

GAINES CHARTER

TOWNSHIP

PLANNING & ZONING DEPARTMENT

2020 ANNUAL REPORT



Endorsed by the Planning Commission on January 28, 2021

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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 **2020 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** offers information that is intended to be relevant to the Planning Commission, Township Board, Zoning Board of Appeals, Township staff and the general 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:

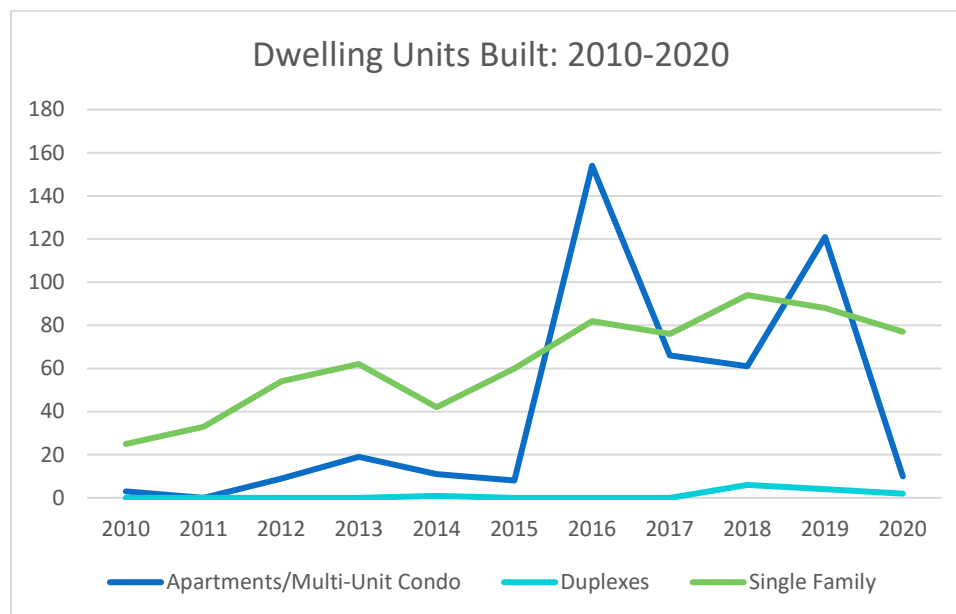
In our capacity as Planning and Zoning Department staff, we are committed to providing the Planning Commission, Zoning Board of Appeals, and Township Board with professional assistance so that together we may work towards the vision created in the Township Master Plan. As staff, we see ourselves as the 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 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.

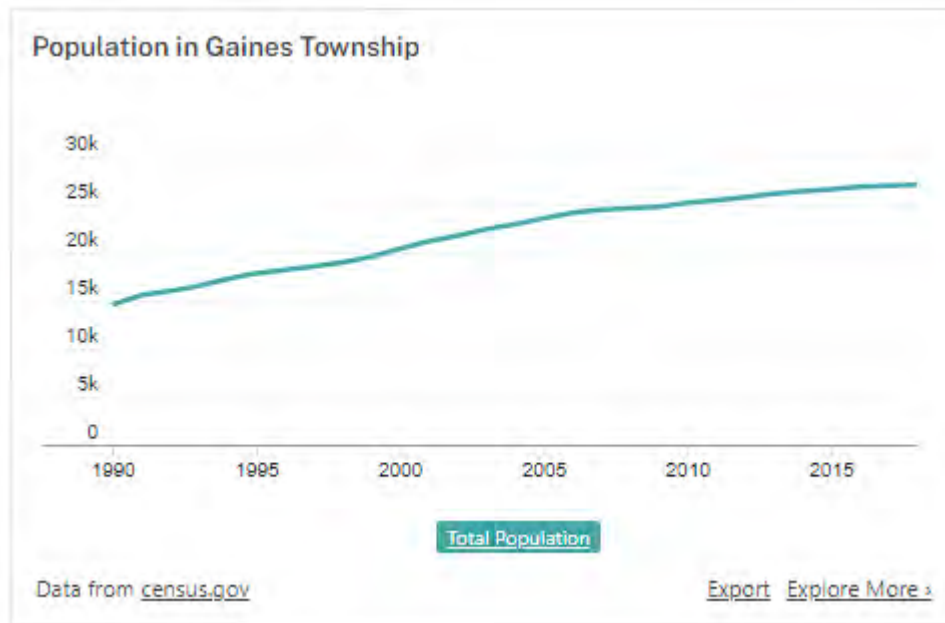
Current Planning Division

RESIDENTIAL BUILDING PERMITS

Table 1 details the number of new dwelling units per year over the last 10 years 2010 to 2020. This includes single-family dwellings as well as attached units and apartments/condos.

