CORRIDOR REVIEW

The Township continued to experience a decline in development in its primary commercial corridors in 2018. Development activity has remained relatively low for several years. Available commercial land is limited in most of the commercial corridors in the Township.

Kalamazoo Avenue Commercial Corridor:

There were several small developments south of the M-6 Freeway in 2018. The north half of the lot behind Taco Bell was approved for an expansion to Southland Auto Wash. The south half of the lot remains a parking area and is restricted by private deed for office use. An amendment to the Gaines Market Place PUD was approved to create an out lot in front of the Meijer on Marketplace Drive. The out lot is proposed to contain a Panda Express. There is also a large lot east of Target currently zoned as part of the Gaines Market Place PUD, which is difficult to develop due to wetland issues.

North of the M-6 Freeway, only three lots remain available and all are on the west side of Kalamazoo Avenue off Eastport Drive. One is between Peppino's Restaurant and Bank One. The others are west of Peppino's, north of Celebration Theaters where Loeks Entertainment still owns two developable parcels totaling 4.08 acres. Approximately 17 acres of undeveloped land is located between the vacant Loeks property and 60th St. The property is still zoned RL-10, is owned by Heritage Baptist Church and is planned for Public Quasi Public use. The long term use and development potential of this property should be closely re-evaluated in the relatively near future as part of the Township's Future Land Use Plan update.

68th Street Corridor (Dutton):

In 2018, Railtown Brewing completed construction on their new microbrewery and restaurant in Dutton. This is the first major development within Dutton subsequent to the 2008 subarea plan. It can be expected that the construction of Amazon and the Switch Data center should create spillover effects that will increase development in Dutton and 68th Street more generally.

Division Avenue Corridor:

The Division Avenue Corridor activity remains low with new construction. There were no significant new commercial developments along Division Avenue in 2018.



SPECIAL LAND USE REQUESTS

During 2018, the Planning Commission handled 10 requests for special land uses. This was consistent with the average of 6 requests per year for the past 10 years. There were 5 requests for LED signs in residential zoning districts, 2 requests for accessory buildings exceeding the maximum gross floor area allowed by right in low-density residential districts, 1 request for a landscaping business, and 1 request to allow Group Child Day Care Homes (6-12 children) in residential districts. The final request was the yearly special use permit for the Pine Rest Rustic Market outdoor sales tent.

Table 4 and **Table 5** shown below for a 10-year history of special land use requests and detailed information regarding accessory building requests, respectively.

Table 4 – Special Land Use Requests

Year	'09	'10	'11	'12	'13	'14	'15	'16	'17	'18
# of Requests	4	4	4	5	6	6	5	12	7	10
Change from Previous Year	57%	100%	100%	125%	120%	100%	83%	240%	58%	143%
# of Staff Recommended Approvals	3	3	4	5	5	6	3	12	7	10
% Recommended by Staff for Approval	75%	75%	100%	100%	80%	100%	60%	100%	100%	100%
# Approved	3	3	4	5	5	6	5	12	7	10
% Approved	75%	100%	100%	100%	80%	100%	100%	100%	100%	100%

Table 5 – Accessory Building Requests

Year	2009	2010	2012	2013	2014	2015	2016	2017	2018
# of Requests	0	0	1	5	3*	2	4	3	2
Avg. Sq. Ft. in "A-B"	0	0	5408	0	0	700	0	0	0
Avg. Sq. Ft. in "A-R"	0	0	0	3,333	2816	0	0	0	996
Avg. Sq. Ft. in "RL-10"	0	0	0	1000	3,780	0	542	736	0
Avg. Sq. Ft. in "RL-14"	0	0	0	0	0	0	0	0	0
Avg. Sq. Ft. in "R-3"	0	0	0	780	0	900	0	576	0

**One Special Use permit occurred in the C-2 Zoning District*

VARIANCES

Table 6 shows a 10 year history of variance requests.

