

GAINES CHARTER

TOWNSHIP

PLANNING & ZONING DEPARTMENT

2022 ANNUAL REPORT



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Executive Summary

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

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

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

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

The following statement serves as the Department’s vision:

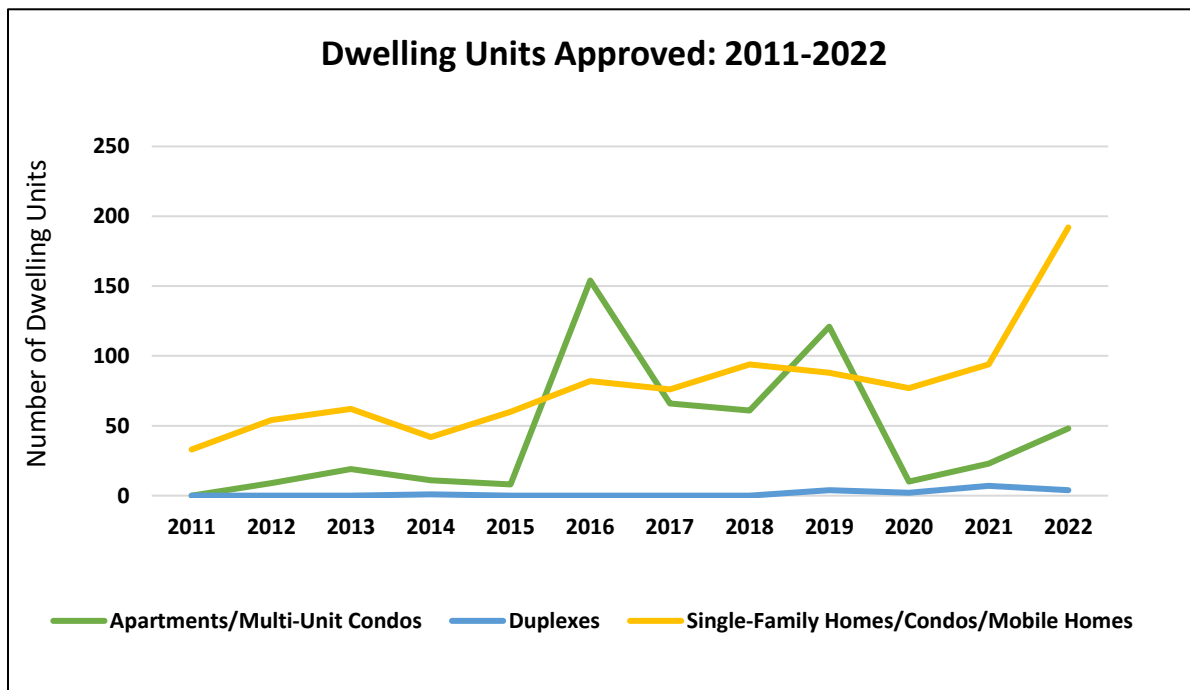
In our capacity as Planning and Zoning Department staff, we are committed to providing the Planning Commission, Zoning Board of Appeals, and Township Board with professional assistance so that together we may work towards the vision created in the Township Master Plan. As staff, we see ourselves as the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

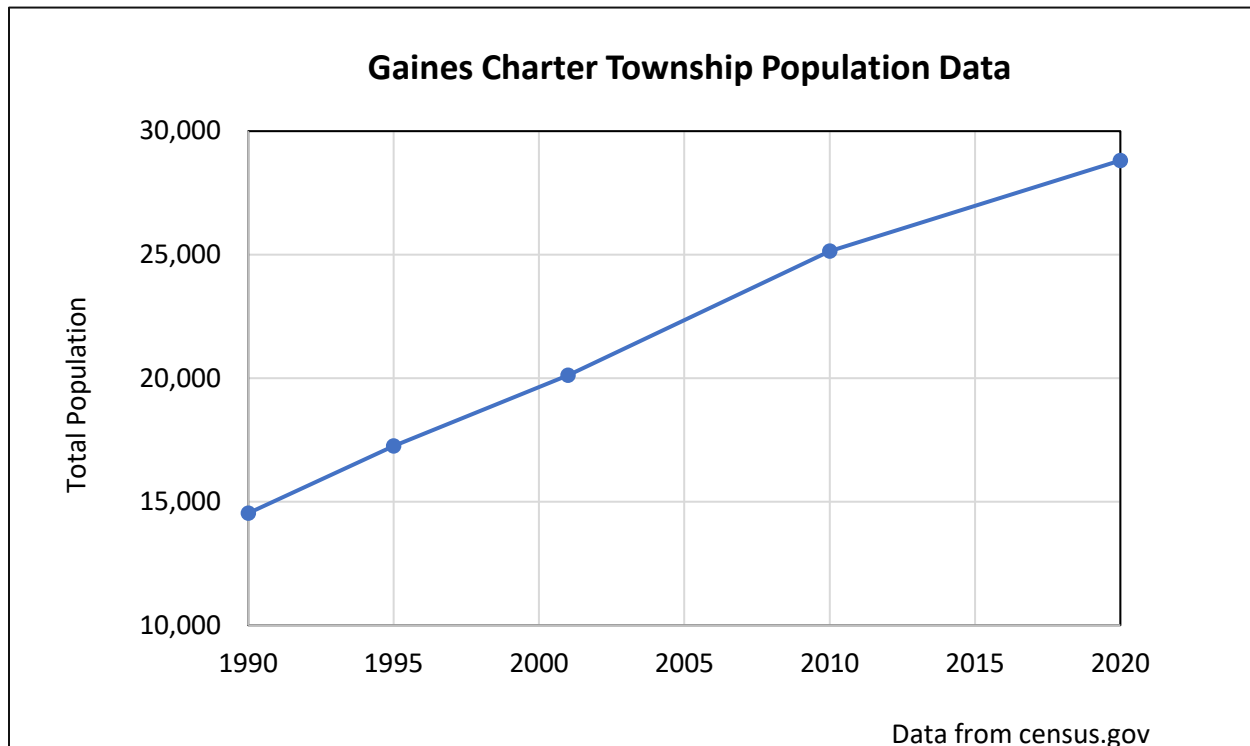
Current Planning Division

RESIDENTIAL BUILDING PERMITS

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

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





PROJECT REVIEWS

Table 2.

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

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

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

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

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

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

Table 3

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

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

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

VARIANCES

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

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

ORDINANCE UPDATES

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

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

REZONINGS

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

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

Long-Range Planning Division

MASTER PLAN IMPLEMENTATION

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

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

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

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

PARKS & RECREATION

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

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

Code Enforcement Division

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

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

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

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

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

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

PLANNING COMMISSION

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

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

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

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

ZONING BOARD OF APPEALS

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

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

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

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

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

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

DEPARTMENT PERSONNEL

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

BUDGET

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

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

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

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

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