

GAINES CHARTER

TOWNSHIP

PLANNING & ZONING DEPARTMENT

2019 ANNUAL REPORT



Endorsed by the Planning Commission on January 23, 2020

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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 **2019 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 1995 to 2019. This includes single-family dwellings as well as attached units and apartments/condos.

- From 1995 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 4 years following the 10-year period 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: 1995-2019

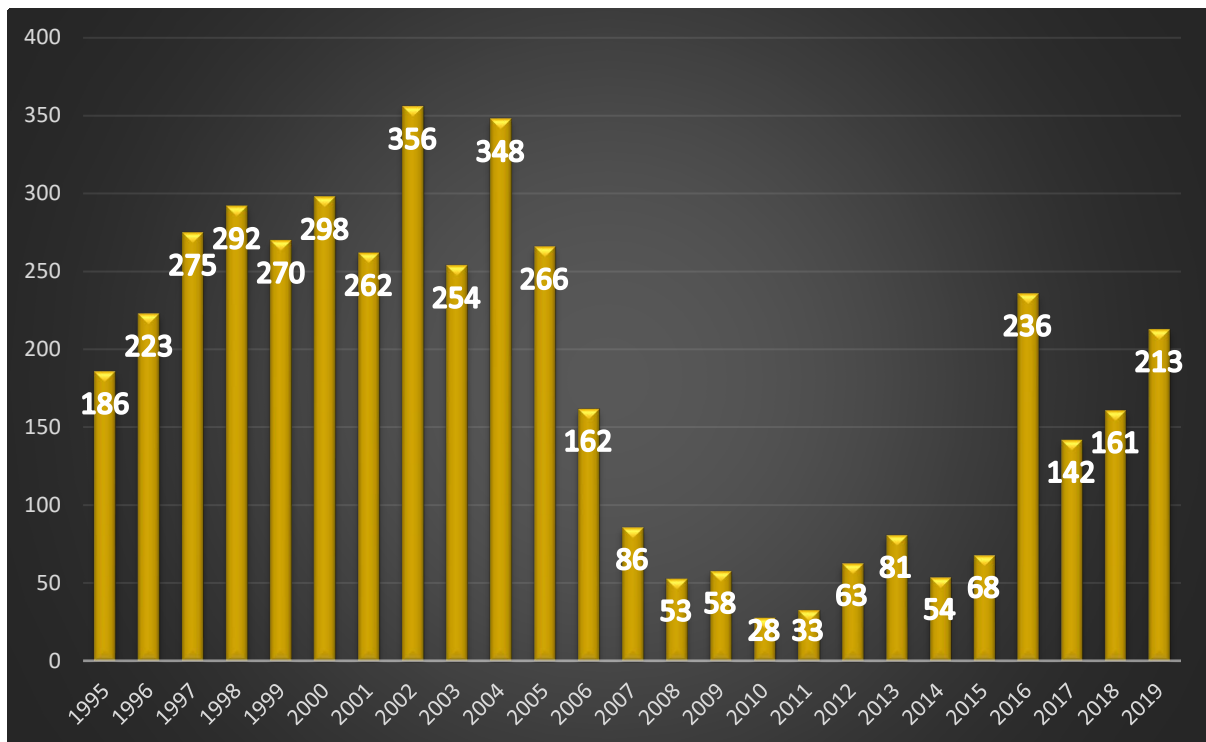
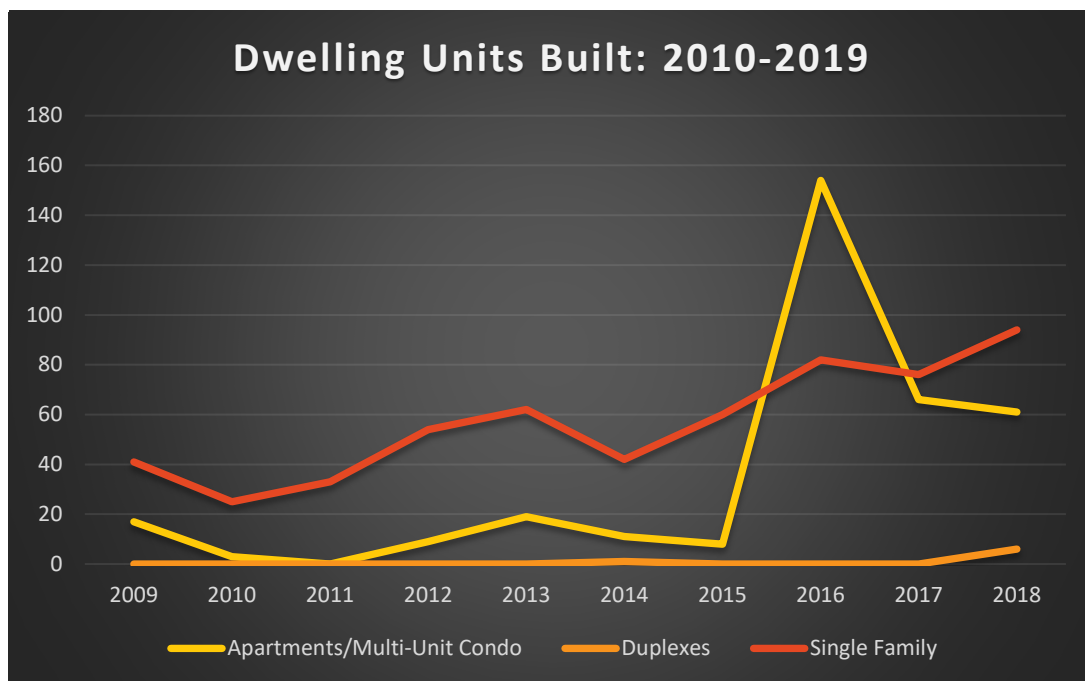