	Apartments/ Multi-Unit Condos	Duplexes	Single Family Homes/Condos	Total Units
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
2010	3	0	25	28





PROJECT REVIEWS

Table 2 contains a list of application reviews completed by the Planning Commission, Township Board, and Township staff. The items are listed by the order in which they were considered.

Development Name/Address	Request Type	Description	Planning Commission Action	Township Board Action
Preservation Lakes Phases 3 & 4, 9820 Waterstone Drive SE	Major PUD Amendment	Amendment to the Preservation Lakes Planned Unit Development would increase the number of home sites from 116 to 120 within the single-family residential portion of the development.	Approved	Approved
4710 100th Street	Special Use Permit	To allow for a total of 3,220 square feet of gross floor area for accessory buildings in the A-B zoning district.	Approved	No Action
55 79th Street	Rezoning	Rezone from RL-10 to C-2 to allow for construction of a small engine repair business.	Withdrawn	No Action
6911 Rapids Drive-Lone Oak Distributors	Major PUD Amendment	Amendment to the Steelcase PUD-LSP to allow for installation of light poles of varied heights (30 to 40 feet), exceeding the maximum height for light poles (20 feet).	Approved	Approved
6911 Rapids Drive-Lone Oak Distributors	Major PUD Amendment	For a 206,514 square foot distribution center.	Approved	No Action
4284 60th Street	Site Plan Review	For a 160,000 square foot industrial building (AKA ALRO).	Approved	No Action
6869 East Paris Ave	Site Plan Review	For various site improvements and structures	Approved	No Action
6155 East Paris	Site Plan Review	For a self-storage facility.	Approved	No Action

3592 100th Street	Special Use Permit	For a total 5,184 square feet of accessory buildings in the A-B zoning district.	Approved	No Action
8190 Division Avenue	Planned Unit Development Rezoning	Planned Unit Development (PUD) for a single apartment building with 125 market-rate senior housing units.	Approved	Approved
6911 Rapids Drive-Lone Oak Distributors	Major PUD Amendment	To allow for greater wall and ground sign square footage.	Approved	Approved
9525 Meadow Valley	Special Use Permit	Request to allow for a total of 2,592 square feet of accessory buildings in the A-B zoning district.	Approved	No Action
389 68th Street	Special Use Permit	Temporary tent for summer & fall sales.	Approved	No Action
4317 68th Street	Site Plan Review	Old Dominion Freight Lines Terminal, a 43,089 SF industrial building with 83 truck dock doors.	Approved	No Action
6729 Hanna Lake	Site Plan Review	For a 11,500 SF addition on south side of the existing school.	Approved	No Action
6207 East Paris	Site Plan Review	30,000 SF warehouse facility.	Approved	No Action
7115 Kalamazoo	Major PUD Amendment	900 SF Addition to commercial building in the Crystal Springs PUD.	Approved	Approved
7884 Eastern Ave	Special Use Permit	Everett's temporary accessory building on site to expand available office space and enable better social distancing.	Approved	No Action
6150 Hanna Lake	Special Use Permit	Requesting 3,224 Square Feet of Accessory Building in Residential-10 Zoning District	Approved	No Action
2410 68th	Rezone	Of part of the parcel from Residential-14 to Residential-10.	Approved	Approved
7979 Kalamazoo Ave.-South Christian HS	Special Use Permit	Solar Field	Approved	No Action
9820 Waterstone Drive	Preliminary Plat Review	Preservation Lakes PUD- Phase 4	Approved	In process
6658 East Paris	Major PUD Amendment	OTP PUD amendment for a 73,500 square foot multi-tenant building	Approved	In process
17 & 21 Willman and 6536 & 6540 Division	Rezone	Of two complete lots and a portion of two additional lots from R-3 to C-2	Approved	In process
8460 Kalamazoo, Gaines Town Center	Rezone	To create a walkable, mixed-use town-center and residential development	In process	
3500 60th Street Apartments	Rezone	Planned Unit Development (PUD) for a market-rate apartment complex	In process	
Stoneco 2020 Annual Review	Annual Review	Annual operating plan	Approved	No Action
6155 East Paris	Site Plan Review	For a proposed 89,430 square foot building and associated site improvements	Approved	No Action

Table 3 contains a list of application reviews completed by and Township staff as administrative approvals.

