

Memorandum



Planning and Community Development – December 2025 Monthly Report

- First day was Monday, December 15, 2025.
- Meetings
 - Attended DDA Workshop December 18, 2025
 - Attended Southwest Michigan Planning Commission December 16, 2025
- Reviewed different adopted documents including the Unified Development Code.
- Reviewed two building permits – 324 E Dewey Street and 715 E Front Street.
- Reviewed the residential rental programs.
- Discussed a boundary adjustment request.
- Updated Land Division, Boundary Adjustment and Land Combination Application.
- Worked on getting office set-up and organized.
- Coordinated with building official and code enforcement officer.
- Everyone has been very welcoming.