Table 1 – New Residential Building Permits – Total Units

	Apartments/ Multi-Unit Condos	Duplexes	Single Family Homes/Condos	Total Units
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
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

Chart 2 – New Residential Building Permits – By Type



RESIDENTIAL DEVELOPMENT ANALYSIS

The number of building permits issued for new housing units increased by 52 units from 2018. This increase was largely driven by the completion of several apartment buildings in the Woodfield complex and continued demand for units in Hanna Lake Trails, Preservation Lakes, and Cook's Crossing.

Eastbrook Homes postponed their request for approval of a 396-unit single-family attached condominium development for at Breton Avenue/76th Street in early 2019. Eastbrook is waiting for the Township to resolve several zoning issues with the adjacent greenhouse before proceeding. The Township anticipates resolving the issues in the first few weeks of 2020.

Single-family home construction decreased slightly from 94 units in 2018 to 88 units in 2019. Hanna Lake Trails (17 units) was the most active residential development in the Township for the second year in a row, followed closely by Cooks Crossing South Phase 1 (15 units) & Preservation Lakes Phase 2 (12 Units). Custom homes outside of platted subdivisions accounted for 13 additional housing units within the Township in 2019.



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 January 1, 2020. 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 252 available lots within the approved developments.

Table 2 – Active Development Projects in Gaines Township (As of 1/1/20)

	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	3	1
Cook's Crossing North Phase 1 (Cook's Crossing 5)	33		6	
Cook's Crossing South (Weathervane 5)- Phase 1	23		10	
Cook's Crossing North Phase 2	12		3	
Caledonia Public Schools				
Fieldstone Apartments	396	33	60	5
Turning Creek	16		6	
Harmony Cove	12		3	
Hanna Lake Trails	52		3	
Enclave at Preservation Lakes (Condos)	81	63	66	51
Preservation Lakes Estates- Phase 2	30		14	
Kentwood Public Schools				
Summer Shores Condominiums	96	29	23	8
Crystal Downes	56		1	
Sweetgrass Ridge	42		1	
The Preserve at Woodfield	176	13	32	2
Creekside Duplex Condos	28	14	20	10
School District	Total	Unbuilt	% Available	
Byron Center	132	23	17.4%	
Caledonia	587	152	25.9%	
Kentwood	398	77	19.3%	
Totals	1117	252	22.6%	

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 - 2019

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
7200 Kalamazoo Avenue	PUD Amendment	Minor Amendment to the Stonewater-Crystal Springs Planned Unit Development to allow a monument sign with a 5-foot setback from a property line where a 20-foot setback is normally required.	Approval	N/A
Staybridge Suites, 1439/1469 Eastport Drive	PUD Amendment	Major PUD amendment to allow for construction of a 4-story, 25,260 square foot hotel facility at 1439/1469 Eastport Drive SE.	Approval	Approval
1856 100th Street	PUD Rezoning	Continued discussion to rezone approximately 43 acres of land from A-B, Agricultural/Agri-Business to PUD-MR Mineral removal. If approved, the rezoning would authorize the eastward extension of their existing gravel mining operations, across Kalamazoo Ave. and along the south side of 100th street.	Approval	Approved
2451 76th Street	PUD Rezoning	Continued discussion for a proposed residential PUD encompassing 147 acres at 2451 76th Street. The proposed PUD is to contain 218 single-family homes and 46 multi-unit buildings supporting 178 townhouse and attached condominium units.	Approval	On Hold
7864 Kalamazoo Avenue	Rezoning	Request to rezone property located at 7864 Kalamazoo Avenue from A-R Agricultural-Rural Residential to RL-14 Low-Density Residential.	Approval	Approval
7988 Division Avenue	Rezoning	Request to rezone the property from RL-10 to C-2 to allow for construction of a 4,500 square foot storage building for Freezer Depot.	Approval	Approval
8233 East Paris Avenue	Site Condominium	Review for a 2-lot site condominium development to accompany a separate 3 lot land division request. Combined requests will result in 5 total buildable lots.	Approval	Approval

Table 3 – Development/Work Items Summary – 2019 (Continued)