Development Name/Address	Request Type	Description	Planning Staff Action
1801 Marketplace Drive- Meijer	Minor PUD Amendment	Construction of a 1,739 SF addition for handling storage and delivery of goods for the digital ordering program.	Approved

3555 68th Street	Temporary Permit for One Day Event	For annual outdoor event at Railtown Brewing.	Approved
Cooks Crossing PUD	Minor Amendments	• Phase 2; Adjust lot lines and incorporation of cul-de-sac and “eyebrow bubbles” along main road. • Phase 3; Replace two five-unit townhomes with seven detached “terrace” homes.	Approved
Preservation Lakes PUD	Minor Amendments	• Former duplex buildings 47, 48, 49 (six units) replaced with single villa buildings 47, 48A, 48B, 49A, 49B. • Former single building villa 44 replaced with duplex 44. • Building 39 pulled closer to the turn-around. • The overall unit count of 81 total for The Enclave remains the same. • Two additional water and sanitary service laterals will be installed to service the additional villas. • The layout of Haven Court has been slightly modified to accommodate the additional unit.	Approved

VARIANCES

Table 4 provides a summary of the variance requests in 2020.

Address	Variance Type	Description	Staff Recommendation	Action
1120 60th Street	Dimensional	For construction of 3 homes: 1) Reduction of an access easement width from 50 to 25 ft. 2) Waiver of 35-foot ft. yard setback from access easement, Parcel 1 (0 ft.), Parcel 2 (13 ft.)	Denial	Denial
6729 Hanna Lake	Dimensional	To allow for an addition to the Dutton Christian School: request for a reduction of the 50-foot rear setback to 17 feet.	Denial	Approval
6723 Adrian St	Dimensional	To allow for addition to an accessory building. Request to reduce setback to 4 feet from side yard lot line.	Denial	Approval
109 Brownell St	Dimensional	For construction of a single-family home. Request to reduce setback to 29.5 feet in front yard and 29 feet in rear yard.	Denial	Denial
9345 Eastern	Dimensional	For construction of a single-family home. Request to reduce setback to 21 feet in front yard.	Approval	Approval

ORDINANCE UPDATES

There were two completed text amendments to the Gaines Charter Township Zoning Ordinance in 2020:

1. Private Street Ordinance; to regulate required frontage, private streets, shared driveways, and private driveways.
2. Setback Averaging Ordinance; If located within Sections 6 and 7 and adjacent to a street with an established building pattern that consistently varies from current setback requirements, an infill development or redevelopment may request to utilize a front or side setback determined by averaging the setbacks of adjoining properties.

REZONINGS

Table 5 provides information on the four rezoning applications received in 2020.

Development Name/Address	Description
8190 Division	Request to change RL-10 and RL-14 parcel to PUD for a 125-unit apartment building project.
2410 68 th Street	Request to change RL-14 parcel to RL-10 Low-Density Residential for a subdivision plat.
8460 Kalamazoo	Request to rezone the property from Agricultural-Residential to PUD for a mixed-use town center development.
3500 60 th Street	Request to change RL-10 parcels to PUD for a multi-unit apartment building project.

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	Two ordinance text amendments approved in 2020.
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	A Guide to architectural and design standards for apartment complexes has been reviewed by Planning Commission.
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 2021 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.
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	A connection between Division Avenue and Brewer Park has been designated as part of the Clover Development Apartments at 8190 Division.

PARKS & RECREATION

In 2020 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 updated in 2021. The committee continues to focus on the management of Prairie Wolf Park and is in the initial stages of trying to establish an environmental education center at 8665 Kalamazoo, which the Township acquired in 2020.