Table 6 – Variance Requests

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
*Total Number of Variances Requested	8	1	7	9	5	4	6	4	13	2
% Change in Total from Last Year	100%	-88%	600%	122%	-55%	-25%	50%	-33%	225%	15%
Total Number Approved	8	1	5	7	5	3	4	3	10	2
% of Total Requests Approved	100%	100%	400%	85.7%	100%	75%	66%	75%	77%	100%
Number Recommended for Approval by Staff	6	0	5	3	3	2	2	3	7	2
% of Total Recommended for Approval by Staff	63%	0%	71%	33.3%	40%	50%	33%	75%	58%	100%
Number of Use Variances Requested	0	0	2	0	0	0	0	1	1	0
Number of Use Variances Approved	0	0	2	0	0	0	0	1	1	0
% of Total Requested as Use Variances	0%	0%	29%	0	0	0	0%	25%	8%	0%

Table 7 provides a summary of the variance requests in 2018.

Table 7 – Variance Request Summary

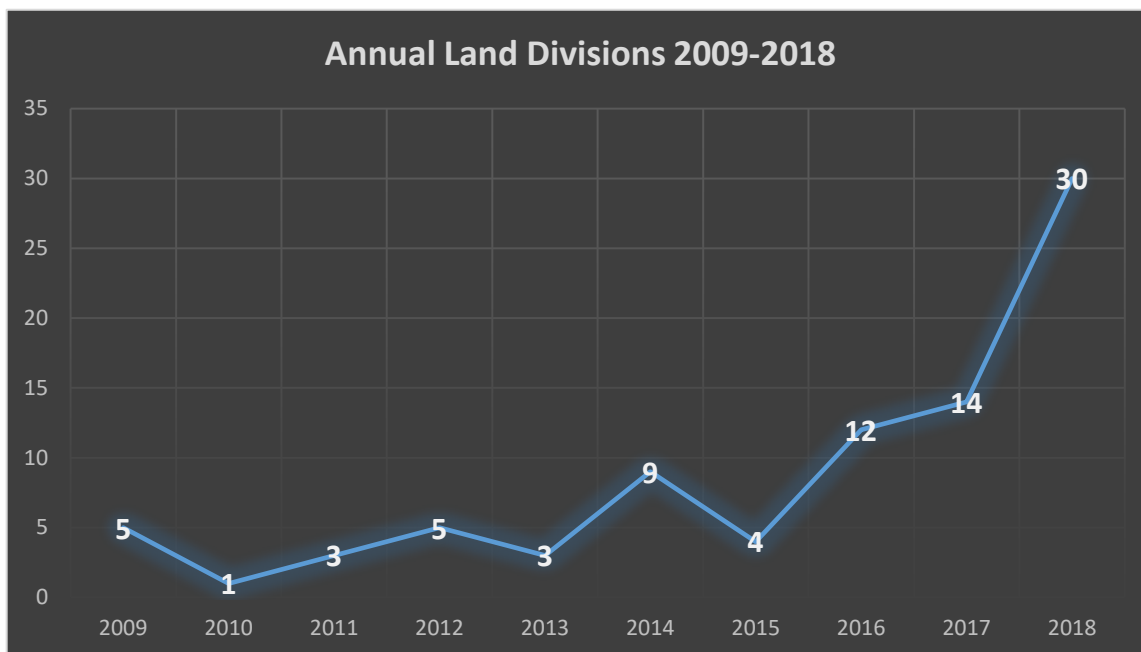
Address	Variance Type	Description	Staff Recommendation	Action
7594 Jamie Lane	Dimensional	Dimensional variance for a 30ft front yard setback where a 35ft setback is required to allow for an expansion to the south side of an existing attached garage.	Approval	Approval
118 72nd St	Dimensional	The request is for a dimensional variance from Section 7.3 of the GCTZO to allow for an addition to the east side of the home. The existing setback is 18 feet where 35 feet is required. The addition will maintain the existing 18 foot setback.	Approval	Approval

LAND DIVISIONS, COMBINATIONS, ADJUSTMENTS

The creation and alteration of parcels based on the State Land Division Act also plays a role in the development of land in the Township. Therefore, it is important to identify any trends involving parcel alterations. **In 2018, Township staff approved 29 Land Divisions, 1 Land Combination, and 8 Lot Line Adjustments.**

Chart 3 provides information on the number of land division applications since 2009. The overall number of applications for land divisions decreased significantly from 2008 to 2011 as a result of a national recession. The number of land divisions processed by the Township increased modestly between 2012 and 2015. The number of land divisions processed by the Township began to increase significantly in 2016 and 2017 with 12 and 15 land divisions respectively. The number of new lots created more than doubled to 30 in 2018.