Development Name/Address	Request Type	Description	Planning Commission Action	Township Board Action
The Hideaway, 3250 100th Street	Site Condominium	Review of plans for a 34-lot single-family residential development on approximately 113 acres of land. Development will utilize rural open space preservation provisions of Chapter 22.	Approval	Approval
4284 60th Street	Site Plan Review	Site plan review for a 175,625 square foot warehouse building at 4284 60th Street.	Approval	N/A
Ada Bible, 2045 68th Street	Site Plan Review	Site plan review for an expansion to the parking lot of Ada Bible Church, 2045 68th Street SE.	Approval	N/A
Cornerstone Church, 1675 84th Street	Site Plan Review	Site plan review for 4,896 square foot expansion to Cornerstone Church.	Approval	N/A
Dermatology Institute of West Michigan, 1661 Crystal Springs Blvd	Site Plan Review	Site plan review for a 13,068 square foot medical office in the Stonewater-Crystal Springs PUD.	Approval	N/A
Panda Express, 1801 Marketplace Drive	Site Plan Review	Request for extension of site plan approval for the Panda Express restaurant that was originally approved in May 2018.	Approval	N/A
3178 68th Street	Special Use Permit	Special Use Permit Request to allow the Dutton Food Pantry to operate as a public service activity in a commercial zoning district.	Approval	N/A
501 68th Street	Special Use Permit	Special Use Permit request to allow an electronic changeable copy sign at East Cutlerville Christian Reformed Church.	Approval	N/A
Pine Rest Rustic Market, 389 68th Street	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 9 to October 31.	Approval	N/A
10454 Pease Avenue	Special Use Permit: Expansion of Non-Conforming Use	Request is for a Special Use Permit to expand a nonconforming use by allowing a 2,700 sq. ft. membrane covered storage structure (hoop building).	Approval	N/A
7437 Eastern Avenue	Special Use Permit- Acc Bldg	Special Use Permit Request to allow for construction of a 1,280 square foot accessory building (RL-10).	Approval	N/A

Table 3 – Development/Work Items Summary – 2019 (Continued)

Development Name/Address	Request Type	Description	Planning Commission Action	Township Board Action
2755 84th Street	Special Use Permit-Acc Bldg	Special Use Permit Request to allow for construction of a 3,534 sq. ft. accessory building featuring a home office.	Approval	N/A
7730 East Paris Avenue	Special Use Permit-Acc Bldg	Special Use Permit Request to allow for construction of an accessory building with a floor area of 1,920 square feet, exceeding the maximum square footage allowed by right in the A-R District.	Approval	N/A
7930 East Paris Avenue	Special Use Permit-Acc Bldg	Special Use Permit Request to allow for construction of an accessory building with a floor area of 2,400 square feet, exceeding the maximum square footage allowed by right in the A-R District.	Approval	N/A
7111 Crystal View	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).	Denial	N/A
Grasscutters Landscaping, 8757 Hanna Lake Avenue	Special Use Permit-Landscaping Business	Request to allow for the addition of a 6,000 square foot storage/equipment maintenance building to an existing landscaping business.	Approval	N/A



COMMERCIAL CORRIDOR REVIEW

The Township continued to experience a decline in development in its primary commercial corridors in 2019. 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:

The Staybridge Suites hotel is the largest commercial development approved by the Township in 2019. The four-story, 125 room hotel will be constructed in the former overflow parking lot for Celebration Cinemas on Eastport Drive. The addition of an extended stay hotel is expected to benefit surrounding businesses and promote economic development of the Township at large.

Very few developable commercial lots remain along the Kalamazoo Avenue corridor south of M-6. The parking lot behind Taco Bell is restricted by private deed for office use and is not expected to be developed in the near future. An amendment to the Gaines Market Place PUD was approved in 2018 to create an out lot in front of the Meijer on Marketplace Drive. The Planning Commission reapproved the site plan for a Panda Express at this location in the summer of 2019. The Planning Department approved an application to split the out lot to the east of Target in 2019. The two resultant lots are thought to be difficult to develop due to the presence of wetlands.

North of the M-6 Freeway, only two lots remain available and all are on the west side of Kalamazoo Avenue off Eastport Drive. The first lot is located between Peppino's Restaurant and Bank One on the north side of Eastport Drive. Another ±17 acres of undeveloped land is located between the future location of the Staybridge Suites hotel 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):

There were no new commercial projects approved in Dutton in 2019. The Township approved a zoning ordinance amendment to remove the minimum lot size for Planned Unit Developments in late 2019. This is expected to allow smaller lots in Dutton to be developed in accordance with the design standards of the 2008 Dutton subarea plan. It is expected that the opening of the Amazon distribution center will lead to an increase in demand for commercial services in this area.

Division Avenue Corridor:

The Division Avenue Corridor activity remains low with new construction. There were no significant new commercial developments along Division Avenue in 2019.

SPECIAL LAND USE REQUESTS

During 2019, the Planning Commission handled 10 requests for special land uses. This was slightly above the average of 7 requests per year over the past decade. There were 4 requests for accessory buildings exceeding the maximum gross floor area allowed by right in residential districts, 1 request for a landscaping business, 1 request for LED signs in a residential zoning district, and 1 request to allow Group Child Day Care Homes (6-12 children) in residential districts.