Code Enforcement Division

The Planning Department continued to use BS&A software to register and track code enforcement cases in 2020. 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
2730 60TH ST SE	Other	09/24/2018	Case Closed
785 COLEMAN ST SE	Trash/Junk	12/31/2019	Case Closed
1056 84TH ST SE	Other	02/26/2020	Case Closed
471 72ND ST SE	Zoning	03/05/2020	Case Closed
6720 COLLEGE AVE SE	Zoning	03/16/2020	Case Closed
155 FONTENELLE ST SE	Nuisance Parking	05/11/2020	Case Closed
1310 RYE GRASS DR SE	Nuisance Parking	06/09/2020	Case Closed
101 76TH ST SE	Other	06/22/2020	Case Closed

1166 60TH ST SE	Zoning	07/14/2020	Case Closed
7682 CIDERMILL DR SE	Nuisance Parking	07/14/2020	Case Closed
428 FONTENELLE ST SE	Other	07/22/2020	Case Closed
6491 NEARPOINT DR SE	Inoperable Vehicle	07/30/2020	Case Closed
1578 BERRYBROOK DR SE	Nuisance Parking	08/24/2020	Case Closed
7226 DIVISION AVE SE	Nuisance Parking	08/25/2020	Case Closed
56 DUNKIRK ST SE	Trash/Junk	09/29/2020	Case Closed
3376 68TH ST SE	Other	10/08/2020	Warning Issued
3100 60TH ST SE	Zoning	10/28/2020	Warning Issued
84 84TH ST SE	Noise	11/12/2020	Case Closed
7243 SUNDALE DR SE	Inoperable Vehicle	11/16/2020	Warning Issued

Department Administration

PLANNING COMMISSION

During 2020, The Planning Commission held 10 regular meetings (two cancelled due to the Covid epidemic), one special meeting and one joint meeting with the Township Board of Trustees.

Table 8 lists the members of the Planning Commission during 2019.

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 9 illustrates the attendance at Planning Commission Meetings in 2019.

2020 Meeting Attendance							
	Billips	Burns	Haagsma	Giarmo	Rober	Thomas	Waayenberg
January	X	X	X	X	X	X	X
February	Absent	X	X	X	X	X	X
March	Meeting Cancelled						
April	Meeting Cancelled						
May 21	X	X	X	X	X	X	X
May 27	X	X	X	X	X	X	X
June	X	X	X	X	X	X	X
July	Absent	X	X	X	X	X	X
August	X	X	X	X	X	X	X
September	X	X	X	X	X	X	X
October	X	X	X	X	X	X	X

November	X	X	X	X	X	X	X
December	X	X	X	X	X	X	X
No. of Absences	2	0	0	0	0	0	0

ZONING BOARD OF APPEALS

The Zoning Board of Appeals met on five occasions in 2020.

Table 10 lists the members of the Zoning Board of Appeals in 2020.

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	
Connie Giarmo	December 2022	2014	
Don Hilton	December 2020	2018	Secretary
Phil Tietz	December 2020	2018	Alternate

Table 11 lists the meeting dates of the ZBA in 2020.

2020 Meeting Attendance						
	Brew	Giarmo	Hilton	Ringnald	Tietz	Werkema
January	X	Absent	X	X	X	X
February	Meeting Cancelled					
March	X	X	X	X	X	X
April						
May	X	X	X	X	X	X
June	X	Absent	X	X	X	X
July	Meeting Cancelled					
August	Meeting Cancelled					
September	Meeting Cancelled					
October	Meeting Cancelled					
November	X	X	X	X	X	X
December	Meeting Cancelled					
No. of Absences	0	2	0	0	0	0

DEPARTMENT PERSONNEL

Community Development Director Dan Wells replaced Matt McKernan in March. Planning Consultant David Jirousek, AICP continues to assist with plan reviews, 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 12 lists the adopted budgets for the Planning and Zoning Department for fiscal years 2013-2020 and also shows the Department's Budget as a percentage of the overall General Fund Budget.

	2014	2015	2016	2017	2018	2019	2020
P/Z Budget	\$173,956	\$163,816	\$209,274	\$209,815	\$222,837	\$219,223	\$236,439
% of Gen. Fund	4.8%	4.9%	5.7%	5.9%	5.9%	5.2%	4.5%

Table 13 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.

	2013	2014	2015	2016	2017	2018	2019	2020
Actual Expenditures	\$109,986	\$126,029	\$109,962	\$173,548	\$174,995	\$189,710	\$204,153	198,665
% of Budget	60.1%	72.5%	67.1%	82.7 %	83.4%	85.1%	93.1%	84%