Chart 3 – Processed Land Divisions



LONG-RANGE PLANNING DIVISION

The Long-Range Planning Division is divided into the following categories; **Master Plan, Ordinance Updates, Rezoning, Economic Development, Grant Writing, Parks & Recreation, and Public Education.**

MASTER PLAN IMPLEMENTATION

As a part of the 2002 Master Plan, an Implementation chapter was prepared to help guide future planning activities. **Table 8** 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.

Table 8 – 2002 Master Plan Implementations

Task	Status	Comments
Evaluate and Revise the Zoning Ordinance	Continued Action	4 ordinance amendments approved.
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.	Mixed Results	The Zoning Ordinance contains general standards of review for the PUD rezoning process, but does not contain design, architectural, or other standards.
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	This may be included as part of future planning for the Division Avenue Corridor Improvement Authority.
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.

Table 8 – 2002 Master Plan Implementations Continued

Task	Status	Comments
Promote the Purchase of Development Rights	Positive Action	Township Staff has been participating in discussions on methods/strategies to empower Kent County to have a more robust PDR program.
Promote Transfer of Development Rights	Positive Action	Township Staff continued to work with local groups to increase and fund the use of development rights transfer programs in Kent County.
Improve Non-Motorized Transportation Network	Positive Action	Finalized approval of Dutton Spur of the Paul Henry Trail.

In 2018, Gaines Township continued the process of updating the 2002 Master Plan. The original Master Plan is now 16 years old and has undergone two major amendments addressing the subareas of Dutton, the 84th St /Kalamazoo Avenue Corridor and 100th Street Southwest area. The updated plan will combine the 2008 and 2016 subarea plans with revisions to the general plan. This cohesive document will guide development in the Township in the coming decades. A joint meeting of the Township Board, Planning Commission, and Parks & Recreation Committee was held in October 2018 that yielded positive feedback on the direction of planning efforts. A planning consultant was hired in December 2018 to complete the Master Plan update in 2019.

ORDINANCE UPDATES

There were 5 proposed and 4 completed text amendments to the Gaines Charter Township Zoning Ordinance in 2018:

- 1.** Amendments to modify General Rules of measurement relating to lot area, lot width, minimum street frontage, flag lots, easements for private roads, standards pertaining to dwellings outside of manufactured home parks, site improvements for homes located inside of mobile home parks, standards pertaining to swimming pool enclosures, Commercial and industrial building height and miscellaneous definitions.
- 2.** Amendments to allow: 1) monument signs for permitted commercial uses in residential zoning districts; 2) electronic changeable copy signs for permitted commercial uses in residential zoning districts.
- 3.** Public hearing to consider Zoning Text Amendments that would enable the installation of consumer scale ground-mounted and building-mounted solar energy collector units and solar energy systems within Gaines Township.
- 4.** Proposed zoning text amendments to prohibit marihuana establishments and facilities within the boundaries of Gaines Charter Township

REZONINGS

Table 9 provides information on the three rezoning applications received in 2018

Table 9 – 2018 Rezoning Requests

Development Name/Address	Request Type	Description
Stonewater-Crystal Springs PUD	PUD Rezoning	Request to rezone part of the existing Crystal Springs PUD and part of parcel 41-22-09-151-006 from RL -10 Residential and create a new commercial PUD.
StoneCo, 1560 100th Street	PUD Rezoning	Request to rezone approximately 43 acres of land from A-B, Agricultural/Agri-Business to PUD-MR Mineral removal. Request would authorize the eastward extension of their existing gravel mining operations, across Kalamazoo Ave. and along the south side of 100th street.
Alexander Trails- 2451 76th St	PUD Rezoning	Proposed residential PUD encompassing 147 acres at 2451 76th Street. The proposed PUD would contain 220 single-family homes and 46 multi-unit buildings supporting 178 townhouse and attached condominium units.
3250 100th St & 10330 Hanna Lake Ave	Rezoning	Request to rezone properties located at 3250 100th St & 10330 Hanna Lake Ave from A-B, Agricultural-Agri-Business to A-R, Agricultural-Rural Residential. The rezoning would lessen density restrictions for single-family homes.

ECONOMIC DEVELOPMENT

The largest economic development project for the year 2018 was the approval of the Amazon distribution center. The 855,000 sq. ft. facility is expected to open in the fall of 2019 and employ 1000+ people. The distribution center in addition to the Switch Data Center is expected to create spillover economic effects for Dutton and the northeast corner of the township in coming years.