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	'10	'11	'12	'13	'14	'15	'16	'17	'18	'19
# of Requests	4	4	5	6	6	5	12	7	10	10
Change from Previous Year	0%	0%	25%	20%	0%	-17%	140%	-42%	43%	0%
# of Staff Recommended Approvals	3	4	5	5	6	3	12	7	10	10
% Recommended by Staff for Approval	75%	100%	100%	80%	100%	60%	100%	100%	100%	100%
# Approved	3	4	5	5	6	5	12	7	10	9
% Approved	100%	100%	100%	80%	100%	100%	100%	100%	100%	90%

Table 5 – Accessory Building Requests

Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
# of Requests	0	2	1	5	3*	2	4	3	2	4
Avg. Sq. Ft. in "A-B"	0	0	5408	0	0	700	0	0	0	0
Avg. Sq. Ft. in "A-R"	0	0	0	3,333	2816	0	0	0	996	2,684
Avg. Sq. Ft. in "RL-10"	0	1216	0	1000	3,780	0	542	736	0	1,280
Avg. Sq. Ft. in "RL-14"	0	0	0	0	0	0	0	0	0	0
Avg. Sq. Ft. in "R-3"	0	1344	0	780	0	900	0	576	0	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

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
*Total Number of Variances Requested	1	7	9	5	4	6	4	13	2	3
% Change in Total from Last Year	-88%	600%	29%	-44%	-20%	50%	-33%	225%	-85%	50%
Total Number Approved	1	5	7	5	3	4	3	10	2	1
% of Total Requests Approved	100%	400%	85.7%	100%	75%	66%	75%	77%	100%	33%
Number Recommended for Approval by Staff	0	5	3	3	2	2	3	7	2	1
% of Total Recommended for Approval by Staff	0%	71%	33%	60%	50%	33%	75%	54%	100%	33%
Number of Use Variances Requested	0	2	0	0	0	0	1	1	0	0
Number of Use Variances Approved	0	2	0	0	0	0	1	1	0	0
% of Total Requested as Use Variances	0%	29%	0	0	0	0%	25%	8%	0%	0%

Table 7 provides a summary of the variance requests in 2019.

Table 7 – Variance Request Summary

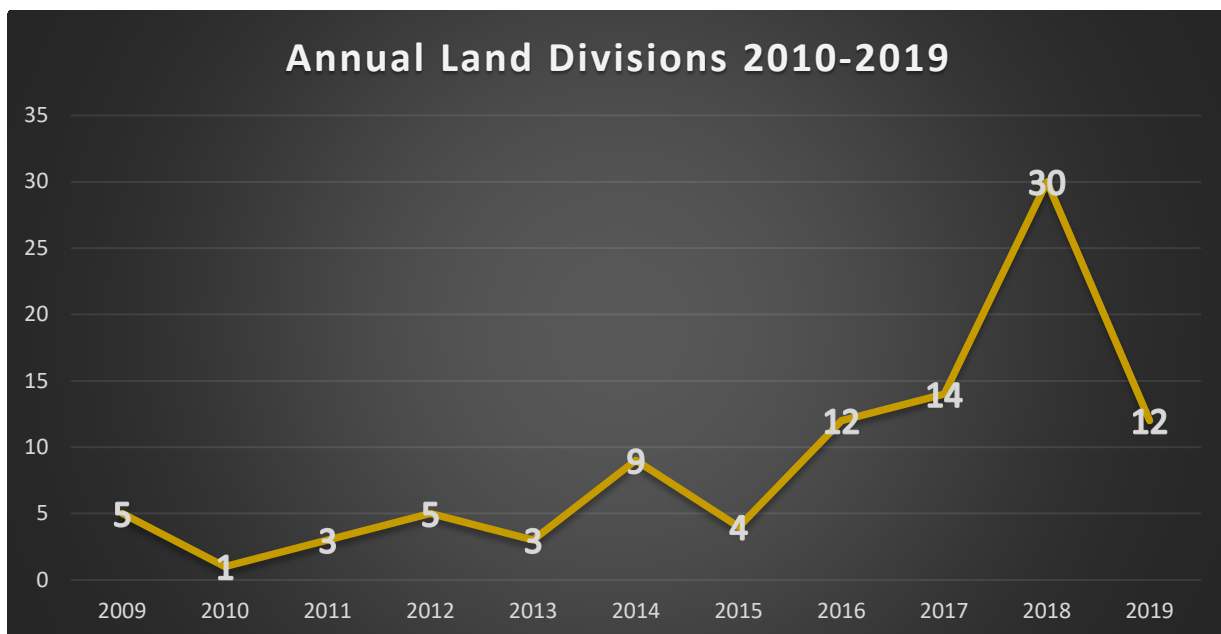
Address	Variance Type	Description	Staff Recommendation	Action
6590 College Ave	Dimensional	Dimensional variance for a 17 ft. front yard setback where a 35ft setback is required to allow for construction of a single-family home.	Denial	Denial
8121 Hanna Lake Ave	Dimensional	Dimensional variance to allow for construction of an accessory building with a 30 ft. front yard setback where a 60 ft. setback is required.	Denial	Denial
7988 South Division Ave	Dimensional	Dimensional variance to allow for construction of a storage structure with a 12.5-foot rear yard setback, and a 40-foot side yard setback where a 50 ft. setback is required for both	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 2019, Township staff approved 12 Land Divisions, 2 Land Combinations, and 10 Lot Line Adjustments.**

Chart 3 provides information on the number of land division applications since 2010. 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 2019. The number of new lots created through land division returned to a more modest 12 lots in 2020.

