Memorandum

Planning and Community Development – October 2026 Monthly Report

- *Meetings*
  - Attended City Commission meetings – October 12th and 26th
  - Staffed Planning Commission meeting – October 13th
  - Staff Downtown Design Review Committee – October 7th
  - Attended DDA meeting – October 14th
  - Attended Southwest Michigan Planning Commission Board meeting – October 20th
- *Planning Commission*
  - Conducted one public hearing for a map amendment/rezoning from N Natural to NE Neighborhood Edge for property on 1106 Victory Street.
  - Reviewed draft language for new planned unit development and revisions to parking regulations in the Unified Development Code
- *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.
- *Code Enforcement Division*
  - Page 2 provides year to date counts on activity.
  - Attended remote BS&A training 10/13 – 10/16 and in person training 10/19 – 10/23.
  - Worked on data entry associated with BS&A rental program and code enforcement.
- *Planning and Zoning Division*
  - Completed draft ordinances for three amendments to the Unified Development Code and two map amendments/rezonings.
  - Codified adopted changes to Unified Development Code – Table 71-J.
  - Continued work on draft language in the Unified Development Code for planned unit developments and parking regulations.
  - Began review of 14 completed Vacant and Under-utilized Building Registration applications.
  - Attended remote BS&A training 10/13 – 10/16 and in person training 10/19 – 10/23.
  - Worked on data entry associated with BS&A vacant and under-utilized building program and entered contractor information. Worked with BS&A to address outstanding issues remotely.
  - Attended Michigan Association of Planning state conference in Kalamazoo – September 30 – October 2.
  - Spoke at Southwest Michigan Landlord Association meeting – October 28th

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	39			462
Building addition	0	0	1	0	0	0	1	0	0	1			3
Demolition	0	0	1	0	0	0	0	0	0	1			2
Interior/Exterior Remodel/Repair	3	3	0	2	4	4	4	5	5	1			31
New construction - bldg/+200 sf	0	0	0	1	1	0	1	2	0	0			5
Occupancy Permit - Change of Use	1	0	1	0	0	1	0	0	0	0			3
Roof, Window, Waterproofing	2	1	7	12	10	13	9	10	13	9			86
Monthly Permits Issued	6	4	10	15	15	18	15	17	18	12			130
Electric permits - contract inspector	2	6	6	6	4	1	1	1	5	8			40
Monthly Totals	8	10	16	21	19	19	16	18	23	20			170
Code Enforcement													
Complaints Reviewed	10	12	11	12	17	16	18	14	17	11			138
Parking on Grass	0	0	4	7	1	3	4	5	2	4			30
Rental Inspections	15	52	27	30	18	1	3	2	1	2			151
Tall Grass	0	1	0	31	22	25	154	163	117	79			592
Vacant Bldg letters	0	0	0	0	0	0	0	0	81	0			81
Vacant Bldg Cert.	0	0	0	0	0	0	0	0	0	0			0
Posting No Occup.	0	0	0	0	0	0	0	0	0	1			
Misc Enforce Letter	0	0	1	2	2	1	1	1	2	2			12
2nd Enforce Letter	0	0	1	2	4	1	1	1	2	2			14
Final Enforce Letter	0	0	0	0	0	1	1	1	1	0			4
Citation Issued	1	0	0	0	0	0	1	0	0	0			2
Monthly Totals	26	65	44	84	64	48	183	187	142	101			944
Planning and Zoning													
Code Enforcement	0	0	0	0	2	0	5	2	1	0			10
Bldg Permit Review	1	0	0	1	1	2	1	1	0	0			7
Land Division	0	0	0	0	1	1	0	0	0	0			2
Admin Design Review	3	0	0	1	0	0	0	0	0	0			4
Sidewalk Café	0	0	0	1	0	0	0	0	0	0			1
Accessory Structure	0	0	1	0	2	0	1	0	0	0			4
Fence	0	0	4	2	5	3	4	2	2	3			22
Sign	3	0	2	1	3	0	0	0	0	0			9
Monthly Totals	7	0	7	6	14	6	11	5	3	3			59