GRANT WRITING

Township staff did not seek grant funding for any activities or projects in 2018. The Township is either not eligible or not interested in most of the development related grants at this time. Many require matching funds and/or partnership with a 501(C) 3 entity, and many are specific to cities, villages or counties.

PARKS & RECREATION

In 2018 Township Planning Staff in conjunction with the Parks and Recreation Committee continued work on an update to the Gaines Charter Township Parks & Recreation Plan. A consultant was hired in late December to complete the Township Parks & Recreation and Master Plans.

CODE ENFORCEMENT DIVISION

The Planning Department continued to use BS&A software to register and track code enforcement cases in 2018. 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 or contacted the property owner regarding a potential violation.

Table 10 lists the number of complaints received by Township staff through each month and compares it with the numbers for the past 10 years. **Chart 4** graphs the 2018 numbers over a 10-Year averages.

Table 10 – Annual Cases by Month

Month	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	10-Year Average	
January	7	5	2	1	0	3	0	3	3	2	2.6	2.5%
February	6	7	26	0	0	1	0	0	4	6	5	4.9%
March	25	23	8	3	4	2	2	13	8	5	9.3	9.1%
April	21	19	5	4	2	9	9	8	8	7	9.2	9.0%
May	22	14	10	24	9	11	11	4	10	18	13.3	13.0%
June	12	18	15	9	7	16	10	15	13	9	12.4	12.2%
July	18	18	10	4	2	12	9	16	13	12	11.4	11.2%
August	17	18	12	5	5	5	3	9	13	13	10	9.8%
September	11	11	6	4	4	3	5	15	8	8	7.5	7.4%
October	11	9	11	2	4	1	2	14	9	12	7.5	7.4%
November	12	5	6	3	2	1	2	4	10	7	5.2	5.1%
December	6	1	1	3	3	0	4	0	7	4	2.9	2.8%
Annual Total	168	148	112	62	42	64	57	101	106	103	102.1	