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	3 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	The need for a subarea plan for Division Avenue will be reevaluated as part of the 2020 Master Plan update.
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 2019, Gaines Township continued the process of updating the 2002 Master Plan. The original Master Plan is now 18 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. The Township hired a Planning Consultant, David Jirousek in late 2019 to complete the master plan. Work is nearing completion on the plan, which is expected to be adopted sometime in 2020.

ORDINANCE UPDATES

There were 4 proposed and 3 completed text amendments to the Gaines Charter Township Zoning Ordinance in 2019:

- 1. Billboard Regulations-**In September 2019, the Township amended Section 17.2 of the Zoning Ordinance to allow sign companies to exceed the maximum number of digital billboards within the Township if they agree to remove two existing static display billboards. Amendments also clarified that billboards are allowed within industrial PUDs.
- 2. Rural Open Space Ordinance Amendment-** In October 2019, the Township approved an amendment to remove Chapter 22 Rural Open Space development from the Zoning Ordinance. Open space preservation developments will still be permitted under the provisions of state law. It is anticipated that the Master Plan update will recommend that the A-B and A-R zoning districts to be merged, which would alleviate much of the need for these types of developments.
- 3. Halfway House Regulations-**In November 2019, the Township approved ordinance amendments that would allow for halfway houses and substance abuse rehabilitation homes in industrial zoning districts by special use permit. The amendments also clarified the definition of “family.”
- 4. Minimum PUD Size-** In January 2020, the Township Board of Trustees conducted a first read on an ordinance amendment to remove the minimum area requirement for general use PUDs.

REZONINGS

Table 9 provides information on the three rezoning applications received in 2019.

Table 9 – 2019 Rezoning Requests

Development Name/Address	Request Type	Description
1856 100th Street	PUD Rezoning	Continued discussion to rezone approximately 43 acres of land from A-B, Agricultural/Agri-Business to PUD-MR Mineral removal. If approved, the rezoning would authorize the eastward extension of their existing gravel mining operations, across Kalamazoo Ave. and along the south side of 100th street.
7864 Kalamazoo Avenue	Rezoning	Request to rezone property located at 7864 Kalamazoo Avenue from A-R Agricultural-Rural Residential to RL-14 Low-Density Residential.
7988 Division Avenue	Rezoning	Request to rezone the property from RL-10 to C-2 to allow for construction of a 4,500 square foot storage building for Freezer Depot.

ECONOMIC DEVELOPMENT

The largest economic development project within the Township in 2019 was the approval of the Staybridge Suites extended stay hotel. The hotel is expected to create additional business for surrounding restaurants and service establishments. The hotel fills a need for additional lodging along the M-6 corridor which should benefit the community at large.

GRANT WRITING

Township staff did not seek grant funding for any activities or projects in 2019. 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 2019 Township Planning Staff in conjunction with the Parks and Recreation Committee continued work on an update to the Gaines Charter Township Parks & Recreation Plan. The plan is expected to be completed sometime in 2020.

CODE ENFORCEMENT DIVISION

The Planning Department continued to use BS&A software to register and track code enforcement cases in 2019. 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 2019 numbers over a 10-Year averages.

Table 10 – Annual Cases by Month

Month	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	10-Year Average	
January	5	2	1	0	3	0	3	3	2	2	2.6	2.5%
February	7	26	0	0	1	0	0	4	6	2	5	4.9%
March	23	8	3	4	2	2	13	8	5	8	9.3	9.1%
April	19	5	4	2	9	9	8	8	7	6	9.2	9.0%
May	14	10	24	9	11	11	4	10	18	8	13.3	13.0%
June	18	15	9	7	16	10	15	13	9	11	12.4	12.2%
July	18	10	4	2	12	9	16	13	12	10	11.4	11.2%
August	18	12	5	5	5	3	9	13	13	12	10	9.8%
September	11	6	4	4	3	5	15	8	8	12	7.5	7.4%
October	9	11	2	4	1	2	14	9	12	7	7.5	7.4%
November	5	6	3	2	1	2	4	10	7	2	5.2	5.1%
December	1	1	3	3	0	4	0	7	4	2	2.9	2.8%
Annual Total	148	112	62	42	64	57	101	106	103	82	102.1	

