



Planning and Community Development – September 2026 Monthly Report

- *Meetings*
 - Attended City Commission meetings – September 14th and 28th
 - Staffed Planning Commission meeting – September 8th
 - Attended DDA meeting – September 9th
- *Planning Commission*
 - Master Plan Update – Reviewed draft Objectives, Goals and Tasks along with draft Future Land Use Map
 - Conducted three public hearings associated with amendments to the Unified Development Code/zoning ordinance and recommended approval of the requests – Downtown Design Review Overlay District, Fencing, Lighting, Screening and Landscaping Standards and Sign Standards.
 - Conducted one public hearing for a map amendment/rezoning from N Natural to I Industrial for property on E Third Street.
- *BS&A and website and process/form updates*
 - Continued work on information for Community Development module implementation.
 - Minor updates to website.
 - Attend meeting to learn more about future conversion to operating system with current vendor.
- *Building Division*
 - Page 2 provides year to date counts on activity.
 - Attended Code Officials Conference of Michigan
- *Code Enforcement Division*
 - Page 2 provides year to date counts on activity.
 - Worked on background information for Vacant and Under-utilized Building Registration paperwork.
- *Planning and Zoning Division*
 - Completed draft ordinances for three amendments to the Unified Development Code.
 - Codified adopted changes to Unified Development Code – Table 71-J.
 - Completed one application for a map amendment/rezoning including supplemental information and legal notices.
 - Worked on draft language in the Unified Development Code for planned unit developments and parking regulations.
 - Completed and mailed 82 letters associated with Vacant and Under-utilized Building Registration.
 - Attended Michigan Association of Planning state conference in Kalamazoo.

2026 Planning and Community Development Department Activity

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Year to Date
Building													
Site Visit-Inspect	0	0	21	52	87	81	81	52	49				423
Building addition	0	0	1	0	0	0	1	0	0				2
Demolition	0	0	1	0	0	0	0	0	0				1
Interior/Exterior Remodel/Repair	3	3	0	2	4	4	4	5	5				30
New construction - bldg/+200 sf	0	0	0	1	1	0	1	2	0				5
Occupancy Permit - Change of Use	1	0	1	0	0	1	0	0	0				3
Roof, Window, Waterproofing	2	1	7	12	10	13	9	10	13				77
Monthly Permits Issued	6	4	10	15	15	18	15	17	18				118
Electric permits - contract inspector	2	6	6	6	4	1	1	1	5				32
Monthly Totals	8	10	16	21	19	19	16	18	23				150
Code Enforcement													
Investigated Complaints	10	12	11	12	17	16	18	14	17				127
Parking on Grass	0	0	4	7	1	3	4	5	2				26
Rental Inspections	15	52	27	30	18	1	3	2	1				149
Tall Grass	0	1	0	31	22	25	154	163	117				513
Misc Enforce Letter	0	0	1	2	2	1	1	1	2				10
2nd Enforce Letter	0	0	1	2	4	1	1	1	2				12
Final Enforce Letter	0	0	0	0	0	1	1	1	1				4
Citation Issued	1	0	0	0	0	0	1	0	0				2
Monthly Totals	26	65	44	84	64	48	183	187	142				843
Planning and Zoning													
Code Enforcement	0	0	0	0	2	0	5	2	1				10
Bldg Permit Review	1	0	0	1	1	2	1	1	0				7
Land Division	0	0	0	0	1	1	0	0	0				2
Admin Design Review	3	0	0	1	0	0	0	0	0				4
Sidewalk Café	0	0	0	1	0	0	0	0	0				1
Accessory Structure	0	0	1	0	2	0	1	0	0				4
Fence	0	0	4	2	5	3	4	2	2				22
Sign	3	0	2	1	3	0	0	0	0				9
Monthly Totals	7	0	7	6	14	6	11	5	3				59