Chart 4 – Annual Cases by Month

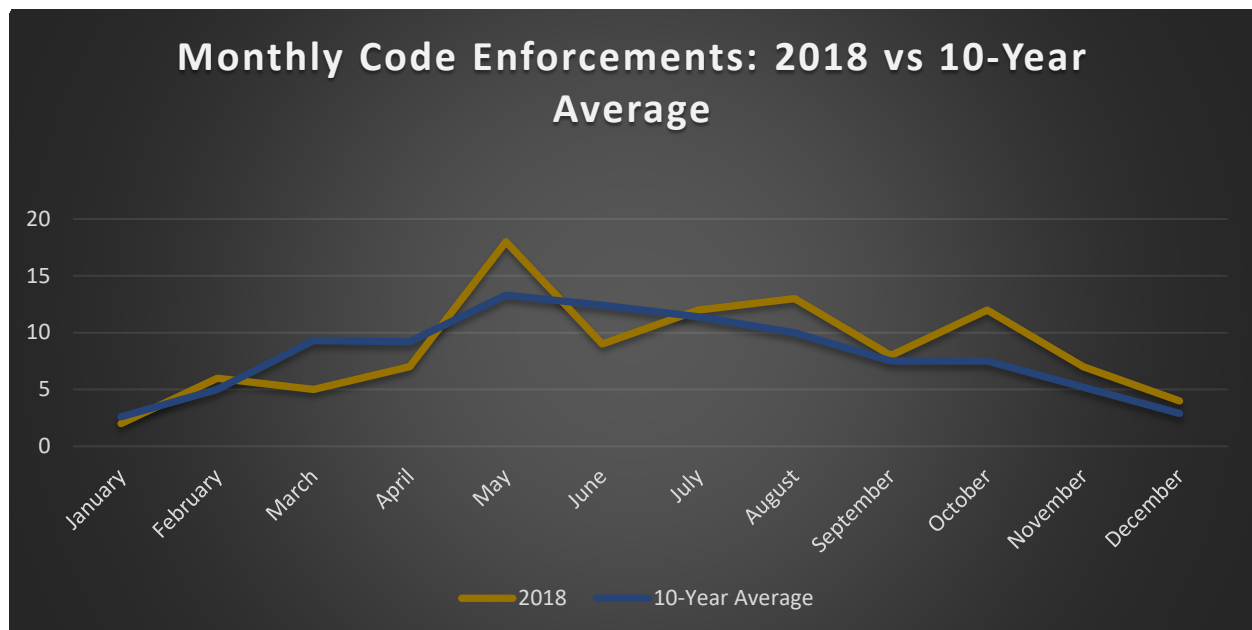


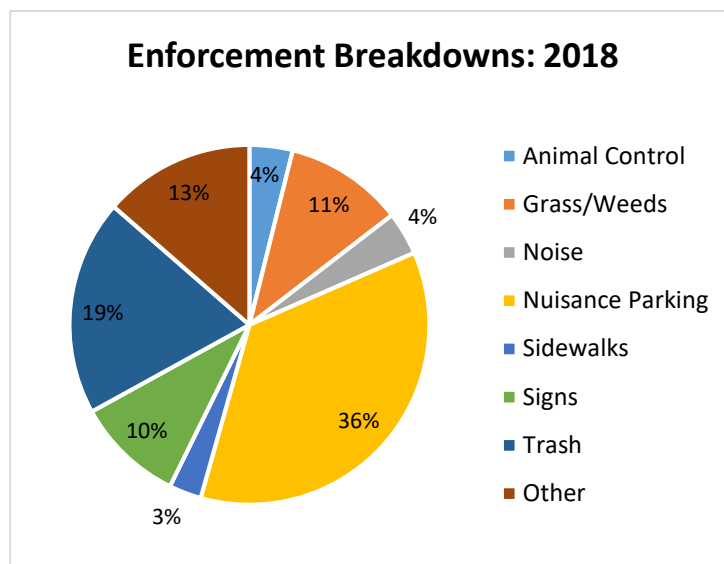
Table 11 shows the categories of each enforcement case and its 10-Year average.

Chart 5 provides a percentage breakdown by type of enforcement case processed in 2018.

Table 11 – Annual Case Types

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	10-Year Average	
Animal Control	3	12	5	2	5	5	4	6	13	4	5.9	5.8%
Grass/Weeds	9	14	9	3	1	9	5	13	11	11	8.5	8.3%
Noise	1	1	0	5	0	1	1	0	4	4	1.7	1.7%
Nuisance Parking	52	57	38	15	11	12	17	37	27	37	30.3	29.7%
Sidewalks	5	1	25	0	1	1	3	2	3	3	4.4	4.3%
Signs	6	11	3	27	4	2	1	1	5	10	7.0	6.9%
Trash	39	32	20	8	10	15	11	21	24	20	20.0	19.6%
Other	33	20	12	1	11	19	15	21	19	14	16.5	16.2%
TOTALS	148	148	112	62	42	64	57	101	106	103	96.3	

Chart 5 – Enforcement Percentages



Nuisance parking complaints continued to represent the largest percentage of code enforcement actions in 2018. The bulk of these complaints centered on RVs parked in the front yard of homes.

Trash/junk accumulation was the second highest complaint received by the Planning Department in 2018. Most complaints fell into one of two categories garbage/refuse and property maintenance. The instances of improperly kept garbage/waste were able to be enforced while the property maintenance cases were unable to be enforced due to lack of relevant ordinances.

The “other” category contains complaints that are not readily classified under other classifications. A large number of these complaints were in regards to unsafe homes and structures. Code enforcement staff coordinated with the Building Department to investigate these complaints. Another common complaint in this category had to do with water runoff onto neighboring properties.

The animal control category was the fifth most common complaint category in 2018. The majority of these cases were related to barking dogs. Complaints about feral cats and the presence of chickens in residential neighborhoods were also common.

Unkempt grass and weeds continued to be a common complaint in the Township in 2018. Of the 11 official complaints only 2 cases were able to be successfully enforced due to the Township’s lack of property maintenance so most of these complaints were unable to be enforced.