Chart 4 – Annual Cases by Month

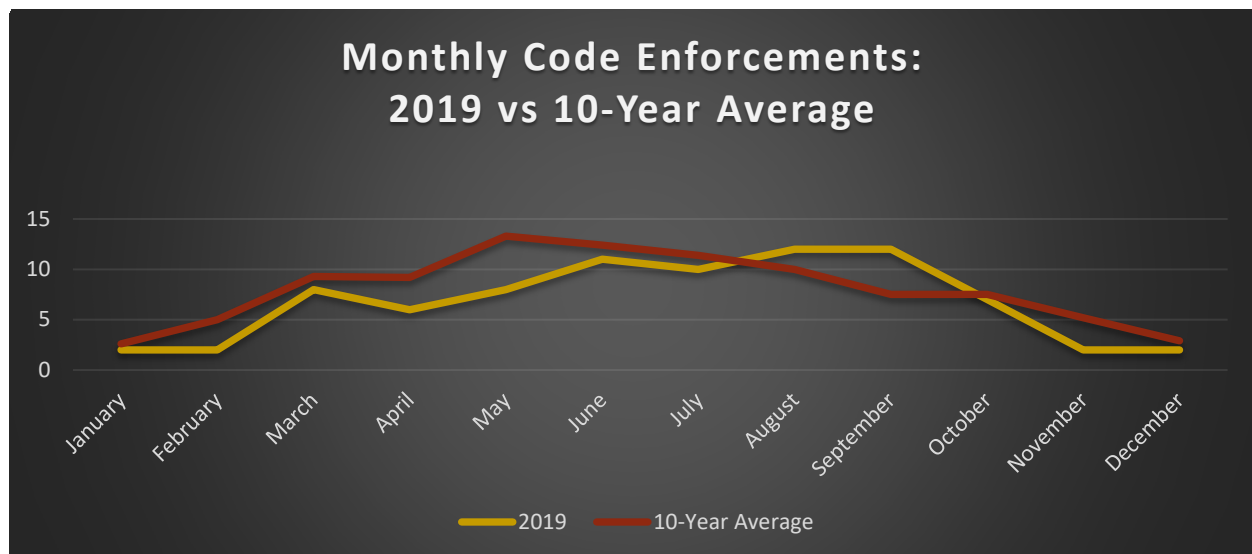


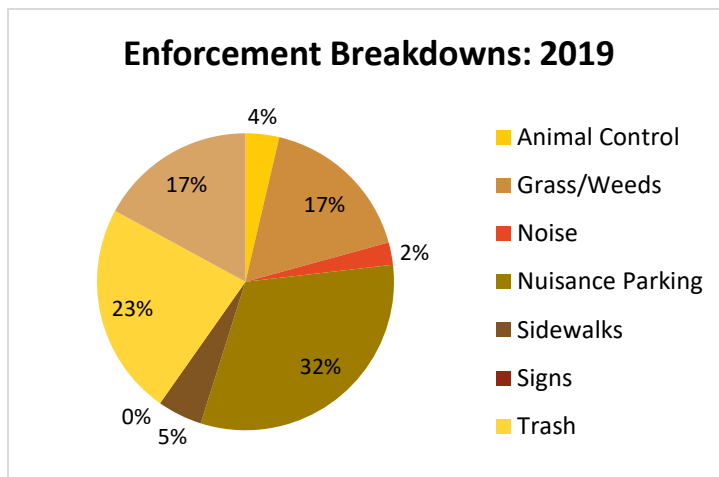
Table 11 shows the categories of each enforcement case and its 10-Year average.

Chart 5 provides a percentage breakdown by type of enforcement case processed in 2019.

Table 11 – Annual Case Types

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	10-Year Average	
Animal Control	12	5	2	5	5	4	6	13	4	3	5.9	5.8%
Grass/Weeds	14	9	3	1	9	5	13	11	11	14	8.5	8.3%
Noise	1	0	5	0	1	1	0	4	4	2	1.7	1.7%
Nuisance Parking	57	38	15	11	12	17	37	27	37	26	30.3	29.7%
Sidewalks	1	25	0	1	1	3	2	3	3	4	4.4	4.3%
Signs	11	3	27	4	2	1	1	5	10	0	7.0	6.9%
Trash	32	20	8	10	15	11	21	24	20	19	20.0	19.6%
Other	20	12	1	11	19	15	21	19	14	14	16.5	16.2%
TOTALS	148	112	62	42	64	57	101	106	103	82	96.3	

Chart 5 – Enforcement Percentages



Nuisance parking complaints continued to represent the largest percentage of code enforcement actions in 2019. 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 2019. 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.

Unkempt grass and weeds continued to be a common complaint in the Township in 2019. Of the 14 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.

