



Planning and Community Development – February 2026 Monthly Report

- *Meetings*
 - Attended City Commission meetings – February 9th and 23rd
 - Staffed Planning Commission meeting – February 10th
 - Attended DDA meeting Feb 11th
 - Attended Southwest Michigan Planning Commission Board meeting – Benton Harbor (appointed Berrien County representative) – February 17th
 - Attend BARB meeting – Feb 18th
 - Attended Michigan Association of Planning Board Zoom Meeting – Feb 20th
- *Planning Commission*
 - Master Plan Update – consultant attended 1/13/2026 meeting – project name, webpage and survey coming soon
 - Unified Development Ordinance – staff drafting changes to Section 71-30 Sign Standards. Changes discussed and work continues
- *Website and process/form updates*
 - Downtown Design Review Committee – updated webpage added new application and meeting dates/deadlines
 - Zoning Board of Appeals – updated webpage added new Dimensional Variance, Use Variance, Appeal Interpretation, Administrative Adjustment applications and directions and meeting dates and deadline documents
 - Planning Commission – updated webpage – added new Map Amendment, Special Use Permit, Text Amendment applications with directions and meeting dates and deadline documents
 - Residential Rental Registration program – finalized informational handout and added to website. Code enforcement officer is responsible for the program.
 - Planning and Zoning – updated webpage – added new Fence Permit, Keeping of Domestic Chickens and Pre-Submittal Meeting applications with directions
 - Work continues in other areas, once completed information will be provided
- *Building Division*
 - Page 2 provides year to date counts on activity
 - Continued discussion to contract locally for mechanical and plumbing services
- *Code Enforcement Division*
 - Page 2 provides year to date counts on activity
 - Staff investigating changing from misdemeanor to civil infractions for some violations
- *Planning and Zoning Division*
 - Working on documents associated with 50/50 Sidewalk Replacement Program
 - Completed Text Amendment Application documents associated with creation of Short-term Rental Overlay District.

Type of Permit Issued - 2026								
Month	Roof Permits	Interior Remodel	Building Addition	New Construction	Change of Use	Sign	Accessory Structure	Fence
January	2	3	0	0	1	3	0	0
February	1	0	0	0	0	0	0	0
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
TOTAL	3	3	0	0	1	3	0	0

Code Enforcement Action - 2026								
Month	Complaints Investigated	Tall Grass	Parking on Grass	Other Enforcement - 1st Letter	Follow up enforcement - 2nd letter	Final enforcement letter	Citations Issued	Rental Inspections
January	10	0	0	0	0	0	1	15
February	12	0	1	0	0	0	0	52
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
TOTAL	22	0	1	12	0	0	1	67