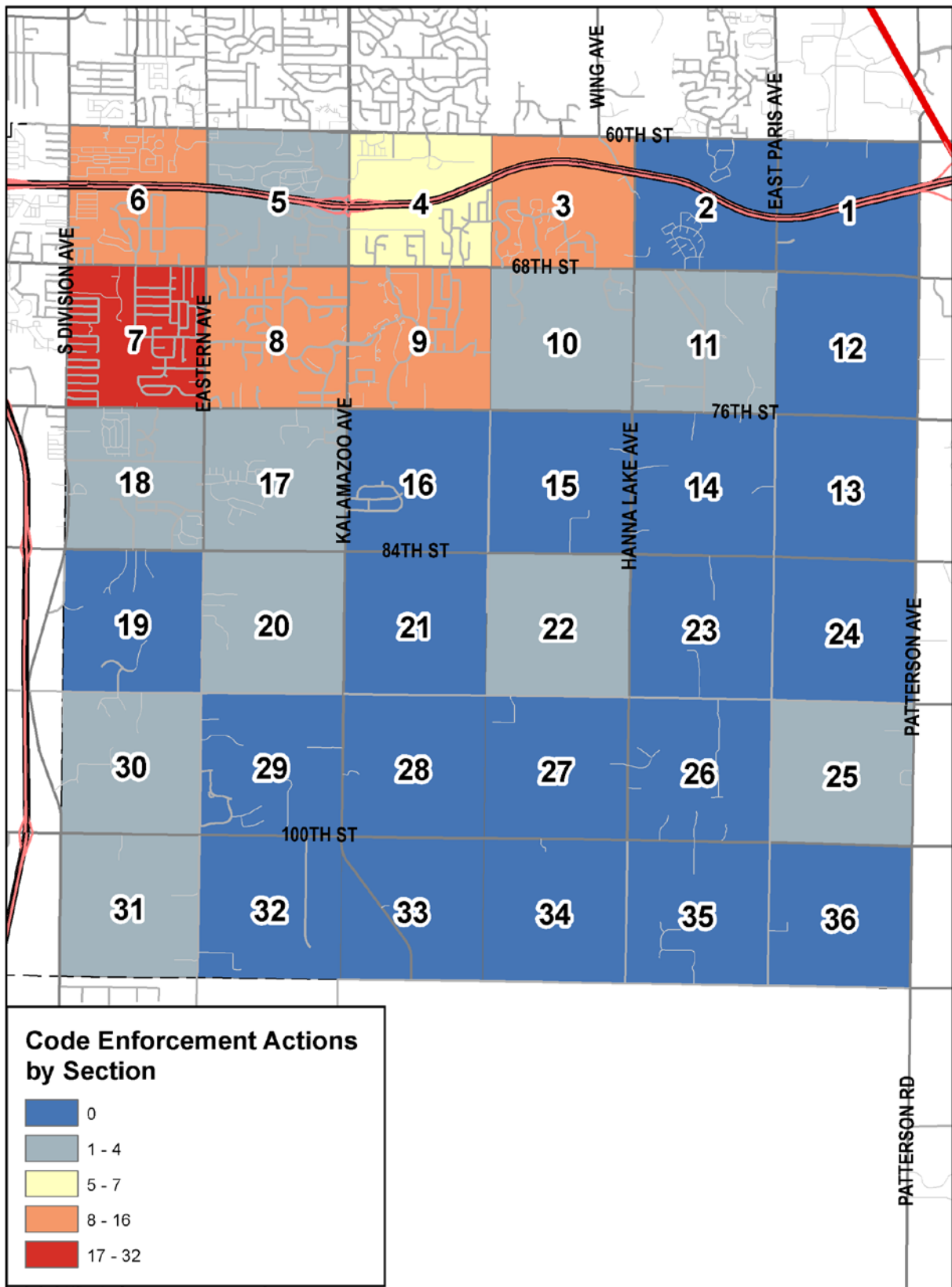
Chart 6 – 2018 Section Comparison

Chart 6 provides an overview of Code activity cases for select Sections by percentage, while **Table 12** provides cases per Section comparisons between 2009 and 2018. The chart shows that fully 90% of enforcement activity is occurring in Sections 3, 4, 5, 6, 7, 8, 9, 10, 11, & 18. These Sections cover the area south between 60th Street to 76th Street and west between Hanna Lake and Division Avenue. These sections are the most densely populated areas of the Township and the data shows a correlation between housing density, single family detached housing stock, and code enforcement actions. This data could prove useful should the Township pursue a more proactive code enforcement policy, instead of performing inspections solely on a complaint basis.