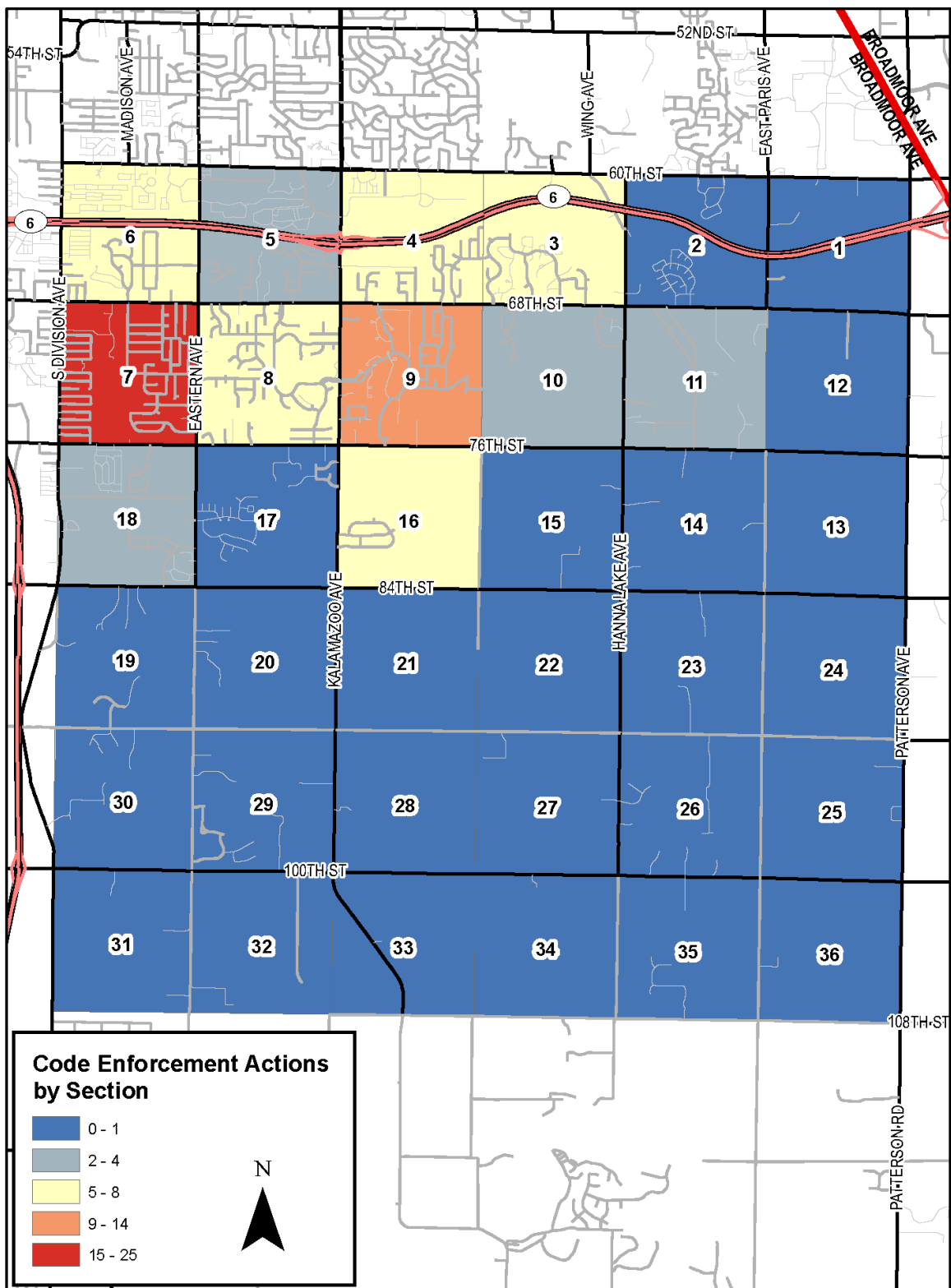
Chart 6 – 2018 Section Comparison

Chart 6 provides an overview of Code activity cases for select Sections by percentage, while **Table 12** provides cases per Section comparisons between 2010 and 2019. 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	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	10-Year Average	
3	4	6	1	0	3	2	8	5	9	5	4.3	4.9%
4	19	17	19	4	4	9	10	12	7	8	12.0	13.7%
5	10	5	13	4	1	3	7	7	4	4	6.8	7.8%
6	19	22	4	4	13	5	14	16	14	6	12.9	14.7%
7	34	15	9	11	26	14	23	23	27	25	22.3	25.4%
8	20	8	1	6	2	5	6	7	13	5	8.0	9.1%
9	12	18	4	2	9	9	5	6	13	14	10.7	12.2%
10	3	2	1	0	2	4	4	3	4	2	2.8	3.2%
11	4	0	0	1	0	0	1	3	3	3	2.0	2.3%
18	9	4	2	2	1	2	14	7	2	2	4.7	5.4%
Other	15	15	9	8	4	4	9	17	7	8	10.1	11.5%
	148	112	62	42	64	57	101	106	103	82	87.7	

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 2019, The Planning Commission held 12 regular meetings and 2 special meetings. **Table 13** lists the members of the Planning Commission during 2019. **Table 14** illustrates the attendance at Planning Commission Meetings in 2019.

Table 13 - 2019 Planning Commission Members

Member	3-Year Term Ends	Member Since	Officers
Connie Giarmo	December 2022	2008 (1991 – 2000)	Chairperson
Ronnie Rober	December 2020	2002	Vice-Chairperson
Lani Thomas	December 2022	2006	Secretary
Tim Haagsma	Township Trustee	2002 (1992 – 1997)	
Brad Burns	December 2021	2014	
Talimma Billips	December 2022	2017	
Brad Waayenberg	December 2021	2018	

