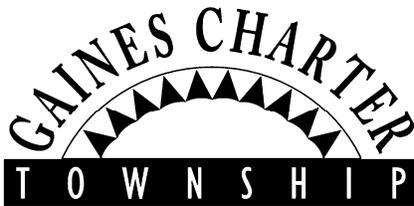


GAINES CHARTER TOWNSHIP
PLANNING AND ZONING DEPARTMENT
2011 WORK PROGRAM



EXECUTIVE SUMMARY

This document is the suggested **Work Program** for the Planning and Zoning Department/Planning Commission in 2011. The **Work Program** is separated into the following divisions; **Long-Range Planning, Code Enforcement, Department Administration** and **Ongoing Items**. Under each division (except **Ongoing Items**), specific objectives are ordered according to their relative importance, although it is likely that work will occur on more than one objective at a time.

The **Work Program** sets the major objectives for the department throughout the year and helps to guide the department's and Planning Commission's work efforts. Although all attempts will be made to complete the tasks as outlined in the **Work Program**, unforeseen events may disrupt some of the efforts or other actions may be added throughout the year. In addition, the actions identified in the **Work Program** are not a comprehensive list of all future projects; instead it is a list of those items identified by staff as being of either the highest importance and/or those most likely to be completed.

In addition to the objectives outlined in this document, the Planning Department also acts as staff support to the Township's Parks and Recreation Committee. Therefore, the Action Program for the 2010-2014 Parks and Recreation Plan has been included as an appendix to this document. The Action Program identifies other potential objectives, subject to Parks and Recreation Committee direction.

DEPARTMENT MISSION STATEMENT

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.

LONGE-RANGE PLANNING DIVISION

- 1) Finalize and present for adoption to the Township Board regulations related to the provisions of the Michigan Medical Marihuana Act.
- 2) Review, and update if necessary, special land use standards for sign regulations in the zoning ordinance.
- 3) **Lead the effort in preparing Goal Area 4 – Expand Economic Development Activities of the Strategic Planning process; assist in the efforts of the other goal areas.**
- 4) Review and update the Sidewalk Ordinance, per the Nonmotorized Transportation Plan.
- 5) Work on the following economic development initiatives:
 - Identify the location, availability and cost of key properties within the Township for potential purchase by the Township or for development/redevelopment by a third party; prepare appropriate documents for internal and external use.
 - Create in-house promotional material for the Township, Dutton Subarea and 100th Street Subarea for distribution via hardcopy and the website.
 - Finalize flow-chart documents various development review processes.
- 6) Prepare and present for adoption to the Township Board a 6-year Capital Improvements Plan.
- 7) Continue work on a potential Form Based Code for the Dutton Subarea per the 2008 Master Plan Update.
- 8) Explore potential changes to the PUD-Business Technology and R-3 Medium Density Residential zoning districts based on 2008 Master Plan Update.
- 9) Continue work on preparing an omnibus “land development ordinance”, which would contain regulations for subdivisions, land divisions, site condominiums, and private roads.

CODE ENFORCEMENT DIVISION

- 1) Prepare new regulations related to the removal/demolition of dilapidated structures.
- 2) Review regulations related to cold frame and similar-type structures.
- 3) Review ordinance regulations regarding dumpsters and trash receptacles.

DEPARTMENT ADMINISTRATION

- 1) **Convert all Department databases into Excel format and streamline.**
- 2) Begin in-house digital archiving of the Department’s historical documents.

ONGOING ITEMS

- As part of the management team, work with the Township Board on implementing the Strategic Plan.
- Continue preparing “Educate Gaines” pieces for distribution via the website and hard copy.
- Continue efforts to facilitate Safe Routes to School Programs in local schools.
- Continue working with other stakeholders on Division Avenue Corridor initiatives, including, but not limited too; the Fisher’s Station Plan/Form-Based Code, the U.S. EPA brownfield assessment grant, the Division Avenue Corridor Improvement Authority.
- Provide Planning Commission, Zoning Board of Appeals members and staff with appropriate training opportunities.
- Build the grant writing database and identify potential grant opportunities for the Township.
- In addition to duties related to the Planning Commission and Zoning Board of Appeals, provide staff support to the Parks and Recreation Committee.
- Continue to re-file department documents based on parcel/tax-ID numbers.
- Review Township ordinances to determine if any regulations need updating or if any regulations are inhibiting the implementation of the Master Plan.