Table 12 – Annual Cases by Section 2

Section	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	10-Year Average	
3	6	4	6	1	0	3	2	8	5	9	4.4	4.3%
4	19	19	17	19	4	4	9	10	12	7	12.0	11.8%
5	14	10	5	13	4	1	3	7	7	4	6.8	6.7%
6	18	19	22	4	4	13	5	14	16	14	12.9	12.6%
7	41	34	15	9	11	26	14	23	23	27	22.3	21.9%
8	12	20	8	1	6	2	5	6	7	13	8.0	7.8%
9	29	12	18	4	2	9	9	5	6	13	10.7	10.5%
10	5	3	2	1	0	2	4	4	3	4	2.8	2.7%
11	8	4	0	0	1	0	0	1	3	3	2.0	2.0%
18	4	9	4	2	2	1	2	14	7	2	4.7	4.6%
Other	13	15	15	9	8	4	4	9	17	7	10.1	9.9%
	169	149	112	63	42	65	57	101	106	103	96.3	

Map 1 – Code Enforcement Actions per Section



DEPARTMENT ADMINISTRATION

Department Administration is divided into the following sections; **Planning Commission, Zoning Board of Appeals, and Department Personnel.**

PLANNING COMMISSION

During 2018, The Planning Commission held 12 regular meetings and 1 special meeting. **Table 13** lists the members of the Planning Commission during 2018. **Table 14** illustrates the attendance at Planning Commission Meetings in 2018.

Table 13 - 2018 Planning Commission Members

Member	3-Year Term Ends	Member Since	Officers
Connie Giarmo	December 2019	2008 (1991 – 2000)	Chairperson
Ronnie Rober	December 2020	2002	Vice-Chairperson
Lani Thomas	December 2019	2006	Secretary
Tim Haagsma	Township Trustee	2002 (1992 – 1997)	
Brad Burns	December 2021	2014	
Talimma Billips	December 2019	2017	
Brad Waayenberg	December 2021	2018	

Table 14 – 2018 Attendance by Planning Commission Members

2018 Meeting Attendance							
	Billips	Burns	Haagsma	Giarmo	Rober	Thomas	Waayenberg
Jan	X	X	X	X	X	X	X
Feb	X	X	X	X	X	X	X
Mar	X	X	X	X	X	X	X
Apr	X	X	X	X	X	X	X
May	Absent	X	X	X	X	Absent	X
Jun	X	Absent	X	X	X	X	Absent
Jul	X	X	X	X	X	X	X
Aug	Absent	X	Absent	X	X	X	X
Sep	X	X	X	X	X	X	X
Oct Special Mtg	X	X	Absent	X	X	Absent	X
Oct	Absent	X	X	X	X	X	X
Nov	X	Absent	X	X	Absent	X	X
Dec	X	X	X	X	X	X	X
No. of Absences	3	2	2	0	1	2	1
Attendance Percentage	77%	85%	85%	100%	92%	85%	92%

ZONING BOARD OF APPEALS

The Zoning Board of Appeals met on 2 Occasions in 2018. **Table 15** lists the members of the Zoning Board of Appeals in 2018. **Table 16** lists the meeting dates of the ZBA in 2018. **Chart 7** illustrates the number of annual meetings of the ZBA in the past 10 years.

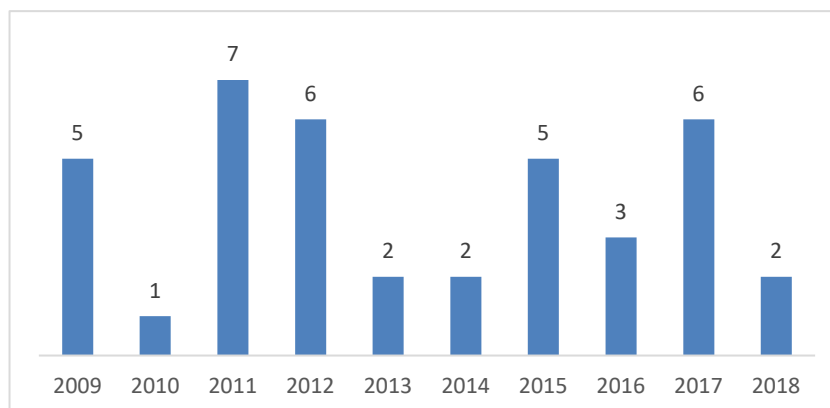
Table 15 – 2018 ZBA Members

Member	3-Year Term Ends	Member Since	Officers
Tom Werkema	December 2019	2012	Chair
Ruth Ringnalda	December 2019	2002	Vice Chair
Michael Brew	December 2021	2015	Secretary
Connie Giarmo	December 2019	2014	
Don Hilton	December 2020	2018	
Phil Tietz	December 2020	2018	Alternate