Table 14 – 2019 Attendance by Planning Commission Members

2019 Meeting Attendance							
	Billips	Burns	Haagsma	Giarmo	Rober	Thomas	Waayenberg
January	X	X	X	Absent	X	Absent	X
February	Absent	X	X	X	X	X	X
March	X	X	X	X	X	Absent	X
April	X	Absent	X	X	Absent	X	X
May	X	X	Absent	X	X	X	Absent
June	X	Absent	X	X	X	X	X
June (Special)	Absent	Absent	Absent	X	X	Absent	X
July	X	X	X	X	X	X	X
July (Special)	X	X	X	X	X	X	X
August	X	X	X	X	X	X	X
September	Absent	X	X	X	X	X	X
October	X	X	X	X	X	X	X
November	X	Absent		X	X	X	X
December	X	X	X	X	X	X	Absent
No. of Absences	3	4	2	1	1	3	2
Attendance Percentage	79%	71%	86%	93%	93%	79%	86%

ZONING BOARD OF APPEALS

The Zoning Board of Appeals met on 3 Occasions in 2019. **Table 15** lists the members of the Zoning Board of Appeals in 2019. **Table 16** lists the meeting dates of the ZBA in 2019. **Chart 7** illustrates the number of annual meetings of the ZBA in the past 10 years.

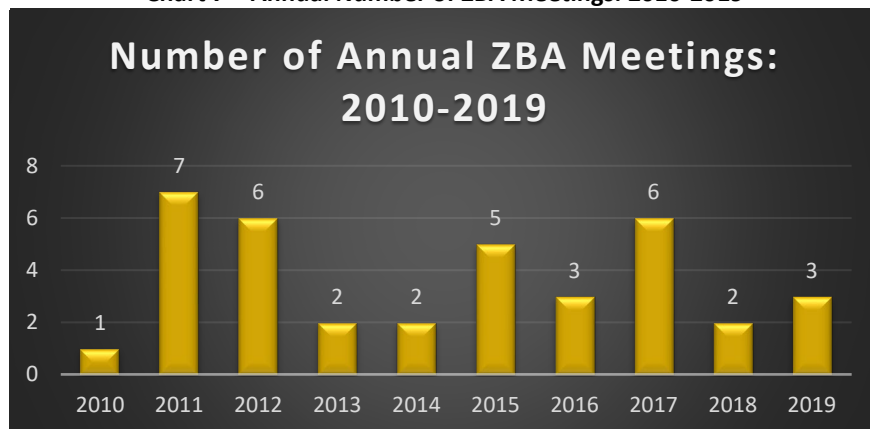
Table 15 – 2019 ZBA Members

Member	3-Year Term Ends	Member Since	Officers
Tom Werkema	December 2022	2012	Chair
Ruth Ringnald	December 2022	2002	Vice Chair
Michael Brew	December 2021	2015	Secretary
Connie Giarmo	December 2022	2014	
Don Hilton	December 2020	2018	
Phil Tietz	December 2020	2018	Alternate

Table 16- Zoning Board of Appeals – 2019

2019 Meeting Attendance						
	Brew	Giarmo	Hilton	Ringnald	Tietz	Werkema
January	X	X	X	X	X	X
February	Meeting Cancelled					
March	X	X	X	X	Absent	X
April	Meeting Cancelled					
May	Meeting Cancelled					
June	Meeting Cancelled					
June	Meeting Cancelled					
July	Meeting Cancelled					
August	Meeting Cancelled					
September	Meeting Cancelled					
October	X	Absent	X	Absent	X	X
November	Meeting Cancelled					
December	Meeting Cancelled					
No. of Absences	0	1	0	1	1	0
Attendance %	100%	67%	100%	67%	67%	100%

Chart 7 – Annual Number of ZBA Meetings: 2010-2019



DEPARTMENT PERSONNEL

Assistant Planner

Matt McKernan

May 2015-Present

Township Planning Consultant

David Jirousek, AICP

December 2018-Present

Assistant Planner Matt McKernan continued to run day to day operations of the department following the retirement of former Township Planner Mark Sisson in December 2018. Assistant Planner Matt McKernan will continue the day to day operations of the department. Planning Consultant David Jirousek, AICP was hired in December 2018 to assist with larger projects and complete work on the Township Master Plan and Parks & Recreation Plan. 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 17 lists the adopted budgets for the Planning and Zoning Department for fiscal years 2013-2019 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	5.0%	4.8%	4.9%	5.7%	5.9%	5.9%	5.2%

The average budget over the last 7-years is \$197,397.57. The 2019 budget of \$219,223 was relatively unchanged from the 2018 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 5% 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 – 2019 and is also expressed as a percentage of the approved Planning and Zoning Department's Budget.

Table 18

	2013	2014	2015	2016	2017	2018	2019
Actual Expenditures	\$109,986	\$126,029	\$109,962	\$173,548	\$174,995	\$189,710	\$204,153
% of Budget	60.1%	72.5%	67.1%	82.7 %	83.4%	85.1%	93.1%

Department expenditures increased only slightly from 2013 to 2019. Higher Planning Department expenditures continue to be driven by the fact that the Department had one full time planner and higher than normal legal fees due to several outstanding issues within the Township. 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 2010, the department has, on average, spent 75% of its approved budget.

Chart 7 shows all monies allocated to the department and all yearly expenditures from 2010 – 2019.

