



Planning and Community Development – August 2026 Monthly Report

- *Meetings*
 - Staffed Downtown Design Review Committee meeting – August 5th
 - Attended City Commission meetings – August 10th and 24th
 - Staffed Planning Commission meeting – August 11th
 - Attended DDA meeting - August 12th
 - Attended Southwest Michigan Planning Commission Meeting – August 18th
 - Attended Michigan Association of Planning Board Meeting – August 14th
- *Planning Commission*
 - Master Plan Update – Reviewed draft Objectives, Goals and Tasks
 - Received and reviewed Downtown Design Review Committees recommendation for changes to Unified Development Code.
 - Directed staff to prepare 3 applications for text amendment to Unified Development Code.
 - Unified Development Ordinance – did not discuss at the July meeting.
- *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.
 - Tall grass enforcement was modified beginning in July. All streets are driven weekly and informed of violations on Thursday. The list is forwarded to Public Services for mowing on Monday.
 - Coordinated with Public Works and contractor regarding 50/50 Sidewalk Replacement Program. Majority of 50/50 Sidewalk Replacement Round 1 completed.
- *Planning and Zoning Division*
 - Completed three applications, supplemental information and legal notices associated with proposed amendments to Unified Development Code.
 - Completed one application for a map amendment/rezoning including supplemental information and legal notices.
 - Tweaked Objectives, Goals and Tasks for Master Plan review for Master Plan.
 - Worked on tweaks to Future Land Use Map for Master Plan.
 - Drafting changes to right-of-way permit application with written process.
 - Worked on drafting planned unit development language for Unified Development Code.

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					374
Building addition	0	0	1	0	0	0	1	0					2
Demolition	0	0	1	0	0	0	0	0					1
Interior/Exterior Remodel/Repair	3	3	0	2	4	4	4	5					25
New construction - bldg/+200 sf	0	0	0	1	1	0	1	2					5
Occupancy Permit - Change of Use	1	0	1	0	0	1	0	0					3
Roof, Window, Waterproofing	2	1	7	12	10	13	9	10					64
Monthly Permits Issued	6	4	10	15	15	18	15	17					100
Electric permits - contract inspector	2	6	6	6	4	1	1	1					27
Monthly Totals	8	10	16	21	19	19	16	18					127
Code Enforcement													
Investigated Complaints	10	12	11	12	17	16	18	14					110
Parking on Grass	0	0	4	7	1	3	4	5					24
Rental Inspections	15	52	27	30	18	1	3	2					148
Tall Grass	0	1	0	31	22	25	154	163					396
Misc Enforce Letter	0	0	1	2	2	1	1	1					8
2nd Enforce Letter	0	0	1	2	4	1	1	1					10
Final Enforce Letter	0	0	0	0	0	1	1	1					3
Citation Issued	1	0	0	0	0	0	1	0					2
Monthly Totals	26	65	44	84	64	48	183	187					701
Planning and Zoning													
Code Enforcement	0	0	0	0	2	0	5	2					7
Bldg Permit Review	1	0	0	1	1	2	1	1					7
Land Division	0	0	0	0	1	1	0	0					2
Admin Design Review	3	0	0	1	0	0	0	0					4
Sidewalk Café	0	0	0	1	0	0	0	0					1
Accessory Structure	0	0	1	0	2	0	1	0					4
Fence	0	0	4	2	5	3	5	2					22
Sign	3	0	2	1	3	0	0	0					9
Monthly Totals	7	0	7	6	14	6	12	5					57