Table 16- Zoning Board of Appeals – 2018

	Brew	Giarmo	Hilton	Ringnalda	Tietz	Werkema
Jan	Meeting Cancelled					
Feb	Meeting Cancelled					
Mar	Meeting Cancelled					
Apr	Meeting Cancelled					
May	Meeting Cancelled					
Jun	Meeting Cancelled					
July	Meeting Cancelled					
Aug	X	X	X	X	X	X
Sep	X	X	X	Absent	X	X
Oct	Meeting Cancelled					
Nov	Meeting Cancelled					
Dec	Meeting Cancelled					
No. of Absences	0	0	0	1	0	0
Attendance %	100%	100%	100%	50%	100%	100%

Chart 7 – Annual Number of ZBA Meetings: 2009-2018



DEPARTMENT PERSONNEL

Township Planner

Mark Sisson, AICP

Since: December 2015-December 2018

Assistant Planner

Matt McKernan

Since: May 2015

The Township Planner and Township Assistant Planner fulfill the role of Zoning Administrator. The Township Planner oversees the majority of Long-Term Planning, while the Assistant Planner is primarily responsible in the Current Planning and Code Enforcement efforts. Jeff Gritter of Vriesman & Korhorn Civil Engineering will continue to provide support and guidance to the Planning Department.

In 2009 the Department established a Summer Internship Program in 2009 to assist with projects within the Department. In 2011-2014, this position went unfilled and unfunded in reflection of budget constraints faced by the Township. In 2015 the position was filled by Matt McKernan from May until the end of the year 2015. As the department was fully staffed in 2018, an intern position was not offered in 2018.

Township Planner Mark Sisson retired in December 2018. Assistant Planner Matt McKernan will continue the day to day operations of the department. A consultant was hired in December 2018 to assist with larger projects and to complete the Township Master Plan and Parks & Recreation plans.



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 17 lists the adopted budgets for the Planning and Zoning Department for fiscal years 2013-2018 and also shows the Department's Budget as a percentage of the overall General Fund Budget.

Table 17

	2013	2014	2015	2016	2017	2018	2019
P/Z Budget	\$182,862	\$173,956	\$163,816	\$209,274	\$209,815	\$222,837	\$219,223
% of General Fund Budget	5.00%	4.8%	4.9%	5.7%	5.9%	5.9%	-2%

The average budget over the last 7-years is \$197,397.57. The 2018 budget of \$222,837 is a 6% increase over the 2017 budget. The proposed budget continues the trend away from the progressively declining budgets that occurred between 2008 and 2015. This is a direct reflection of the Department once again being fully staffed. The approved budgets remain less than department budgets in the early 2000s, when the department had similar staffing levels and workloads.

The Planning Departments budget remains approximately 6% of the Total Township Budget. As future budgets are prepared, this percentage of the General Budget would appear to be a reasonable measure or yardstick and for a "normal" working year for the Planning Department staffed at current levels. As economic activity and development activity increases or decreases, the Department will need to be prepared to adjust staffing levels accordingly in order to respond cost effectively and in a timely manner to all requests.

Table 18 presents the actual dollar amount spent in the fiscal years 2013 – 2018 and is also expressed as a percentage of the approved Planning and Zoning Department's Budget.

Table 18

	2013	2014	2015	2016	2017	2018
Actual Expenditures	\$109,986	\$126,029	\$109,962	\$173,548.35	\$174,994.82	\$189,710.13
% of Budget	60.1%	72.5%	67.1%	82.7 %	83.4%	85.1%

Department expenditures increased only slightly from 2013 to 2018. Higher Planning Department expenditures continue to be driven by the fact that the Department was fully staffed in 2018. Going forward, contracted services will continue for engineering services and will also supplement staff for Planning.

The Department continues to be fiscally responsible and spends less than budgeted monies for all Department activities. Township Staff members have always attempted to provide the highest level of professional service while keeping budget figures reasonable and under control. Since 2009, the department has, on average, spent 72.6% of its approved budget.

Chart 7 shows all monies allocated to the department and all yearly expenditures from 2009 – 2018.

